

## **JOB DESCRIPTION**

**POST:** Rotational **Midwife**

**DEPARTMENT:** Saint Mary's Maternity Unit

**GRADE:** Band 5

**HOURS:** Full Time/Part Time

**RESPONSIBLE TO:** Ward Manager/Team Leader

**LIAISES WITH:** Internal- Midwifery Matrons, Specialist Midwives, Allied Health Professionals, Team Leaders, Information Department, Learning and Development Department, Obstetricians, Neonatologists, Anaesthetists, Professional Midwifery Advocate, Clinical Support Workers, Administration and Clerical Support. External -Higher Education Institutions, Social services, Primary Care Trusts, Voluntary agencies, Vulnerable Children's Team

**RESPONSIBLE FOR:** Care of women and their families through the antenatal, intrapartum and postpartum period

**WORKBASE:** Saint Mary's Maternity Unit

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### **JOB PURPOSE:**

The post holder will:

- Be expected to participate fully in their personal development and review process whilst undertaking a period of structured preceptorship. They are expected to complete all competencies within the preceptorship framework within a 2 year period
  - Under the direction and support of the team leader and senior colleagues will provide midwifery care which will include the assessment, planning, implementation and evaluation in midwifery care over a 24 hour period for women and their families
  - Practice in accordance with the NMC Code of Professional Conduct and Trust policies in order that a safe and quality service is provided
  - Take delegated responsibility for the management of the clinical team on a shift basis with support as part of the preceptorship programme, taking overall responsibility for effective management of the team and the maintenance of high standards of quality care in the clinical area
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### **MAIN DUTIES & RESPONSIBILITIES**

#### **Clinical Practice**

The post holder will be expected to:

- On a shift by shift basis, be responsible in prioritising, assessing, planning implementing and evaluating in all relevant aspects of midwifery care to an agreed and expected high standard
- Ensure there is effective and sensitive communication between the women, babies and their families and with all the MDT
- Ensure that patient documentation is appropriate, accountable and defensible in accordance with Trust and NMC policies, disseminating all relevant changes in the patient's condition to the MDT
- Gain competence in clinical skills to enable delivery of high quality midwifery care within the service
- Undertake, perform and assess enhanced skills within the clinical area, to improve the patient experience
- Be competent in the correct use of all equipment used in the clinical setting in accordance with instructions, department procedures and NHSLA guidelines, reporting any faults as necessary
- Ensure that Child Protection, Vulnerable Adult and Mental Health legislation is adhered to
- Promote and collaborate in developing good working relationships with internal and external departments to ensure the patient journey is effective and efficient

## **Management**

The post holder will be expected to:

- Act as a support to the shift leader/team leader and deputise when necessary to ensure continuity of the delivery of a high standard of care
- Develop and maintain organisational and managerial skills relevant to the ward/department facilitating a satisfactory interface with the MDT and all ward areas
- Be aware of cost implications associated with the service and ensure effective use of all resources including staff, medical and surgical sundries
- Collaborate with other health care professionals in the delivery of high standards of effective health care
- Participate in the Improving Quality Programme

## **Education & Development**

The post holder will be expected to:

- Develop knowledge and skills relevant to the clinical setting to enhance patient care
- Participate in objective setting and performance management; ensure ongoing staff development and achievement of Trust strategic objectives, as delegated by ward manager/team leader
- Act as a mentor/preceptor and resource person for all midwifery, support staff and midwifery students encouraging a high level of motivation in all involved
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students
- Ensure that mentorship training is updated annually
- Contribute to the clinical development of staff, supporting the teaching of practical skills to agreed competency levels for staff as identified in ward/departmental action plans
- Maintain own continuing professional development in accordance with CPD requirements and contribute to formulation of own objectives and personal development plan

- In conjunction with the ward manager/team leader and Education team contribute to the delivery of orientation programmes for new staff and students
- Promote awareness of current developments in the speciality and seek opportunities to further own knowledge, and that of other staff

- Provide educational and supportive opportunities to midwifery students to ensure placements satisfy all requirements of their learning objectives
- Develop skills to act in a support / advisor role to all members of staff and carers involved with the patient group
- Provide an environment that encourages patient centred involvement where advice and education is required

## **Research & Development**

The post holder will be expected to:

- Demonstrate awareness of research process and resources available
- Ensure an up-to-date knowledge of current evidence based practice. Implement research findings in collaboration with the MDT where appropriate, to ensure quality of service and effective practice
- Promote an evidence based culture through pathways and protocols of care utilising an interdisciplinary approach

## **Key Processes**

The post holder will be expected to:

- On a shift-by-shift basis, be responsible for the delivery of clinical expertise commensurate with experience in all aspects of patient care in the relevant clinical setting
- Act as a support to the shift leader/team leader and deputise when necessary to ensure continuity of the delivery of a high standard of care
- Act in a manner to consistently support equality and diversity in all interactions
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott policy

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.**

**Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.**

## **INFECTION PREVENTION AND CONTROL**

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control manual. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and control.

## **HEALTH AND SAFETY**

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety

precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

### **RISK MANAGEMENT**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/division or area of responsibility.

### **CONFIDENTIALITY AND SECURITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

