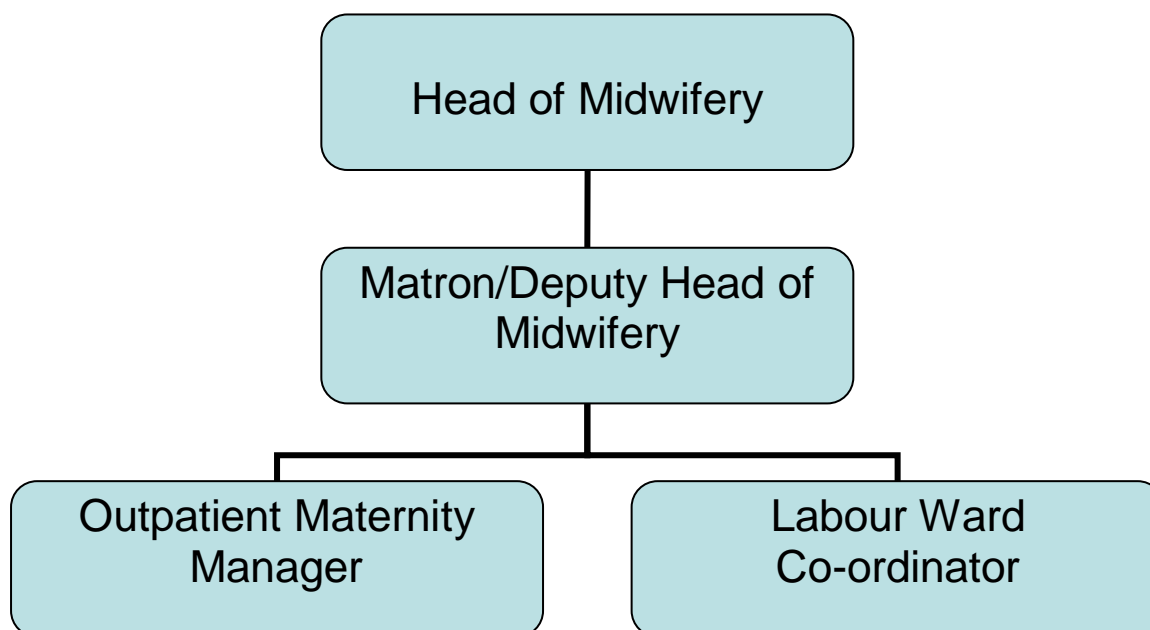


JOB DESCRIPTION

JOB TITLE	Outpatient Maternity Manager
PAY BAND	Band 7
DIRECTORATE	Planned Care & Allied Health
DEPARTMENT	Maternity Unit
BASE	Macclesfield District General Hospital
RESPONSIBLE TO	Deputy Head of Midwifery & Women’s Services
ACCOUNTABLE TO	Head of Midwifery & Women’s Services

Organisational Chart



Job Summary

1. To support the Head of Midwifery and Deputy Head of Midwifery in the execution of their role
2. To provide a high level of visible leadership, management and clinical expertise in the community setting and in the maternity unit as required, whilst supporting both the Medical/Midwifery and support staff.
3. To manage and co-ordinate staff and workload on the ante/postnatal and labour ward in partnership with the shift leader.
4. Will be supported to maintain expert clinical skills.

5. To support with acute obstetric emergencies in the setting in which they occur.
6. To work within the Clinical Governance framework to ensure higher standards of care are provided.
7. To participate in the on-call rota as required in the provision of the 24 hour service.

