

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning
- Make time for training and development and support research so people always receive the highest standards of care.



JOB DESCRIPTION

JOB TITLE	Midwifery Clinical Practice Facilitator
DIRECTORATE	Integrated Women's, Children and Sexual Health
DEPARTMENT	Maternity
BAND	7
RESPONSIBLE TO	Maternity Lead for Education Head of School of Midwifery
ACCOUNTABLE TO	Director of Midwifery
RESPONSIBLE FOR	Clinical Facilitation of Students and Staff

JOB SUMMARY

The post holder has the primary responsibility for the co-ordination of the clinical placement aspect of student midwives education programmes. They will also participate in educational activities in partnership with the HEI, ensuring that evidence-based learning is promoted and that local and national service objectives are met.

The post holder additionally takes lead responsibility within the Trust for coordinating the preceptorship programme for newly qualified midwives, supporting midwife mentors in training, and the facilitation of clinical placements for midwives undertaking return to practice programmes.

The purpose of this role is to enhance the quality of the student learning experience particularly focusing on clinical practice, skill acquisition and the achievement of competencies as specified by the Nursing and Midwifery Council by working with practice mentors, students, lecturers, midwives and NHS Trust clinical placement leads.

The Midwifery Clinical Practice Facilitator, in collaboration with the partner Trust and HEI colleagues will ensure effective support and supervision to midwifery students within the practice environment. The focus will be on both the hospital and community setting to ensure appropriate student learning experiences across all settings.

KEY WORKING RELATIONSHIPS

- Trusts clinical / placement leads
- HEI
- Practice Mentors
- Student Midwives



- Midwives
- HEIs and education providers
- Midwifery Managers
- Practice Development Midwives

KEY RESPONSIBILITIES

1. To assist with the organisation and delivery of the undergraduate skills learning component of pre-registration midwifery degree programmes in partnership with the local HEI.
2. To work closely with the student coordinator at the HEI to ensure a safe and effective clinical placement for midwifery students and midwives undertaking return to practice programmes.
3. To create practice-based opportunities for learning; ensuring appropriate clinical experience for stage of training and maximising the quality and variety of experience available.
4. To provide support and guidance for newly qualified midwives enabling them to consolidate their existing knowledge and progress their skills. To develop and implement a preceptorship programme for newly qualified midwives to underpin this process.
5. To support midwife mentors in providing a high quality student experience; facilitating eligible midwives to undertake mentorship training and ensuring existing mentors to maintain their practice requirements.
6. To provide high quality clinical and professional advice, acting at all times as a role model to staff.

MAIN DUTIES AND RESPONSIBILITIES

Communication

1. To act as principle liaison between the trust and HEI. Work in partnership with link midwifery lecturers.
2. Develop and facilitate communication initiatives to ensure that all staff are informed of internal and external developments within the division and in collaboration with the HEI.
3. Communicate specialist knowledge in issues related to midwifery practice
4. Lead educational audits in collaboration with ward managers and link tutors.
5. Communicate appropriately with all members of the multidisciplinary team to ensure a cohesive educational approach.
6. Establish and maintain student and mentor forums in collaboration with link lecturers.

Managerial / Leadership

1. Provide clinical and professional leadership for students and clinical staff.
2. Work in partnership with the Trust and HEI leading on student placement mapping.



3. Create practice based opportunities for learning; match practice based learning to coincide with theory taught in the classroom.
4. Oversee the allocations of students with their mentors, ensuring support and appropriate placements for the period of their programme.
5. Act on the outcome from student evaluation to develop and improve placement experience.
6. Be conversant with and implement education and practice standards set by the NMC and HEI.
7. Work in partnership with the HEI to coordinate attendance at Mentorship courses and sign-off mentor status for midwives, ensuring that the ratio of sign-off mentors to students is maintained. Develop and maintain mentor database.
8. Support mentors and student midwives to provide responsive care packages to women and their families that are safe and effective.
9. Provide practice based continuing professional development for mentors including education and skills in teaching and assessing in clinical practice.
10. Undertake PDR and staff development for a designated group of staff.
11. Attend allocated departmental and hospital meetings as required.
12. Participate in the risk management process; ensuring lessons learnt are communicated to student, mentor and preceptorship forums.

