

# RECRUITMENT INFORMATION PACK

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Triage / Delivery Suite Midwife



## Job particulars

<b>Job Title</b>	Triage / Delivery Suite Midwife
<b>Pay Band</b>	Band 6
<b>Location</b>	Whipps Cross University Hospital
<b>Reports to</b>	Delivery Suite Matron
<b>Responsible to</b>	Associate Director of Midwifery

## Job purpose

To give high quality, safe, evidence based, holistic midwifery care to all women who attend our triage maternity care settings including antenatal, intrapartum, and postnatal care in conjunction with the multidisciplinary team. To ensure midwifery care and support is personalized to meet the needs of the woman.

We are currently implementing the Birmingham Symptom-Specific Obstetric Triage System (BSOTs) and therefore looking to enhance our triage team to ensure a smooth and safe transition from our current working model.

You will be based in triage but there will be an expectation to rotate to delivery suite for the purpose of upskilling.

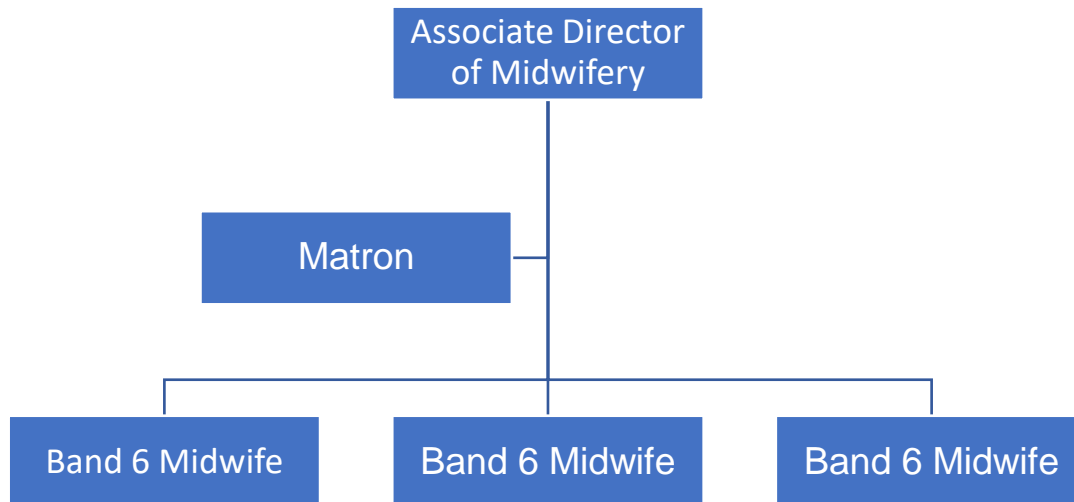
## Key working relationships

Internal	External
Associate Director of Midwifery	GP services
Deputy HOM	Health Visitors
Consultant Midwives	MVP and user groups
Maternity Managers	Maternity health advocates and other advocacy services
Education Team	
Midwives and Medical Staff	
Lead Consultant Obstetrician	
Other Allied Health Professionals	
Safeguarding Team	
Healthcare Support Workers	
Maternity Care Assistants	
Student Midwives	



Preceptor Midwives	
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## Structure chart



## Main duties, responsibilities, and results areas

### Communication – Core Dimension Level 3

*Develop and maintain communication with people about difficult matters/and/or in difficult situations*

1. Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information, and feedback in order to empower patients and members of the interdisciplinary team.
2. Skilled in communicating with a range of people on a daily basis some of who may have communication barriers.
3. To be responsible for disseminating Trust policies and information as required.
4. Provides feedback to other workers on their communication at appropriate times
5. A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care



6. The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.

7. Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures

### **Personal and People Development – Core Dimension Level 3**

*Develop one self and contribute to the development of others*

8. Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.

9. Engages in the supervision and assessing of students and support the Preceptorship programme.

10. Act as a role model to junior staff and other members in the team.

11. Demonstrate specialist skills and knowledge in their own area of clinical practice

12. Develop Managerial skills and act up for the Band 7 midwife in her absence.

13. Improves clinical practice through reflection with self or others.

14. With the support of Band 7 midwife through the Trust's appraisal process and development of personal development plan identifies their educational and professional needs.