Key Duties/Responsibilities –

Clinical Leadership and Practice

1. To ensure community activity is managed effectively on a day to day basis, and support staff during busy periods by organising and prioritising the workload.
2. Responsible for leading the assessment, development, implementation and evaluation of care for mothers, babies and families during the antenatal, intrapartum and postpartum episode.
3. To manage and communicate within the multidisciplinary team on the delivery of a baby to an 'at risk' family in line with Child Protection policies.
4. To work clinically as staffing contingency as part of the escalation process and during periods of reduced staffing.
5. To act as a senior role model in the community setting
6. Collaborate with the Inpatient maternity managers to ensure a standardised approach to care provision and the processes involved
7. To focus upon professional and clinical issues as well as day to day operational management of area of responsibility.
8. Monitor care delivery in line with national frameworks and local standards.
9. Maintain an up to date knowledge of current research and trends in Midwifery and Neonatal Care, participating in the formulation of evidence based practices, policies and standards for the Maternity Services.
10. Empower women to make informed choice and act as their advocate at all times.
11. Maintain and develop personal expertise and provide support and guidance to all staff members
12. Ensure the safety and confidentiality of mothers and babies and ensure their records are maintained in accordance with Trust policies.
13. Develop and maintain effective and efficient internal and external communication systems with the multi-disciplinary health care team acting at all times as an advocate for the midwifery profession and East Cheshire NHS Trust.
14. To actively participate in the management of all areas of responsibility through attendance at unit meetings and others as requested.

15. Utilise and implement information technology for the benefit of care delivery to mothers and babies. **NHS Trust**

People Management

1. Oversee and manage available resources, e.g. Midwifery and support staff, equipment and time in an effective manner, ensuring safe levels of care are achieved. This will include effective planning and organising of staff off duty and holidays and liaison with other Ward Managers and Shift Leaders to ensure effective re-deployment of midwives depending on workload and priorities.
2. To provide first line operational management of midwifery, support staff and students and ensure that the Trust's operational and personnel policies are implemented and observed by staff with support from the Human Resources Department.
3. Create and promote a learning culture within the clinical area to support the professional growth and development of all maternity staff, students and (as appropriate) members of the multi-disciplinary team.
4. Exercises control over maintenance of stock and equipment levels, ensuring that escalation occurs if problems arise.
5. Support staff in upholding the standards in the NMC Code (2018) as part of providing the quality and safety of care expected by service users and regulators.
6. Monitor and efficiently manage on a shift basis, labour ward, obstetric theatre, ante/post-natal ward, community if required.
7. Participate in the recruitment and selection of staff.
8. Be responsible for the planning and delivery of staff deployment to meet the present and future needs of the service.
9. Formulate and participate in the induction programme for new staff, taking a lead role in the induction of staff members.
10. Lead and participate fully in the Individual Performance Review process.
11. To monitor and manage staff performance, implementing the Trusts performance systems where relevant.
12. Monitor and review sickness of staff within area of responsibility, conducting return to work interviews and appropriate follow-up action.
13. To co-ordinate effective communication between all members of the multi-disciplinary team.
14. To be aware of the work within the Trust's Equal Opportunities Policy and to treat all contacts, staff and clients, with dignity and respect.
15. To develop and maintain effective working relationships across the Trust.

Business Planning and Service Development

1. To plan and manage the development of services in conjunction with the Clinical Director, Associate Director medical staff and others
2. To lead and manage change when required to develop the service.
3. To ensure effective partnership links and relationships with other services and agencies.
4. To contribute to the achievement of the Trust's and Business Units targets and priorities.
5. To maintain a broad understanding of the work of the Planned Care Directorate and of the Trust as a whole and actively contribute your ideas for the improvement of service provision.

Quality

1. To participate and support the implementation of the Maternity Transformation Programmes work streams.
2. To effectively implement and manage the provision of Continuity of Care.
3. To work with the Clinical Governance Midwife to ensure robust systems of clinical governance are in place to reflect the Trust's and Business Units strategic aims and priorities.
4. To work with key personnel to ensure that the NHS Resolution Maternity Safety Actions are achieved and maintained.
5. To participate in the development of evidence based policies and guidelines.
6. Exercise leadership providing support, directions and guidance at all times.
7. To participate in audit and implement timely actions following results.
8. To ensure that complaints and concerns are managed in accordance with the Trust's policy and in an open and honest manner.
9. To be responsible for the professional development of oneself and others in area of practice.
10. To ensure the provision of high quality, responsive, patient orientated service.
11. To ensure own actions contribute to the maintenance of a quality service provision.