Personal and Workforce Development

1. To be a highly competent, knowledgeable, visible practitioner and teacher.
2. Assist in the recruitment and selection of staff, especially with regard to student recruitment pathway and newly qualified pathway.
3. Participate in the in-service mandatory training programme and continuing professional development programme.
4. Work closely with all stakeholders to ensure that the learning environment is conducive to evidence based learning.
5. Represent the Trust in curriculum planning for current and future student training.
6. Liaise appropriately with the Strategic Health Authority (SHA) & HEI by attending designated and relevant meetings.
7. Maintain and develop enhanced midwifery skills by exploring and promoting current research, evidence based practice.
8. Lead the implementation of the approved grading of the practice component of the pre-registration midwifery programme, as per NMC guidance.

Service Improvement



1. Continue to develop the 'next generation midwives' who are fit for purpose and willing to embrace new service improvement.
2. Embrace and assist with teaching and supporting new models of care, relating to recent policy documents especially related to the current choice agenda for women.
3. Keep up to date of developments within midwifery locally, nationally and internationally.

Governance

1. Monitor and ensure that education resources are used effectively and ensure appropriate requirements such as pay and conditions for the shortened pre-registration midwifery programme are reflected in recruitment literature and that the student budget is maintained accordingly.
2. Participate in high quality monitoring processes including the NMC review and practice placement audits.
3. Ensure that there is a safe and clean environment for staff, women, babies and visitors and in the implementation of the unit's health and safety at work policies.
4. Ensure that any complaints received from women and /or their relatives are dealt with promptly and referred to the appropriate person.
5. Develop and maintain knowledge of local safeguarding policies and be accountable for reporting child protection issues.
6. Investigate accidents, incidents or concerns about quality or care delivery in liaison with the Lead Midwife for Governance & Risk.
7. Develop and maintain knowledge of risk management and untoward incident reporting policies and procedures.
8. Ensure that the procedures for safe care and custody of all medicines are implemented in accordance with Trust policies.

GENERAL

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in



service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.

6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the relevant Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges



All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff “Hello my name is”

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can’t help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder :

Date:

Line Manager:

Date



PERSON SPECIFICATION

JOB TITLE: CLINICAL PRACTICE FACILITATOR

BAND: 7

DEPARTMENT: MATERNITY

DATE: JUNE 2018

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION AND QUALIFICATIONS	<p>Registered Midwife</p> <p>First degree or equivalent advanced study</p> <p>Mentorship for practice /997 /998 course or other Mentorship course.</p> <p>Master's degree or willingness to work towards achieving</p>	<p>Supervisor of Midwives /PMA or willing to undertake course</p> <p>Practice teacher or other teaching qualification</p>	A / I
KNOWLEDGE AND UNDERSTANDING	<p>Practice teacher or other teaching qualification or willingness to work towards</p>	<p>Clinical Audit and service evaluation</p> <p>ALSO / NLS instructor</p>	
SKILLS/ABILITIES	<p>Ability to demonstrate effective communication both written and verbal</p> <p>Ability to contribute pro-actively to a multi-disciplinary team</p> <p>Good organisational & leadership skills</p> <p>Ability to initiate, evaluate and sustain change</p> <p>Excellent all-round midwifery skills</p> <p>Good presentation skills</p>	<p>Risk Management and quality assurance experience</p>	A/ I / T



HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
	<p>Good IT skills</p> <p>Ability to work across the hospital and community setting</p> <p>Committed to the training of student midwives</p> <p>Commitment to the provision of a quality service</p> <p>Enjoy teaching and development of individuals</p>		
PERSONAL STYLE/ATTRIBUTES	<p>Outgoing and assertive</p> <p>Confident, effective and enthusiastic</p> <p>Evidence of self-development</p> <p>Ability to deal calmly with a range of personalities and situations</p> <p>Have a non-judgemental attitude.</p>		A / I

A= Application T= Test I=Interview