15. Influence the development of knowledge, ideas and work practice.

16. The post holder is expected to develop their IT skills by completing the European Computer Driving Licence (ECDL) qualification

### **Health, Safety and Security – Core Dimension Level 2**

*Monitor and maintain health safety and security of self and others.*

17. The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures

18. The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998)

19. The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment

20. Report risk in a timely fashion through IT and implement action to remove risk if possible



21. When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of pat slide

22. Takes appropriate action to manage an emergency summoning assistance immediately when this is necessary.

23. Works in ways that minimise risks to health, safety and security.

### **Service Improvement – Core Dimension Level 1**

*Make changes in own practice and offer suggestions for improving services*

24. Participates in the promotion of the maternity Philosophy of care and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice

25. Develop skills in accordance with the expanded role relevant to the post holder's clinical area e.g. perineal suturing, cannulation etc.

26. Develops knowledge, understanding and application of their personal leadership skills

### **Quality – Core Dimension Level 3**

*Contribute to improving quality*

27. Observe the midwives' rules and standard as laid down by the NMC and ensure they are adhered to by the members of the team. Maintain and develop professional knowledge and competence in accordance with NMC guidelines.

28. Participates in research, audit and quality initiatives, e.g., Essence of Care

29. Assist in the development of policies and guidelines pertaining to area of work and ensure that members of the team carry out practice within these guidelines

30. Each midwife is responsible and accountable for the care she/he gives to women and their babies thus maintaining autonomous contemporaneous practice.

31. Demonstrates knowledge and skills related to evidence-based practice

32. Uses and maintains resources efficiently and effectively and encourages others to do so

33. Monitors the quality of work on own area and alerts others to quality issues

34. It is the midwives responsibility to maintain their registration through revalidation documentation.



## **Equality and Diversity – Core Dimension Level 2**

*Support equality and value diversity.*

- 35. The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy
- 36. Identifies and takes action when own or others' behaviour undermines equality and diversity
- 37. Take account of own behaviour and its effect on others

## **Promoting of health and wellbeing and prevention of adverse effects on health and wellbeing – S. Dimension Level 2**

*Plan, develop and implement approaches to promote health and wellbeing and prevent adverse effects on health and well-being.*

- 38. Plan, develop and implements health promotion activities in accordance to local/national guidance to meet individual patient needs. Evaluate patient care and make change as necessary
- 39. Participate in the provision of parent education
- 40. Give appropriate advice/counselling to women and their partners regarding all aspects of care e.g. smoking cessation advice, breast feeding, screening etc.
- 41. Participate in collaborative decision making within the multidisciplinary team

## **Assessment and care planning to meet health and wellbeing needs – S. Dimension Level 3**

*Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs*

- 42. Give total midwifery care in acute and primary health care setting. This will involve a flexible rota which will include 24hrs cover
- 43. To be the named midwife for a specified number of women in triage and or delivery suite
- 44. To provide individualised care that is evidence based
- 45. Identifies deteriorating patients and escalates concerns immediately according to guidelines
- 46. Safely administers prescribed medication and monitors effects
- 47. Ensures documentation is accurate and up to date
- 48. Demonstrates an enquiring approach to patient care





49. To provide care to women during Antenatal, Intrapartum and Postnatal period and seeks advice and support from the band 7 where necessary

50. Ensure screening samples are taken to the laboratory and results are followed up and acted on appropriately

### **Protection of health and wellbeing – S. Dimension Level 2**

*Contribute to protecting people at risk*

51. Assessment of patient at risk e.g. domestic violence, child protection etc.

52. Work with the multidisciplinary team to plan, implement and evaluate care for patient at risk and make changes as necessary

53. Participates in meeting the needs of patients/unborn child and carers

54. Ensures documentation is accurate and up to date

55. Ensure there is a working multidisciplinary care plan in place at all times

56. Compliance with infection control policies and participate with the infection control team, ensuring good cleaning standards are maintained.

