



JOB DESCRIPTION

Job Title:	Postnatal Care Community Midwife
Division/Department:	Women's Services
Responsible to:	Ward Manager
Accountable to:	Matron
Band:	6
Hours:	Part time/Full time 37.5 hours
Location:	LNWHUT In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

Organisational Values

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

Honesty - open and honest in everything we do

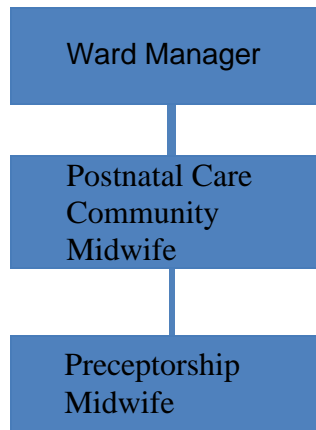
Equity – we value all people equally and treat them fairly whilst recognising their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

Respect – we treat everybody the way we would like to be treated

Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.

Structure



KEY RESPONSIBILITIES

- **Provide safe and effective care to pregnant women during the antepartum, intrapartum and postpartum period**
- **Work in partnership with women and their families**
- **Work collaboratively as a member of the Multidisciplinary team**

Role summary

- The post holder will be a registered midwife with the ability to practice autonomously when providing care to women during the antepartum, intrapartum and postpartum period, the midwife will be the prime care provider to mothers and their families.
- The individual will work as a member of a team providing maternity care to women within the hospital and community.
- As a registered midwife work within the framework of the NMC Code and the London Northwest University Healthcare Trust Guidelines, protocols and policies.
- The post holder will deputise the ward or department in the absence of the senior midwife.
- In the community setting the post holder will take responsibility for a named caseload and participate within flexible hours to meet the needs of the service.

KEY RESPONSIBILITIES OF THE POST

CLINICAL PRACTICE

- To give care throughout the antepartum, intrapartum and postpartum period to the mother, baby and family
- To advise on the promotion of health and well being
- To recognise and respond to any physical, emotional or social situation that may impact on the health and wellbeing of the mother and baby
- To take action and escalate to other disciplines and seek assistance when required
- Ongoing development of clinical skills
- To work as an expert practitioner with critical and analytical thinking.
- To interpret and provide care prescribed by a registered medical practitioner
- To demonstrate effective communication when interacting with mothers, relatives, colleagues and other disciplines
- Offer care and support to women and their families where there are emotional and distressing circumstances
- Demonstrate an awareness of evidence based practice
- Collaborative working within the Multi-disciplinary team, understanding the role of all the members within the team
- Maintain all necessary documentation and be responsible for data entry into the computer based system
- Support the Risk Management process and assist in its implementation. Awareness of the risk management strategy, the incident reporting criteria and how this affects practice
- To have an awareness and contribute to clinical governance agenda
- To understand the role of the Professional Midwifery Advocate
- To provide appropriate care for our diverse and multicultural community including vulnerable and disadvantaged families

MANAGERIAL

- To deputise and as appropriate take responsibility for the coordination of the ward or department
- Participate in audit, KPI and data collection.
- Participate in the planning and production of the duty rota to maintain a flexible approach to ensure ward cover
- To support, teach and supervise student midwives and other staff providing mentorship.
- To deputise in the absence of the senior midwife.
- Assist the Ward Manager in departmental budgeting and be economic in the use of ward stocks
- Participate in the selection and recruitment of newly qualified midwives, MSW and student midwives
- Discuss and action any concerns re: safeguarding

EDUCATION, TRAINING AND DEVELOPMENT

- Undertake appropriate activities to update professional knowledge skills and demonstrate evidence of continued professional development in preparation for revalidation
- Contribute to the positive ward learning environment by example
- Contribute to Audit, research and studies related to area of practice
- Act as a preceptor for newly qualified midwife offering guidance and support
- Act as a positive role model for less experienced midwives and staff
- To contribute to guideline and policy development

PROFESSIONAL LEADERSHIP/EDUCATION AND TRAINING

- To be aware of asset management with using equipment and to report any failures of equipment and action promptly.
- Up to date trust core skills training.
 - Exhibit professional behaviour and attitude at all times, and demonstrate excellent customer care skills as per code of conduct.
 - Act at all times in a manner which illustrates respect for privacy, dignity and confidentiality.
 - Maintain competence in Resuscitation, moving, handling and Fire training and other Trust annual mandatory training in adherence to Trust policy.
 - Take responsibility for own learning and development.
 - Provide and receive routine information, ability to explain planned care to other team members.
 - Prioritise the needs of the infant and mother. Is supportive and communicative and provides appropriate advice and information.
 - Adhere to Trust uniform policy.
 - Annual appraisal
 - Participate in audit and service improvement
 - Support and train new starters.

RESPONSIBILITY FOR RESEARCH & DEVELOPMENT

- Keep up to date with developments in line with the latest research relating to area of practice
- Able to create and promote a supportive learning environment that embraces a culture of evidence and research-based practice
- Use evidence with support to underpin clinical guidelines and integrate research into clinical practice to improve clinical decision making and enhance patient outcomes
- Undertake service evaluation and clinical research delivery by undertaking surveys or audits as necessary and present as appropriate
- Promote the service and clinical excellence by publishing and presenting innovations, audit and research locally and nationally (as appropriate)
- Actively participate in Clinical Governance within the division/Trust
- Undertake R&D activity and maintains research data collection systems in compliance with appropriate data governance (as appropriate to role)

To be conversant with all the all the Nursing and Midwifery Policies and Procedures

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice- 2006*

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

PERSON SPECIFICATION

Job Title: Postnatal Care Community Midwife

Division/department: Women's Services

REQUIREMENT	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ol style="list-style-type: none"> 1. Registered Midwife 2. Evidence of continuing professional development 3. Actively maintain NMC Reg. 	<ul style="list-style-type: none"> • Degree or evidence of level 3 study or diploma
Knowledge & Experience	<ol style="list-style-type: none"> 1. 12 months rotational midwifery experience working across midwifery pathways 2. Experience in teaching and mentoring 3. Knowledge of safeguarding 	<ul style="list-style-type: none"> • Mentorship training- MSSP/997/998 • Experience in deputizing in clinical environment
Skills, Abilities and Attributes	<ol style="list-style-type: none"> 1. Teaching skills 2. High standards of clinical performance 3. Ability to people manage 4. Leadership and motivational skills 5. Reliable 6. Adaptable, flexible and non-judgmental 7. Team player 8. Able to work well in stressful situations, identifying and managing own emotional intelligence 9. Car driver 10. Interest in taking midwifery profession forward 	<ul style="list-style-type: none"> • People management • Demonstrate leadership potential
HEART Values	Demonstrate commitment to Trust HEART values – Honesty, Equity, Accountability, Respect, and Teamwork.	

Person specifications should be kept to a maximum of 25 bullet points

Job description and person specification drafted / amended by:

Name:

Designation:

Date:

JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

Job Holder's Signature		Date	
Line Manager's Signature		Date	