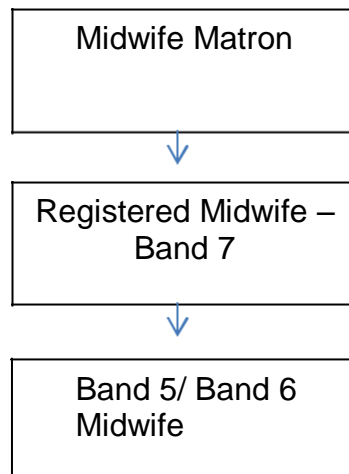


JOB DESCRIPTION

POST TITLE	REGISTERED MIDWIFE Band 5/6 (Rotational)
BAND	Band 5/6
DIVISION	Family Care division
BASE	Lancashire Women and Newborn Centre
REPORTS TO	Registered Midwife – Band 7
RESPONSIBLE TO:	Midwife Matron

ORGANISATION CHART



JOB SUMMARY:

The post holder will be a midwife practising autonomously to attend women during the antenatal, intrapartum and postnatal periods. The postholder will be a primary care provider and will work as a member of the teams providing maternity care to women within the hospital and community settings. The post holder will work within the framework of the NMC Rules and Standards and East Lancashire Hospitals NHS Trust protocols and guidelines.

MIDWIFERY/CLINICAL DUTIES:

- To give care throughout the antenatal, intrapartum and postnatal periods to the women, babies and families.
- To advise on the promotion of health and seek advice and support to ensure that the health needs of women are addressed.
- To recognise physical, emotional and social situations which may influence the health and well being of the mother and baby.
- To assess, plan and implement care within the sphere of practice of a midwife and to meet the physical, emotional, educational and social needs of the mother, baby and family.
- To action initiating the care plans involving other disciplines and seeking assistance when required.
- To demonstrate competence in midwifery practice.
- To interpret and undertake care prescribed by a registered medical practitioner.
- To demonstrate effective communication with women, relatives, colleagues and those of other disciplines.
- To support and care for women and families where there are emotional and distressing circumstances.
- To demonstrate an awareness of the importance of research based practice.
- To work in a multi disciplinary team, understanding the role of all members of the team.
- To maintain all necessary records and be responsible for data entry into computer based systems.
- To have an awareness of risk management and participate in this process. To be aware of the risk management strategy and the incident reporting criteria.
- To have an awareness of the needs of our multicultural and diverse community including vulnerable and disadvantaged families.

MANAGERIAL DUTIES:

- To attend and participate at relevant meetings.
- To organise own daily workload in the clinical area with the relevant multi disciplinary teams.
- To assist in the running of the ward and take charge in the absence of senior staff in the ward situation (Band 6).

- To assist in the introduction of new staff to the ward and to help supervise their work and report to the senior midwife on their progress (Band 6).
- To have an awareness of child protection issues and refer to senior colleagues.

EDUCATIONAL, TRAINING AND DEVELOPMENT:

- Participate in specific mandatory training, workshops and relevant study days
- To assist in the supervision and teaching of student midwives and other staff after a preceptorship period.
- To undertake appropriate activities to update clinical knowledge and skills and show evidence of continuing professional development using available resources.
- To contribute to research, audit and studies relating to area of practice.
- Complete personal development review and identify own training needs in collaboration with line manager on an annual basis.

COMMUNICATION

In order for safe, personal and effective care to be delivered the post holder will be required to support the Team Leaders through efficient communication and collaborative working, including:

- Head of Midwifery
- Deputy Head of Midwifery
- Family care Matrons
- Midwives and nurses
- Health care assistants
- Neonatologists, obstetricians, paediatricians
- Multi disciplinary clinical team
- Learning and development colleagues
- Relevant universities
- Service users

The post holder will communicate through face to face contact, telephone and email.

ORGANISATIONAL RESPONSIBILITIES

- Record keeping / any other information resources and systems.
- Planning / organisational activities.
- Service Development.
- Clinical Governance (including research and development, quality issues, clinical audit, etc).
- Leadership.

PROFESSIONAL RESPONSIBILITIES AND ACCOUNTABILITY

Registered Midwives working within East Lancashire Hospitals NHS Trust have a responsibility to:

- Maintain active status with the NMC.
- To notify intention to practice annually if applicable.
- Act in accordance with the NMC Code of Conduct.
- Maintain a professional portfolio in line with revalidation.
- Attend annual professional and mandatory training.
- Adhere to Trust Policy and Procedure, Maternity Services and Neonatal Guidelines.
- To be aware of the hazards associated with using equipment and to report any failures of equipment to the Midwife Lead.
- To be conversant with the Fire, Health and Safety policies and other policies of the Trust.
- To report all accidents and complaints in accordance with agreed policies and assist in investigating complaints and accidents as required.
- To be conversant with all the Trust Midwifery Policies and Procedures.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change

- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions

- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence

- Quality is our organising principle – driving quality up and cost down is not mutually exclusive

- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

EFFORT FACTORS**PHYSICAL EFFORT**

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
Able to move/lift equipment	Daily	30 minutes		Slide sheets, pat slides, trolleys
Assist women in labour	Twice weekly			

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
Yes No	Every shift Weekly Monthly Less Often	Less than 20 mins On each occasion More than 20 mins On each occasion	

MENTAL EFFORT

Are there any duties requiring particular concentration?	How Often?	For How Long?
Able to maintain concentration within predictable work patterns	Daily	Duration of shift
Dealing with emergency situations	Weekly	Approximately 15 minutes to 1 hour
Are there any duties of an unpredictable nature?	How Often?	For How Long?
Dealing with emergency situations	Weekly	Approximately 15 minutes to 1 hour

EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
Dealing with distressed patients or relatives	Direct	Approximately monthly

WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?	How Often?
Able to work safely in conditions causing exposure to bodily fluid or hazardous substances.	Daily
Able to work in conditions of extreme temperatures	Occasionally
Able to maintain professionalism when dealing with aggressive or abusive patients or relatives	Occasionally