

## Job Description

<b>Job Title:</b>	<b>Delivery Suite Lead Midwife</b>
<b>Job Band:</b>	<b>7</b>
<b>Department:</b>	<b>Maternity</b>
<b>Responsible to:</b>	<b>Matron</b>

### Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring and effective services because people matter.

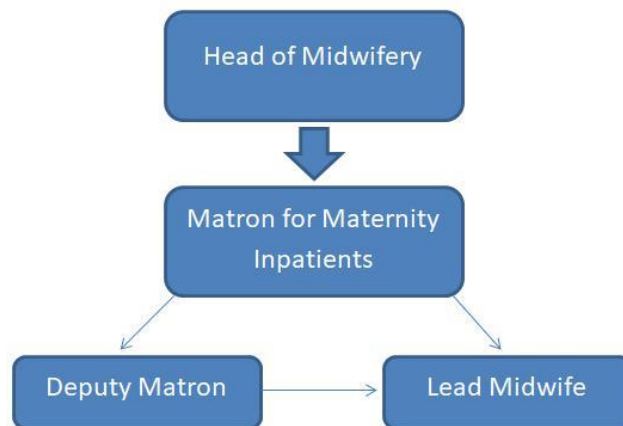


### Job Summary

The post holder is responsible for the continuous day-to-day management of the Maternity Delivery Suite and Inpatient unit as a whole. Organising the service activities, resources, staff team and capacity. The post holder is responsible for the line management of an allocated and defined caseload of staff. The post holder will support the Matron in developing and monitoring services and the quality of care experienced by women and their families and the maintenance of a safe and secure environment.



## Structure Chart



## Principal Duties & Responsibilities

### Clinical and Professional Leadership

1. To take overall clinical and capacity management responsibility, during their shift, for Delivery Suite, Elective Caesarean Section List, Maternity Ward, Triage and MLU (in the absence of the Midwifery Unit Manager).
2. To be an advocate for women and babies at all times.
3. To provide effective leadership to all staff in the midwifery service, including attending any emergency situations that arise within the maternity department throughout the duration of the allocated shift.
4. To provide opportunities for all staff to develop leadership abilities.
5. To assist and support the Matron in developing the strategic direction for the service specialty including continuity of carer implementation.
6. To initiate, manage, reinforce and support change effectively within the department to promote improved care and practices for women and their babies.
7. To be committed to and adhere to changes which have been agreed by the LMW team and the management structure and act as a role model to embed and promote them.
8. To develop and maintain effective working relationships with colleagues from other disciplines both within the Trust and within the wider community setting.



9. To communicate effectively and diplomatically with all other health care professionals and employees in the Trust.
10. To be responsible for the progress of women and their babies along the agreed care pathways, which are supported by the implementation of evidence based practice.
11. To provide midwifery care and expert midwifery support as appropriate to women and their babies in the department and across other specialities as required.
12. To provide clinical expertise to medical and midwifery staff and all other health professionals and act as a resource to assist them in providing quality care.
13. To take responsibility for leading and effectively implementing the escalation policy for the Maternity Unit.
14. To take appropriate action to reduce the risk and manage short term sickness/absence as per policy.
15. To contribute to the implementation of the Child Protection Strategy within the Maternity Unit.
16. To take the lead in one or more initiatives and specific speciality areas for the department, and undertake projects to be determined in conjunction with the Matron, e.g. Essence for Care, National Service Framework, Triage, High Dependency, Bereavement, Pre-reg Training, Transitional Care, Post-Reg Training, MLBS, Child Protection.
17. To manage and plan their own time to enable effective line management duties and the attendance of meetings and events key to their speciality. To take responsibility in delegating a substitute or rearranging schedules if other commitments prevent them from attending.
18. To escalate concerns to the Maternity Unit Manager and keep her informed of service, staffing, escalation, customer satisfaction, equipment problems, incidents and risk events in a timely manner to enable her to cascade the information, escalate it as appropriate or gain assistance from the correct source or give support if required.