Financial Management and Control

1. To work in conjunction with the Matron to monitor the financial position taking action where necessary to achieve a balanced budget.
2. To formulate and implement plans for cost savings programmes.
3. To take every opportunity to improve the cost effectiveness of all areas of responsibility whilst maintaining high standards of patient care.

4. To participate in the procurement and maintenance of physical assets and specialist NHS Trust supplies for the ward, ensuring cost effectiveness e.g. complete capital bids, charitable fund requests.

Research and Education

1. Participate in the teaching and development of all midwives and medical staff.
2. Participate in the education and training of students ensuring that the standards for practice placements are met.
3. To contribute to the continuing development of maternity/midwifery care.
4. To participate in the Trust's performance appraisal system and to undertake any identified training and development related to the post.
5. To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
6. To be aware of and demonstrate evidence-based practice to continually enhance the delivery of women centred care.
7. To broaden knowledge by sharing expertise across specialities.
8. Participate fully in the audit cycle.

Professional

1. To practice in accordance with the professional, legal and ethical framework for midwifery.
2. To abide by all relevant Trust and Departmental policies including Confidentiality and Data Protection. The postholder is reminded that any breach of the Trust's confidentiality policies and procedures will result in disciplinary action.
3. To maintain a broad understanding of the work of the Families and Wellbeing Business Unit and of the Trust as whole, and actively contribute your ideas for the improvement of service provision.
4. Keep up to date with local and national developments in midwifery policy and practice, and to disseminate information with colleagues.
5. To develop a culture that promotes equality and values diversity.

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.

GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

Sexual Safety at work:

East Cheshire NHS Trust has signed the [NHS Sexual Safety Charter](#) aimed to ensure a systematic, zero-tolerance approach to sexual misconduct and violence in the NHS. By signing this charter, the Trust commits to taking and enforcing a zero-tolerance approach to any unwanted, inappropriate and/or harmful sexual behaviours within the workplace. All colleagues must understand their own responsibilities in relation to standards of behaviour.

Infection Control:

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

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.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Human Rights:

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

Values based Recruitment:

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

SAFEGUARDING Adults and Children:

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

Disclosure and Barring Service (DBS)

“REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions”.

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

THE TRUST OPERATES A NO SMOKING POLICY

PERSON SPECIFICATION

JOB TITLE	Outpatient Maternity Manager		
PAY BAND	Band 7		
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • NMC registered Midwife • Evidence of CPD • Post graduate degree or equivalent experience • Teaching certificate or Mentorship / Preceptorship certificate 	<ul style="list-style-type: none"> • Management course • Leadership course 	
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • In-depth knowledge of maternity services • Awareness of political issues affecting health and midwifery care • Excellent clinical skills and knowledge in antenatal / postnatal care • Ability to manage obstetric emergencies • Budget management skills • Evidence service development • Ability to deal with difficult situations effectively • Ability to prioritise workload 	<ul style="list-style-type: none"> • Utilise research to inform practice • Comprehensive awareness 	

<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of delivering service in line with public health national agenda 	<ul style="list-style-type: none"> • Previous experience as a Labour Ward Coordinator • Experience working within the maternity postnatal and triage setting • Budget awareness • Overall management operational maternity services • Experience of management in the community setting • Leadership experience • Knowledge of National Maternity Agendas 	
<p>SPECIFIC JOB REQUIREMENT</p>	<ul style="list-style-type: none"> • Excellent communication skills • Basic computer literacy • Ability to work without supervision • Demonstrate leadership skills • Commitment to care provision aligned to national standards • Ability to initiate and manage change • Commitment to equal opportunities 		

Signature of Postholder: **Date:**

Print Name:

Signature of Manager: **Date:**

Print Name: