



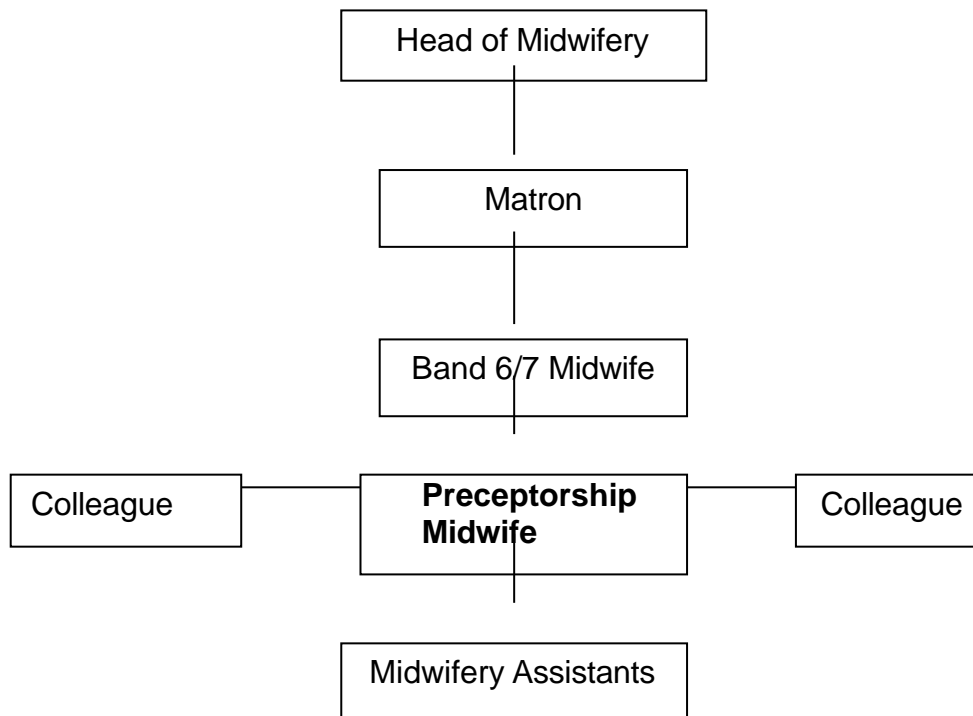
Job Description

Job Title:	Preceptorship Midwife
Department:	Maternity
Responsible to:	Matron Inpatient Services/Matron Delivery Suite/Matron Community
Accountable to:	Head of Midwifery
Band:	5
Hours:	37.5 hours
Location:	LNWH TRUST In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

Role Summary

- A newly qualified midwife who is able to work autonomously in the provision of care during the normal child birthing process
- A newly qualified midwife prepared to undertake the preceptorship course which is designed to support and develop key additional competencies for newly qualified midwives
- Interacts with medical staff and other members of the multi-disciplinary team when deviations from the norm occur to promote a healthy outcome for mother and infant
- To be responsible for the assessment, planning and implementation of evaluation of midwifery care needs of the individual in hospital and community settings

ORGANISATION CHART



❑ Working Relationships and Communication

- Responsible for the assessment and planning of the midwifery care needs of clients in the hospital and community environment.
- Daily liaison - via telephone, email or in person with members of the multidisciplinary team - midwifery, medical, neonatal, and pathology within the primary care setting – General Practitioners, Health Visitor, Practice Nurses, Social workers to co-ordinate care for patient during pregnancy through to the post natal period
- Frequently attending to clients who have limited or no English – arranging interpreting services to assist with communication
- Provide telephone or personal advice to clients or their relatives who have concerns about their pregnancy, care or the services available
- Receive telephone calls from GP's, laboratory staff or other health workers regarding concerns or risk to client or unborn child's health – make appropriate referrals to Primary or Secondary care practitioners
- Input data onto the Maternity Information Systems, ensuring information is prompt, correct and outcomes updated
- Utilise hospital information technology systems to obtain patient information or test results

❑ **Clinical responsibility**

- To provide holistic women-centered/birthing people care, individualised to the needs of the mother/birthing person and her family
- Examining women/birthing people, monitoring of observations and reporting of abnormal findings to medical staff or midwife in charge
- Provide care in labour, perform normal vaginal births, assess mother/birthing person and baby post delivery
- Identify and report any changes from the 'norm' or emergency situations to senior midwife or medical practitioner
- To assist the medical staff with medical procedures when required
- Participate in instrumental deliveries and assisting at operative deliveries
- Assist experienced practitioners in neonatal resuscitation following delivery
- Caring for clients with medical complications who require increased dependency on health professionals during the antenatal, labour or postnatal period
- To provide midwifery expertise and advice, working as an autonomous practitioner accountable to the senior midwife

❑ **Leadership and staff management responsibility**

- To provide telephone or direct advice on maternity and midwifery care to clients and professionals when necessary, and act as a resource for staff
- Facilitate Parent Education Classes for expectant mothers/pregnant people and their partners

