

Job Description

SECTION 1

JOB DETAILS

Job Title:	Bank Midwife (Integrated Post)
Contract Type	Bank
Contract Hours	As & When required
Division/Directorate:	Obstetrics, Gynaecology, Sexual Health Directorate
Department/Ward:	Maternity
Responsible to:	Senior Midwife
Accountable to:	Directorate Manager/Head of Midwifery
Base:	Cwm Taf Morgannwg UHB
Band:	Band 6 equivalent as worked

Main Purpose of the Job:



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

The Worker will provide all aspects of midwifery care for low risk pregnant women in both the community and hospital setting. The Worker, as a registered Midwife, will practice autonomously using knowledge, skills and abilities for safe, effective practice without direct supervision. Care of high risk women will be in conjunction with the Obstetric Medical Team.

The Worker on occasions may be required to work within other areas of the Directorate.

The Worker on occasions will deputise as Ward Manager/Team Leader in his/her absence. They will delegate duties appropriately to junior members of staff e.g. junior midwives, student midwives, student nurses and nursing assistants.

Principal Duties:

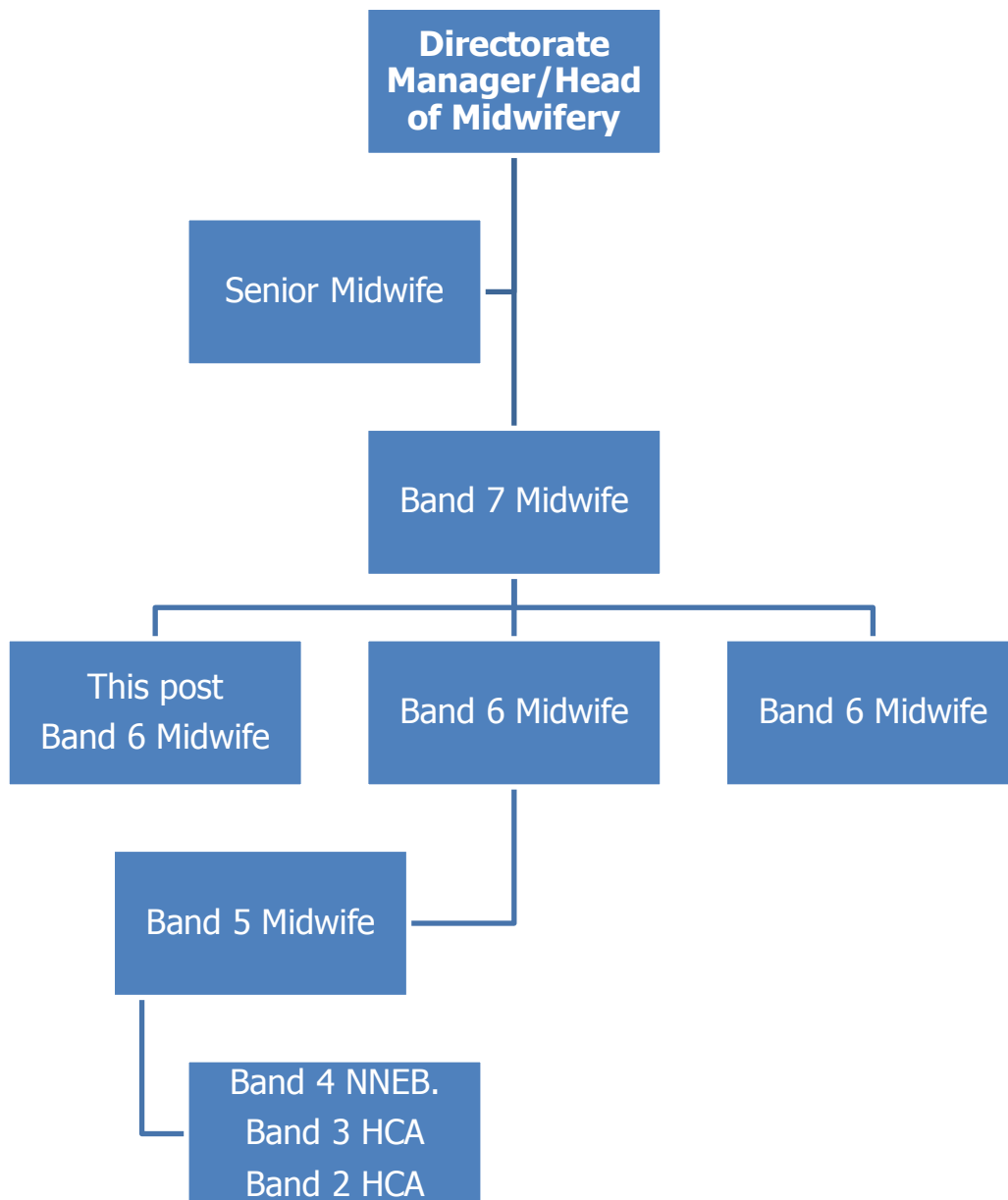
The Worker will be responsible for the assessment, planning development, implementation and evaluation of programmes of care for clients in all areas of Maternity service.