### **Enablement to address health and wellbeing needs – Specific Dimension Level 4**

*Empower people to realise and maintain their potential in relation to health and wellbeing*

57. Educates patients, relatives and staff as necessary

58. Involve patients in the decision-making process regarding their care

59. Participates in collaborative decision making within the multidisciplinary team

60. Participates in meeting and promotes the health education needs of patients and carers

### **Information Collection and Analysis – Specific Dimension Level 2**

*Gather, analyse and report a limited range of data and information*

61. Demonstrates an understanding of research and development and how this influences midwifery practice

62. Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system

63. Analyse and report information provided through appropriate clinical equipment and act upon this gathered information (e.g. blood pressure monitoring)

64. Maintain the integrity of information using agreed methods and procedures



65. Reports the data/ information clearly in the required format and at the time agreed

## Working conditions

Criteria	Description
<b>Physical</b>	<p>You will be required to carry out duties from a computer.  Venepuncture Epidural top-up Cannulation CTG Interpretation  Resuscitation of adults and new-borns, IT literate, Perineal Repair  Moving &amp; Handling Speculum examination Competence in use of  all Management of Obstetric emergencies equipment used  Communication and interpersonal skills Ability to use evidence in  practice.</p> <p>Ability to care for pregnant women through antenatal, intrapartum  and post-natal period.</p>
<b>Emotional</b>	Ability to cope under pressure
<b>Working Conditions</b>	Highly demanding unpredictable workload
<b>Mental</b>	Responding to unpredictable work patterns, interruptions and the need to meet deadlines

## Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/). This supports us to develop a sustainable workforce and bring the very best out in people.

## Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)





## Person specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Registered Midwife – eligible to practice</p> <p>Minimum 2 years qualified with 2 years' experience</p>	<p>Prep for Practice</p> <p>Supervisor/Assessor course</p> <p>Working towards MSc</p>
<b>Experience</b>	<p>Ability to participate in health promotion activities to include antenatal classes/clinics</p> <p>Ability to prioritise clinical work effectively</p> <p>Can show a non-judgemental approach to patient care</p> <p>Ability to record and report back accurately and fully on patient assessments undertaken and risks identified</p> <p>Ability to identify deteriorating patients</p> <p>Able to use basic adult and neonatal resuscitation skills</p>	<p>Experience of equal opportunity policies and procedures</p> <p>Has worked in a variety of settings using all midwifery skills</p> <p>Experience of caring for at risk / socially excluded patient</p> <p>Experience in BSOTs</p>
<b>Knowledge</b>	<p>Acts in a way that is consistent with legislation, policies and procedures and abide by the Trust Health and Safety policies</p> <p>Ability to support others in maintaining health, safety and security</p> <p>Ability to identify and assess the potential risks involved in work activities and processes for self and others</p>	<p>Knowledge of current and emerging NHS strategy and policy</p>



	Understanding of own knowledge and skills and ability to identify learning needs and interests	
<b>Skills</b>	<p>Ability to communicate effectively at all levels across the Department and Directorate</p> <p>Ability to work as part of a multi-disciplinary team</p> <p>Able to analyse and interpret fetal heart rate including intermittent auscultation and interpretation CTG recordings</p> <p>The ability to communicate with patients in an empathetic and effective manner regarding their treatment and procedures.</p> <p>Can demonstrate an enthusiastic, approachable, and friendly manner</p> <p>Ability to demonstrate enthusiasm towards teaching and sharing knowledge</p> <p>Ability to self-reflect, carry out tasks of own job and identify what s/he needs to learn to able to do current job better</p> <p>Ability to take an active role in agreed learning activities and keeps a record of them</p> <p>Ability to offer constructive suggestions for service improvement</p> <p>Effectively carries out tasks related to evaluating services when asked</p>	<p>Ability to monitor the quality of own work</p> <p>Ability to use and maintain resources efficiently and effectively and encourage others to do so</p> <p>Ability to recognise and take action when equality and diversity are undermined</p>



	<p>Ability to work within set timeframes working to priorities and deadlines</p> <p>Able to recognise own limits and work within those limits of competence</p> <p>Ability to work with others to produce detail plan to protect the health of mother and unborn child</p> <p>Ability to carry out essential and appropriate midwifery care and procedures</p>	
<b>Other</b>	<p>Basic computer literacy in Windows and IT systems</p> <p>Ability to store data / information safely and correctly</p> <p>Ability to work flexible hours to meet service requirements</p>	