❑ **Financial responsibility**

- Utilise clinical equipment during the course of duty efficiently to maintain its safe and effective use
- Ensure the careful use of clinical stock to reduce wastage, report low levels of supplies for reordering
- Storage of women's/birthing people's valuables in the defined place and record appropriately

❑ **Service Development and Improvement**

- Regularly attend unit meetings and represent the Unit at Trust meetings
- Participate in Unit research, audits or clinical trials

❑ **Responsibility for handling difficult/emotional situations**

- Support clients who require emotional support following the loss of a baby, a child with an deformity or who may be critically ill
- Report any Child Protection issues to the appointed Senior Midwife
- Be sensitive to the needs of clients who have a co-existing illness or disease, or are disadvantaged socially or physically. Treat with respect and dignity
- Maintain patient confidentiality particularly where sensitive issues are concerned

❑ **Physical Working Conditions and Environment**

- Supporting clients during labour, advising and encouraging the new mother/birthing person with the transition to motherhood and requirements, care of the newborn, assisting with infant feeding
- Perform venepuncture, cannulation, suturing, catheterisation as necessary
- Perform procedures involving bodily fluids – such as speculum examination, taking swabs, performing vaginal examinations, handling soiled linen
- Adhering at all times to Trust policy and comply with universal precautions during daily exposure to bodily fluids in areas where the risk of cross-infection is high
- Input data onto the Maternity Information Systems, ensuring information is correct and outcomes updated
- Have due regard for the pressures and workload on professional colleagues
- Act promptly when emergencies occur – reporting to midwife in charge / medical practitioner
- Frequently work in a high stress environment, respond appropriately when disruptions to working pattern occur
- Occasionally attend to clients or relatives who are aggressive in an attempt to diffuse a situation. Report to midwife in charge or Security Department
- Transfer of equipment & clients within the clinical area adhering to the Trusts policy on Moving & Handling
- Treat all women/birthing people and their families with respect and dignity

❑ **Knowledge, Training & Experience**

- Maintain and develop clinical skills and professional competence in line with statutory responsibilities
- Attend all mandatory training sessions
- Participate in developing and maintaining a learning environment that is supportive and conducive to learning for both
- Is required to maintain continued professional development and maintain professional registration in line with NMC Midwives Rules & Code of Practice



❑ **Any other aspect of the role**

- Rotational within the Maternity department and community setting as service needs require
- Participate in preceptorship programme, working towards achieving competencies/proficiencies and gaining experiences in order to develop

❑ **Responsibility for Research & Development**

- Keep up to date with developments in line with the latest research relating to area of practice
- Able to create and promote a supportive learning environment that embraces a culture of evidence and research-based practice
- Use evidence with support to underpin clinical guidelines and integrate research into clinical practice to improve clinical decision making and enhance patient outcomes
- Undertake service evaluation and clinical research delivery by undertaking surveys or audits as necessary and present as appropriate
- Be aware of and participate in Clinical Governance within the division/Trust
- Undertake R&D activity and participates in relevant data collection and research undertaken within the clinical area

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.



EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.
- c)



STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website- *Records Management; NHS Code of Practice- 2006*

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust

PERSON SPECIFICATION

Job Title: Preceptorship Midwife (Band 5)
Division/department: Maternity

	Essential	Desirable
Training & Qualifications	<ul style="list-style-type: none"> Registered Midwife – currently registered to practice 	<ul style="list-style-type: none"> Registered Nurse Post graduate Diploma/Certificate in Midwifery
Experience	<ul style="list-style-type: none"> All newly qualified midwives are expected to undertake a six to twelve month preceptorship programme 	
Knowledge	<ul style="list-style-type: none"> Understanding of the role of midwife as defined by the NMC An understanding of the NMC Code of Practice and Midwives Rules An understanding of confidentiality issues An understanding of the needs of clients in a multi-racial, inner city environment An interest in improving the standards of care An understanding of all aspects of evidence-based midwifery practice 	

Skills	<ul style="list-style-type: none"> • Ability to function as a member of a multidisciplinary team • Ability to communicate effectively with staff at all levels in a sensitive manner • Good written skills • Good organisational skills • Ability to respond to stressful situations positively and ensure deadlines are met • Ability to exercise initiative 	<ul style="list-style-type: none"> • Counselling skills • Teaching skills • IT skills
Personal Qualities	<ul style="list-style-type: none"> • Team player • High Motivation • Good communication skills • Able to demonstrate excellent interpersonal skills • Willingness to professionally develop self and others • Excellent time management skills 	
Other	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Willingness to adapt to a changing environment • Commitment to individualised care • Good general health • Punctual and organised • Professional attitude and approach • Good attendance record • Willing to work in all department areas across the unit 	



Putting **patients**
at the **HEART**
of everything we do



**London North West
University Healthcare**
NHS Trust

HEART Values	Demonstrate commitment to Trust HEART values – Honesty, Equity, Accountability, Respect, and Teamwork.	
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Job description and person specification drafted / amended by:

Name:

Designation:

Date:

JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

Job Holder's Signature		Date	
Line Manager's Signature		Date	