

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	<b>Bank Midwife</b>
<b>Band:</b>	Band 6
<b>Location:</b>	Community/Hospital Integrated Rotation
<b>Department:</b>	Maternity/Temporary Staffing
<b>Managerially Accountable to:</b>	Line Manager /Temporary Staffing
<b>Professionally Accountable to:</b>	Head of Midwifery /Temporary Staffing

### **Job Purpose:**

The post holder will assist in the organisation and co-ordination of day to day activities in their area of work with by effectively utilising resources and assume responsibility in the absence of a more senior midwife. This includes prioritising the care needs of women and appropriately allocating staff maintaining an awareness of the progress of each woman's care.

In the community the post holder will assume management of a case load, initially under the direction and supervision of the Team Leader or other experienced Midwife. Where applicable, the midwife may be the nominated link with our local Mother Baby Unit and Outreach Perinatal Mental Health Team.

To act as a role model and promote and maintain high standards of maternity care within the department.

Proactively contribute to the support of all grades of staff within the multi-disciplinary team by providing professional clinical guidance and advice.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence.

### **Overview of Essential Responsibilities:**

1. To be accountable for his/her midwifery practice which must always be in accordance with:
  - The NMC Code (2015)
  - NMC Standards of proficiency for Midwives (2019)

- The Norfolk and Norwich University Hospital NHS Trust policies, procedures and philosophy of care
- 2. To maintain professional development in accordance with the NMC Rules and to comply with PREPP requirements and revalidation
- 3. Maintain accurate records required by statute
- 4. Act as an ambassador for the Trust in professional and public settings and ensure confidentiality is maintained
- 5. Comply with the complaints procedure of the Trust. Report all incidents or accidents involving patients, visitors or staff and complete accurate statements and reports
- 6. To maintain competency in use of relevant IT packages and basic computer skills

**Clinical Duties:**

- 7. To undertake the necessary supervision, care and advice to women during pregnancy, labour and the post-partum period. To conduct deliveries, on her/his own responsibility and to care for the new-born. Working in co-operation with midwifery colleagues, the Obstetricians, General Practitioners and appropriate agencies
- 8. To maintain high standards of maternity care and promote innovation, research and evidence based practice in order to meet the needs of women and their families
- 9. To maintain effective communication with the women and their families and act as their advocate where necessary
- 10. To develop and maintain effective channels of communications with the relevant departments within the Trust and relevant internal/external agencies
- 11. Whilst working in community, and if undertaking secondment to the Mother Baby Unit (MBU), to deliver all aspects of antenatal and postnatal care as required to women on the MBU. Ensure provision of safe care for mother and neonates, and assist where necessary in the organisation of inter-utero transfers to the NNUH, or alternative MBU's.
- 12. Whilst working in community, and if undertaking secondment to the MBU, to support the MBU staff with education and training on neonatal care.
- 13. To create a safe environment conducive to the normalisation of childbirth
- 14. To promote cohesion and effective teamwork, resulting in the delivery of high

quality care

15. To maintain stores and all equipment in good order and ensure training and competency in the use of equipment in the clinical area
16. To present relevant but detailed clinical information when updating medical staff and colleagues
17. To initiate care and facilitate management of obstetric emergencies according to clinical guidelines
18. To report any abnormal results or observations to appropriate medical personnel and initiate action
19. To liaise with NICU to ensure provision of safe care for neonates, and assist where necessary in the organisation of inter-utero transfers to an appropriate alternative unit
20. Where appropriate, to act as a resource to staff on clinical policy and guidelines, and to guide staff in the decision making process
21. To participate in the promotion of health and providing of parenthood education where appropriate to meet the needs of the women and the service
22. To provide unbiased information to women and their families in order to promote informed choice
23. To provide counselling support to women and their families as required
24. To support women in their choice of infant feeding and promote breastfeeding in line with local Trust policy and UNICEF baby friendly guidelines
25. Within the postnatal area identify and initiate care of transitional babies and their mothers, with continuing assessment and gradual progression towards discharge home liaising with relevant health care professionals as required
26. To maintain security of babies and initiate Trust procedure in the event of baby abduction
27. To provide care to women and their families where loss of pregnancy has occurred ensuring all support, follow-up, statutory and Trust documentation is complete
28. To identify child protection issues and initiate appropriate procedures and follow-up in accordance with Trust guidelines and policies
29. To co-ordinate translation services where appropriate liaising with other health professionals involved in the care
30. To care for the drug dependent mother and her baby by continuous

assessment, liaising and treatment of both

31. To participate in the development of services in accordance with Trust and national expectations and standards

**Educational Duties:**

32. To participate in the teaching, education and orientation of staff providing relevant clinical learning experiences
33. To act as a resource for the support and guidance of staff and facilitate learning opportunities for midwives and other staff
34. To provide relevant clinical learning experiences for students in an approved environment in liaison with the link lecturer as required
35. To attend mandatory, in-service and staff development training

**Line Management/Financial Management Responsibilities:**

36. To participate in the management and effective utilisation of resources within the clinical area
37. To participate in the PDR process, in accordance with KSF competencies, to ensure that training needs are identified and professional development is supported
38. Provide feedback, when requested, to the consultant as part of performance review of medical staff
39. To ensure that staff interests and concerns are communications through the appropriate channels
40. To assist the line manager in the management of sickness absence and to organise replacement staff as necessary
41. To take responsibility in the absence of a more Senior Midwife
42. To participate with audit activity relating to maternity services

**Specific Additional Responsibilities:**

None

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone	Yes	Prevention and	Yes

procedures (EPP)		management of aggression	
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	Yes	Frequent hand washing/wearing gloves	Yes
VDU user	Yes	Chemical sensitisers	Yes
Driving patients	No	Noise	No
Other (please state)	Choose an item.		

### **Job Specification:**

		Means of Assessment
	Essential/ Desirable	Application Form/Interview/Test/Ref
<b>Qualifications/training and professional development</b>		
RM	Essential	Application form
Completed Mentor Preparation Programme or equivalent	Desirable	Application form
Neuro-behavioural Physiological Examination of the new-born course	Desirable	Application form
Neonatal Life Support Course	Desirable	Application form
Advanced Life Support in Obstetrics Course	Desirable	Application form
Willing to undertake further training as necessary	Essential	Interview
<b>Experience</b>		
Some post registration experience	Essential	Application form/Interview
Evidence of achieving Band 5 competencies	Essential	Application form/Interview
Evidence of achieving Band 6 competencies	Desirable	Application form/Interview
<b>Skills, abilities and knowledge</b>		
Ability to participate in the running of an efficient and effective team	Essential	Application form/Interview
Monitor and maintain excellent standards of care	Essential	Interview

Good communication and interpersonal skills	Essential	Application form/Interview
Effective manpower management skills	Desirable	Interview
Effective change management skills	Desirable	Interview
Excellent standards of documentation and record-keeping	Essential	Application form/Interview
Ability to participate and work within a changing and demanding environment	Essential	Application form/Interview
Ability to work without supervision and direction	Essential	Application form/Interview
Ability to work and maintain a good working relationship within a multi-disciplinary team	Essential	Application form/Interview
<b>Attitude, aptitude</b>		
A calm and organised approach	Essential	Application form/Interview
Flexible approach to working patterns	Desirable	Application form/Interview
Ability and willingness to mentor students	Essential	Application form/Interview
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.