## Governance

1. To assist the Matron in the continuous improvement of the quality of care for women and their babies through the implementation of clinical governance activities including ensuring:



- They are aware of the clinically effective and research based practices being implemented and are active in promoting changes in clinical practice.
  - They participate in audits undertaken and support actions to make improvements.
  - Clinical and non-clinical risks are identified, reported and managed.
  - Women have the opportunity to give feedback on their experiences, are involved in planning and monitoring services and are provided with information.
  - Information is distributed and used effectively to improve processes and practices.
  - Participate in the review and development and implementation of evidence based guidelines.
2. To undertake reviews of incidents via the datix online incident reporting system.
  3. To assist the Matron in monitoring standards within the department.
  4. To assist the Matron in regularly auditing standards of care. These include monitoring:
    - I. Generic standards of care
    - II. Trust based audit tools
    - III. Standards of food provided for women
    - V. Infection control practices and standards
- Instigate changes to make improvements as necessary. Ensuring these audits are undertaken in their absence.
5. To discuss women's and relatives experiences with time in order to prevent complaints from developing and to assist the Matron in investigating and responding to complaints when they arise.
  6. To proactively lead the implementation of the obstetric risk management objectives, including the management of risk on a day by day basis.
  7. To ensure policies and practices are implemented which will promote the health and safety of all women, their babies, staff and their families.



8. To implement Trust policies in respect of Health and Safety management and design and implement safe systems of work.

### Resource Management

1. To effectively manage and deploy the team of staff and resources allocated to the department to ensure women's needs, service objectives and targets are met
2. To effectively manage a defined team of staff, including performance management, personal development plans, sickness and absence disciplinary processes.
3. To work collaboratively with other departments and specialities to ensure the effective deployment of staff within the division according to the Trust Protocol.
4. To assist the Matron in developing workforce plans for the speciality.
5. To ensure Medical Devices and other equipment are maintained appropriately.

### Education, Training and Development

1. To assist the matron in identifying the education, training and development needs of staff and in preparing and monitoring the implementation plan.
2. To create and maintain an effective learning environment for all staff including students.
3. To ensure all staff have access to appropriate support and supervision mechanisms, which will enhance learning.
4. To facilitate learning for all staff.

### Newborn Examination

1. To recognise deviations from normal at examination of newborn, referring the neonatal team and ensuring appointments are made for outpatient consultations as required.
2. To administer intravenous antibiotics to the neonate as prescribed by a doctor (following completion of the required training and completion of competencies);
3. To implement surveillance / investigations / care as per specific agreed pathways;





4. To communicate with and work effectively with the Neonatal multidisciplinary team to ensure high quality surveillance, care and timely treatment for the neonates on the Maternity Unit.
5. To support midwives and paediatric medical staff in resuscitation of the newborn;
6. To support midwives to acquire and maintain midwifery skills and competencies necessary for their job role.

#### Personal

1. To keep up to date with clinical, professional, managerial developments and relevant NHS initiatives.
2. To deputise as necessary for the Matron across the full range of responsibilities.
3. To provide a positive image of the Trust.
4. To act as a role model.
5. To maintain and improve knowledge and expertise in current developments and future trends in relation to midwifery management and practice, including the Trust's strategy for Nursing & Midwifery and Scope of Professional Practice.
6. To identify their own learning needs and ensure they attend study pertinent to their role and their Lead midwife speciality.
7. To be familiar with and comply with all statutory regulations and Trust Guidelines and Policies to include:
  - Cardiac Arrest
  - Health and Safety at Work
  - Fire
  - Major Emergency
  - Disciplinary Procedure
  - Patients Property
8. To attend the following demonstrations / lectures on an annual basis:
  - Lifting and Handling
  - Fire
  - Basic Life Support
  - Specific Midwifery Mandatory training (including CTG interpretation 6 monthly, skills drills, etc)



9. To maintain current registration with the NMC and to comply with standards set by them, including the NMC codes.
10. Security within Maternity is of utmost importance to the Trust. The security stem covering the maternity unit is designed to give maximum protection to women, babies, staff and all users of the service. It is the responsibility of the midwife to be familiar with the guidance on security and to adhere to the process.

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

### **Organisational Values**

#### **The post holder will:**

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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### **Location**

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

### **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

### **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

### **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

### **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

### **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

### **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

<b>Prepared by:</b>	Matron for Maternity inpatients
<b>Date:</b>	February 2020