

### Job Description

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>JOB TITLE</b>      | <b>Midwife Entry Level</b>            |
| <b>GRADE</b>          | <b>Band 5</b>                         |
| <b>REPORTS TO</b>     | <b>Clinical Lead / Senior Midwife</b> |
| <b>ACCOUNTABLE TO</b> |                                       |
| <b>DEPARTMENT</b>     | <b>Maternity Service</b>              |
| <b>DIVISION</b>       | <b>Obstetrics and Gynaecology</b>     |
| <b>DATE</b>           | <b>September 2020</b>                 |

### JOB PURPOSE

To use this preceptorship year to consolidate their academic knowledge and gain practical experience through an organised programme of learning. Meeting required standards to progress to Band 6. To provide a supportive and caring environment in which to meet the needs of women and their families which maintains their dignity throughout the total episode of care. Provides woman centred care, acting as their advocate in all matters relating to care given in a multidisciplinary and multi-agency environment, upholding the principles of midwifery public health. Forges links of integration between acute and primary care settings

### DIMENSIONS ( Number of staff, budgets, targets)

None

### KEY RESULT AREAS/Deliverables/Key Activities

#### Practitioner

- Acts to safeguard and promote the interests and wellbeing of women and babies, adjusting own practice to meet individual needs of the woman and her family.
- Identifies women and families with specific and complex needs, providing appropriate care, referring to relevant agencies and support services and working in partnership when required
- Develops and actively participates in the implementation and evaluation of programmes of care involving women themselves, using information technology where required.
- Formally refer women to consultant obstetricians, general practitioners and other midwives and professionals.
- Maintains a detailed knowledge of the diagnosis and condition of the caseload of women and babies in her Care, taking responsibility for the safe delivery of care to their client group when on duty.
- Takes responsibility and accountability for own professional practice and maintains high standards of midwifery care, complying with the NMC Midwives Rules and Code of Practice and other NMC Standards and, legal requirements

### Leadership & Communication

- Encourages and promotes good staff relationships.
- As necessary reporting progression the woman's condition to another registered midwife at the end of a period of duty.
- Establishes communication with women and colleagues in a non-prejudicial way
- Develops an awareness and understanding of relevant networks in the wider health and social care community
- Enables information to be relayed quickly and concisely in a manner which is understandable and can be correctly interpreted by those receiving it.
- Influences and supports the midwifery team, actively participating as a member of the team, to achieve team goals and objectives
- Assesses programmes of care and takes action where necessary, within the boundaries of service policies and guidelines. Ensures any changes in the care plan are brought to the attention of other team members.
- Is proactive in liaising and communicating with line managers in seeking solutions to resolve local operational problems
- Takes positive action in the event of sickness and absence to maintain a safe level of staffing within their clinical area, maintaining required records and communications to the midwife 2 / clinical lead

### Operational Management

- Deploys equipment and stock in a cost effective and efficient-way, participating in effective stock control
- Participate in the processes of identifying hazards, assessing risk and implementing control measures to promote the health and safety of women and babies, staff and the environment are carried out.

### Education, training and development

- Shares and disseminates knowledge amongst peer group and, student midwives
- Develops clinical knowledge and practical skills to enhance their knowledge base as a registered midwife.
- Use own knowledge and skills to work with other staff, giving clear guidance, support and assistance, monitoring their progress and giving feedback
- Maintains up to date knowledge of local and national health improvement
- targets/programmes related to own clinical area

### Practice and service development

- Contributes to the development of evidence based practice and guidelines developing innovative practice in collaboration with supervisors of midwives.
- Undertakes activities in relation to her role within the Trust and Directorate framework for Clinical Governance, which includes development and maintenance of standards, ensuring that Trust policies and standards for health and safety and clinical risk are practiced
- Is actively involved in changes in practice and service development

### Research

- Ability to use research to plan, implement and evaluate strategies and programmes of care, leading to improvements in care
- Contributes to agreed local research initiatives



**PERSON SPECIFICATION**

|   | <b>Essential</b>   | <b>Desirable</b>   |
|---|--|--|
| <b>Communication and relationship skills</b>                                  | Ability to communicate complex and sensitive information to women<br>Ability to use reassurance-and persuasive skills.   |  |
| <b>Knowledge, training and experience</b>                                     | Registered Midwife   | Registered Nurse<br>First Level health degree or working towards |
| <b>Analytical and judgemental skills</b>                                      | Ability to assess and make judgements on contemporary midwifery issues   |  |
| <b>Planning and organisational skills</b>                                     | Organises own meetings & workload  |  |
| <b>Physical skills</b>  | Ability to undertake all aspects of clinical midwifery using all human senses, To perform suturing,<br>Ability to use keyboard                                 |  |
| <b>Responsibilities for patient / client care</b>                             | Develops programmes of care including advice for care and education<br>Advises and takes responsibility for care for antenatal; postnatal and intrapartum care |  |
| <b>Responsibilities for policy and service development and implementation</b> | Contributes to the development of policies and guidelines for the area in which she/he works   |  |
| <b>Responsibilities for financial and physical resources</b>                  | Personal duty of care with responsibility for ordering, and maintaining stock levels.  |  |
| <b>Responsibilities for human resources</b>                                   | Demonstrates own activities<br>Provides support for others in the Team   |  |
| <b>Responsibilities for information resources</b>                             | Records personally generated clinical/operational observations   |  |
| <b>Responsibilities for research and development</b>                          | Takes part/undertakes surveys/audit/research in line with directorate guidance   |  |

|                           |  |  |
|---------------------------|--|--|
| <b>Freedom to act</b>     | Works within the rules and code of midwifery practice, directorate and Trust policies and guidelines<br>Uses own initiative for clinical decision making, taking, responsibility for own actions |  |
| <b>Physical effort</b>    | Works directly with women in providing care involving weights  |  |
| <b>Mental effort</b>      | Concentration during examination, labour and suturing<br>Concentration during clinical report writing  |  |
| <b>Emotional effort</b>   | Assisting in breaking bad news<br>Works directly with child protection issues<br>Deals with baby deaths  |  |
| <b>Working conditions</b> | Exposed to body fluids and infectious material   |  |

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

|                                      |  |             |  |
|--------------------------------------|--|-------------|--|
| <b>Signed:<br/>(Member of staff)</b> |  | <b>Date</b> |  |
| <b>Signed:<br/>(Line Manager)</b>    |  | <b>Date</b> |  |

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



### Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



### Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



### Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

## **Equality, Inclusion and Diversity**

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

## **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

## **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

## **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

## **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).



**Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

**Smoke free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

**Research:**

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".