

**OBSTETRICS, GYNAECOLOGY AND SEXUAL HEALTH DIRECTORATE**

**MATERNITY SERVICES**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Midwife (after 18 months of qualification as a midwife)
<b>BAND:</b>	6
<b>REPORTS TO:</b>	Matron – Maternity Services
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Head of Midwifery
<b>QUALIFICATIONS:</b>	RM on Part 10 of the Register with current NMC registration Mentorship in Practice or equivalent qualification
<b>EXPERIENCE:</b>	Minimum of 18 months post registration experience as a midwife Evidence of on-going professional development & has met locally agreed competencies May have or is willing to complete a recognised mentor/assessor's preparation programme.

**CORE VALUES:**

- Commitment to the development of nursing within the clinical setting
- Commitment to working in a multi-disciplinary team
- Commitment to maintaining high standards of care in accordance with York Teaching Hospital NHS Trust policies and procedures.

**CORE BEHAVIOURS AND SKILLS:**

- Organisational skills
- Time management skills
- Team player
- Understanding of research based practice – research conscious
- Communication skills
- Ability to act professionally at all times

## **CORE KNOWLEDGE AND UNDERSTANDING:**

- Understanding of the principles of patient centred care

## **JOB SUMMARY:**

The post-holder:

- Will work autonomously within locally agreed policies and guidelines, taking account of NMC and LSA Guidance in relation to practice.
- Is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care to women and their babies throughout pregnancy, labour and the postnatal period.
- Is required to carry out all relevant forms of care and is designated to take charge regularly of a ward or equivalent sphere of midwifery in the absence of the person who has continuing responsibility.
- The post-holder is expected to act as mentor for junior qualified midwives and be involved in the mentoring and assessing of students including basic and/or post-basic students.

## **PRINCIPLE DUTIES/RESPONSIBILITIES:**

- 1) Ensure that all women and their families are given unbiased, up-to-date, evidence based information to make informed choices about their care and support them with their decision acting as their advocate.
- 2) To provide midwife-led care to low risk women, identify deviations from the normal and refer directly to the appropriate medical team.
- 3) Working as part of a multidisciplinary team, provide midwifery care to women booked for Consultant-led care. Communicate and liaise with team members to ensure that the women and their families receive optimum care that reflects their individual needs.
- 4) Communicate effectively with other health care professionals outside the team within health care or within other agencies as appropriate.
- 5) To ensure that the Midwife in charge is kept up-to-date with issues in relation to patient care and organisational difficulties.
- 6) Participate in the training of students, both basic and post-basic, and junior colleagues, both qualified and unqualified, providing mentor or preceptor support as required, linking with the relevant educational provider.
- 7) Participate in the audit of clinical practice and research projects.
- 8) To manage the Ward or Department on a shift basis in the absence of the relevant line manager or their deputy, assisting in the co-ordination and management of workload and staff as required.
- 9) Work within agreed financial guidance and constraints and inform the relevant line manager of any matters in relation to budget management involving both staffing and non-staffing issues.

## **PRINCIPLE ACTIVITIES ANALYSIS:**

### **Professional**

- 1) Maintain a professional attitude at all times and develop the role of the midwife in the best interests of the profession and the women and in accordance with relevant NMC and LSA Guidance.
- 2) Be responsible for own personal professional development with attendance at study sessions or courses and mandatory training sessions to meet the needs of the service and personal development plans.
- 3) Assist in the implementation of National, Regional and Trust Policies and in the development of local guidelines including involvement in training programmes to support their implementation.
- 4) Work within the National and Regional and local standards of midwifery practice following the framework for midwifery supervision laid down by NMC and LSA Midwifery Officer and implemented by the local Supervisors of Midwives.
- 5) Ensure that all record keeping reflects the information given, the women's choices, the care provided and meets NMC and local standards.

### **Managerial**

- 1) Participate in the provision of appropriate midwifery cover to meet the needs of the service.
- 2) Liaise with the Ward or Department Manager to assist in the planning of the workload and staff levels for the identified level of work.
- 3) Assist in ensuring an effective two-way communication system within the Midwifery Service and with other professional groups and agencies involved in the provision of care to the women and their families.
- 4) Assist in the maintenance of standards of midwifery practice and monitoring of the same.
- 5) Assist in the dissemination of Trust/Unit Policy to all staff ensuring that they are conversant with the same.
- 6) Be aware of and abide by health and safety regulations including COSHH at all times.
- 7) To continue to develop clinical practice in accordance with the NMC and LSA Guidance.

### **Educational**

- a) Participate in the training of all staff including students and in providing appropriate mentor support with liaison with the Midwifery Lecturers as necessary.
- b) Assist in the promotion of on-going professional development for all staff.

## Personnel

- a) Participate in the induction of new staff, providing preceptor support as required.
- b) Assist in the monitoring of staff performance and participate in the implementation of the individual development review programme as Trust Policy directs.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- **Health & Safety:** Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.

All nurses / midwives are expected to keep abreast of current trends and developments in medical and nursing / midwifery practice. Post-holders are expected to attend and participate in relevant conferences and courses.

- **Fire:** The post-holder must adhere to the Trust's Fire Policy, including attendance at training.

The post holder will uphold and support York Teaching Hospital NHS Foundation Trust in its goal to promote and embed diversity and inclusivity throughout the organisation. The post holder will, in support of The Trust's aims, ensure that everyone is treated as an individual,

with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list and it will be amended with discussion as necessary in the event of future change or experience.

Margaret Jackson  
Head of Midwifery Services,  
Updated November 2006  
Reviewed September 2008 and July 2009 by Liz Ross, Matron  
Reviewed November 2014 by Chris Foster and Freya Oliver, Matron's – Maternity Services  
Reviewed March 2015 by Chris Foster and Freya Oliver, Matron's – Maternity Services

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_