The Worker will ensure the provision of the highest standards of care, which reflects the quality standards and the Trust mission.

The Worker will be required to practice clinical skills, through experience and on completion of Midwifery Skills Competencies. To act as a mentor for less experienced Midwives and other staff.



Organisation Chart



SECTION 2

1. Communications and Relationships skills

The Worker will provide information and guidance pertinent to the plan of care to clients and their next of kin. This may require persuasive/negotiation skills e.g. when dealing with child protection issues/ domestic abuse. There may be situations where there are potential barriers to communication, when a client and her family disagree with the proposed plan of care e.g. that induction of labour may take several days.

The Worker will provide advice and information to clients and their families, ensuring women receive up to date research based information to enable them to make informed choices e.g. providing statistical risks of children being born with a metabolic or genetic disorder.

The Worker will work in partnership, ensuring good communication with other agencies on a regular basis e.g. Health Visitors, General Practitioners, Social Services, Drug & Alcohol Agencies and Voluntary agencies, supporting junior Staff in these practices. The Worker will discuss highly complex information with these individuals e.g. discussing child protection issues or highly complex clinical information with them.

2. Knowledge, Training and Experience

Current NMC Registration on Part 2 of the Register.

The Worker will have experience as a staff midwife in all areas of midwifery care including antenatal, labour and post-natal wards. Additional training can be provided if required.

Responsible for ensuring annual renewal of Notification of Intention to Practice is submitted as per NMC requirements.

The Worker will be required to attain competence in IV Drug Administration, IV Cannulation and perineal suturing following appropriate training.

The Worker will be required to record and interpret cardiotocograph traces. He/she will undertake K2 cardiotocograph training annually.

The Worker following a period of training will be required to undertake the role of scrub nurse in the Obstetric Theatre. When working within the Acute area, he/she will be required to attend the main theatre annually for update training.

3. Analytical and Judgmental Skills

The Worker will plan the care of complex cases, which require discussion and analysis of the options available in conjunction with and under the direction of a senior midwife and the multidisciplinary team.

The Worker will prioritise workload and the work of junior midwives, nursing assistants and student nurses. This will include assisting in the supporting/teaching of newly appointed midwives, student nurses and nursing assistants.

The Worker will, in collaboration with staff of the University of Glamorgan School of Care Sciences, assess and evaluate the performance of student midwives

The Worker will be required to act promptly and take the lead in obstetric emergencies in the absence of medical staff e.g. cord prolapse or neonatal resuscitation

The Worker will be required to analyse the cardiotocograph trace and decide what action

to take e.g. to transfer a woman home or to refer to an obstetrician.

4. Planning and Organisational Skills

The Worker will be responsible for the assessment, planning, continuous evaluation and updating of individual plans of care for low risk women and babies, acknowledging personal beliefs, identity and preferences of parents/carers.

The Worker will have autonomous responsibility for delivery of care to women in the antenatal, labour and postnatal periods. Delivery of care to women experiencing complications in pregnancy, labour and postnatally will be in liaison with the medical team.

The Worker will be autonomous and responsible for all aspects of low risk antenatal, intrapartum and postnatal care, with the ability to plan his/her own workload e.g. provide care to a woman having a home birth with the assistance of a second Midwife.

The Worker will as a delegated duty plan staff rotas and assist in staff co-ordination throughout the maternity unit/community. He/she will communicate with the senior midwife for that shift, staff availability and workload.

5. Physical Skills

The worker will be required to act as a scrub nurse within the obstetric theatre, handling and passing surgical instruments to the surgeon.

The worker following a period of training will be required to undertake perineal suturing.

The worker will be required to undertake transitional neonatal care following a period of training and completion of core competencies. This will also require the worker to administer intravenous drugs to a neonate following completion of the UHB's drug administration programme.

The worker will undertake venepuncture.

6. Patient/Client Care Responsibilities

The Worker will provide all aspects of midwifery care for low risk pregnant women in both the community and hospital setting. The Worker, as a registered Midwife, will practice autonomously using knowledge, skills and abilities for safe, effective practice without direct supervision. Care of high risk women will be in conjunction with the Obstetric Medical Team.

The Worker will deputise as Ward Manager/Team Leader in his/her absence. He/she will delegate duties appropriately to junior members of staff e.g. junior midwives, student midwives, student nurses and nursing assistants.

The Worker will be responsible for prescribing, administration and recording of drugs in accordance with the UHB's Administration of Drugs Policy, NMC Guidelines for the Administration of Medicines and Prescriptions, and Local Standing Orders. The Worker is able to prescribe medication as outlined in Standing Orders.

7. Policy and Service Development/Implementation

The Worker will be responsible for occasionally commenting on policy / guideline development as part of a team.

8. Financial and Physical Resources:

The Worker will be responsible for ward resources during their span of duty, this will include Pharmacy stock levels, ordering and receiving controlled drugs and the safe keeping of any equipment arranging repairs as needed.

The Worker, during placement in the community, will be responsible for the roadworthiness of the car used for work. The Worker during placement in the community will be responsible for complying with the community environmental risk assessments and lone worker policy.

9. Human Resources:

The Worker will prioritise workload and the work of junior midwives, nursing assistants and student nurses. This will include assisting in the supporting/teaching of newly appointed midwives, student nurses and nursing assistants.

The Worker, following a period of mentorship training, will act as a mentor for student midwives.

The Worker will, in collaboration with staff of the University of Glamorgan School of Care Sciences, assess and evaluate the performance of student midwives.

The Worker will be responsible for undertaking staff appraisals as delegated by the Ward Manager/Team Leader.

The Worker will participate in mentorship and clinical supervision programmes and be responsible for the teaching, support, and supervision of Band 5 Midwives and other staff e.g. midwifery/nursing/medical students.

The Worker, as a potential supervisor of students, will have a responsibility to ensure that he/she and the student are aware of the limitations of the role and have considered the individuals level of competence, skill and knowledge. The objectives to be achieved during the placement and the method of assessment must also be clarified. In addition, you should ensure that the student is advised about hazards and other issues identified through any risk assessment process and be instructed in the appropriate measures of avoiding the risk.

The Worker will be responsible for undertaking return to work interviews with staff following a period of sickness as part of the Trust's Management of Sickness and Absence Policy. This will be delegated by the Ward Manager/Team Leader.

The Worker will assist the ward manager with interviews for junior staff e.g. nursing assistants.

10. Information Resources:

The Worker will be responsible for providing accurate, current, comprehensive and concise records concerning the condition of the client in accordance with the NMC Standards for Records and Record Keeping, the UHB's Patients Record Policy and in compliance with the Data Protection Act.

The worker will be required to complete electronic maternity records using the Maternity Information System (MITS) for each antenatal and intrapartum patient.

The worker will be required to access information via E-mail and the University Health Board intranet site.

11. Research and Development:

The Worker will be expected to provide evidence based care and have an active involvement in any research and audit within their sphere e.g. assist with audit of standards of care for the ward/department for a minimum of twice a year.

The Worker will maintain a high standard of midwifery care by awareness of current trends and developments in the profession.

The Worker will provide advice and information to clients and their families, ensuring women receive up to date research based information to enable them to make informed choices e.g. providing statistical risks of children being born with a metabolic or genetic disorder.

12. Freedom to Act :

The Worker will be expected to manage the clinical environment in the absence of the Ward Manager/Team Leader, which will involve organisation of workload and delegation of duties.

The Worker will attend meetings, interviews and undertake audit, complaints investigation and policy review in their absence and on their behalf.

The Worker will work on her/his own initiative, referring to a Band 7 Midwife when necessary.

The Worker will be required to make decisions on care provided, making referrals as appropriate with the support of a senior midwife.

Will work within the confines of Trust Policies and Procedures.

The Worker, under the direction of a Band 7 Midwife and in conjunction with the medical team, will provide maternity care for high risk women e.g. women in premature labour.

Effort & Environment Factors:

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the worker's exposure to certain conditions whilst undertaking the job role.

13. Physical Effort

There is an ongoing requirement to exert moderate physical effort for several short periods when caring for clients during the working day in various settings, including the clients home. This will involve the use of appropriate manual handling equipment following a period of mandatory training.

The Worker will be required to stand and/or walk for most of the shift.

The Midwife from time to time may have to kneel, crouch, twist bend and stretch especially when attending to labouring women.

Tasks involve the clinical examination of women throughout the antenatal, intrapartum and postnatal period, delivering babies and caring for their needs post-delivery. Frequent manoeuvring of clients and equipment will be a requirement of the post.

14. Mental Effort

The Worker will be required to frequently concentrate on work e.g. interpret cardiotocograph traces and prepare drugs for administration to babies. The pattern of their work is unpredictable e.g. He/she will often be interrupted from their work to answer telephone calls, enquiries from visitors or be required to deal with problems which become more urgent.

15. Emotional effort

The Worker may be required, with support of senior midwife, to undertake occasional duties that are generally considered to be distressing and/or emotionally demanding e.g. Giving bad news to a woman such as the result of a screening test showing a high risk of fetal abnormality, frequent Child Protection issues, Vulnerable Adult issues, occasional baby deformities/death.

16. Working Conditions

The Worker will be exposed to body fluids and foul clothing/linen frequently in the antenatal, intrapartum and postnatal period. They must ensure the health and safety of themselves, and their clients by following Trust policies and using personal equipment provided.

SECTION 3

KSF Post Outline

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	3	A,B,C,D,E,F	3	A,B,C,D,E,F
Core	C2	Personal and People Development	3	A,B,C,D,E,	3	A,B,C,D,E,
Core	C3	Health, Safety and Security	3	A,B,C,D,E,F,G	3	A,B,C,D,E,F,G
Core	C4	Service Improvement	3	A,B,C,D,E,F,G	3	A,B,C,D,E,F,G
Core	C5	Quality	3	A,B,C,D,E,	3	A,B,C,D,E,
Core	C6	Equality and Diversity	3	A,B,C,D,E,F,G,H	3	A,B,C,D,E,F,G,H
Specific	G6	People Management	3	A,B,C,D,E,F,G H	2	A,B,C,D,E,F

NB This Outline is **not** a substitute for a complete KSF post outline which must be approved via the Learning & Development Department. No post can be advertised without an approved KSF Outline and matched Job Description.

SECTION 4

Hours

Bank

Performance Appraisal

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

Registered Health Professional

All workers of Cwm Taf University Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Lease Car

If Applicable

Job Limitation

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

Risk Management/Health & Safety

The Cwm Taf University Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The worker will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this

process and have responsibility for managing risks and reporting exceptions.

Records Management

As an worker of Cwm Taf University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

Confidentiality of Information

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

Training & Development

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Review

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the worker.

Equality

The Cwm Taf University Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each worker is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person. The Cwm Taf



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University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its workers at work.

Signed: (Worker)

Date:

Signed: (Directorate
Manager/Budget Holder)

Date:

Date Job Description compiled:

Ruth Friel
12/10/10

Date for review:

Person Specification

Job Title: Bank Staff Midwife		Band: Band 6 equivalent as worked	
Department: Maternity		Responsible to: Senior Midwife	
Area	Essential at recruitment	Desirable	Assessed by
1. Education/Qualifications / Training	<ul style="list-style-type: none"> NMC Part 2 Registration. First level degree. Ability to demonstrate Continuous Professional education. 	<ul style="list-style-type: none"> Certificate in Examination of Newborn. <i>(Required following appointment)</i> 	Application Form Interview Production of evidence (certificates etc)
2. Experience	<ul style="list-style-type: none"> Recent experience as a Midwife 		Application Form Interview References
3. Skills	<ul style="list-style-type: none"> Completion of core midwifery competencies in all areas of maternity Venepuncture 	<ul style="list-style-type: none"> Certificate in IV drug administration Able to undertake Perineal suturing Obstetric theatre scrub skills Ability to speak Welsh 	Application Form Interview References

4. Knowledge	<ul style="list-style-type: none"> • Previous experience of working on all areas of the maternity department 	<ul style="list-style-type: none"> • Possession of a management qualification • Mentor for students 	Application Form Interview References
5. Personal Attributes	<ul style="list-style-type: none"> • Able to work as a part of a team • Self-motivated • Able to prioritize • Sound decision maker 	Ability to speak Welsh	Interview References
6. Circumstances e.g. Mobility/Availability-special attendance requirements	<ul style="list-style-type: none"> • Able to travel to all areas of the University Health Board • Flexible approach to work—as post involves working in hospital and community setting, including day and night duties. 		Application Form Interview
7. Physical Requirements and attributes			
8. Any other special requirements not covered by 1-7 above	<ul style="list-style-type: none"> • Knowledge of Risk Management and Health and Safety requirements. • Subject to satisfactory DBS 		Interview References

Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview.