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#### **AGENDA FOR CHANGE**

**NHS JOB EVALUATION SCHEME**

**JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
|  **Job Title:** Community Midwife, Caseload Holder **Responsible to:** Team Leader**Ward, Section or Department:** Community Midwife Dingwall **Operational Unit/Corporate Department:** Inner Moray Firth Operational Unit**Job Reference: SMOUERSSCOMMMDWF05** **No of Job Holders:** 9**Date:** **November 2019** |

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| 2. JOB PURPOSE |
| To be responsible and accountable for the delivery of the highest quality of Midwifery care to women and their families. Provide a full range of health education and social care advice to women in a range of settings, pre-conceptually and antenatally. Provide care in the community i.e. in women’s homes, health centres and hospitals through the intrapartum and postnatal period for women and their babies. Act as a mentor for less experienced midwives and other staff. Work autonomously within guidelines and sphere of professional practice.The midwifery team is based in Dingwall Health Centre and provides the care to women in the Dingwall, Black Isle, Beauly, Wester Ross and surrounding areas. There will also be cover required within the Inner Moray Firth Operational Unit. |

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| **3. DIMENSIONS** |
| 1. Be responsible for co-ordinating and prioritising a team approach to providing a needs-led, flexible, individualised research based midwifery service.
2. Manage, organise and prioritise midwifery care to individuals within a defined caseload and/or caseloads.
3. Work in conjunction with clients to provide women-centred care in the community.
4. Utilize available resources and refer to other integrated team members and agencies as appropriate.
5. Work in collaboration with the Children’s Services Highland Council, and statutory and voluntary agencies.
6. Undertake weekend and “standby” duties as rostered by Team Leader.
7. Be a source of support / advice and guidance to patients and their families in all aspects of health and social care needs.
8. Provide antenatal, intrapartum and post natal care for a defined caseload within the community and hospital settings.
9. Provide midwife managed care for low risk women. To work collaboratively with obstetrician colleagues and other team members in a designated location to provide safe, effective and evidence based care for medium and high risk women.
10. Work in remote and rural locations.
11. Ongoing consideration of working in isolation. Carrying out risk assessments and consideration of complex midwifery issues requiring investigation, analysis and assessment.
12. Develop care packages for specific groups of women.
13. Cross cover other areas for home births and at weekends.
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| 4. ORGANISATIONAL POSITION |
| General ManagerLead NurseLead MidwifeMidwifery Team LeaderCommunity MidwifeThis PostHead of Midwifery Midwifery |

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| 5. ROLE OF DEPARTMENT |
|  The Community Midwifery Team provides a flexible individualised women-centred programme of care in the community, consisting of preconception, antenatal, intrapartum and postnatal care.The care provided is compliant with current clinical guidelines and legislation reinforced by Clinical Audit.Work jointly in the development of Health Education programmes, which aim to improve services given by meeting identified health needs, which promote a safe healthy lifestyle.Support and be part of the Public Health Agenda.   |

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| 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES  |
|  **Clinical**1. Autonomous Practitioner for a midwifery caseload. To provide midwifery managed care in collaboration with joint caseload holders.

 1. Holistically assess the needs of women preconceptually, during a maternity episode and into parenthood. To plan, provide and evaluate care in accordance with the NMC requirements specifically Midwives Rules and Code of Practice and in partnership with the family group.
2. Make autonomous referrals to Consultant obstetrician or other relevant professionals.
3. Develop and participate in health education and promotion initiatives and support the Public Health Agenda.
4. Continually maintain and develop professional and clinical knowledge (in collaboration with the Midwifery Team Leader, Lead Midwife and Clinical Supervision) to provide evidence based practice with proven effectiveness.
5. Contribute to research and audit, setting and maintaining standards and quality of midwifery care in accordance with National and Local Frameworks.
6. Assess, plan, implement and evaluate care as a member of the Midwifery Team, enabling the service to provide a wide range of midwifery skills, including perineal suturing, venepuncture, cannulation and CTG monitoring.
7. Initiate management of obstetric emergencies e.g. resuscitation, haemorrhage, shoulder dystocia, unplanned home birth, fetal malpresentation.
8. Identify the care and support needs of the client group, offering counselling and advice and decide further referral as required.
9. To provide pre-screening counselling e.g. anti-D, Newborn Screening, CUB’S Screening, AFP/Down’s Syndrome, HIV, Hep B, Syphilis, BTS and Haemoglobinopathies, Anomaly Scan, Diabetes Screening, Thrombosis screening Pre-eclampsia screening, Grow Scan Assessment. Provide up to date information on Vaccinations in Pregnancy and administer as required as per local agreement. Provide Smoking Cessation information and monitoring.
10. Teach and supervise midwifery students, student nurses, medical students and support staff as required.
11. Plan and participate in health promotion, preparation for parenthood programmes and give client information to enable them to make informed choices on health and care options.
12. Establish and maintain professional communications with colleagues in Midwifery Teams, Children’s Services Teams Highland Council, Medical/Obstetric Services, Child Protection Agencies and Allied Health Care and other professionals throughout NHS Highland and Highland Council to achieve appropriate input to client care.
13. Responsible for accurate and efficient documentation regarding all client care and ensuring statistical records are maintained and submitted to appropriate departments in accordance with NHS Highland and NMC.
14. Comply with NMC (Midwives) Rules, and The Code 2015.
15. Comply with NHS Highland Health policies and procedures regarding health and safety including risk assessment, manual handling, child protection, drug administration, fire safety, complaints procedures, and major incident plan.
16. To be aware of and comply with the requirements of current Health and Safety Legislation, its subordinate Regulations and Approved Codes of Practice to ensure compliance and safe working practice.
17. Contribute to the design and implementation of Maternity Service Policies, Procedures and Guidelines in NHS Highland.
18. The postholder will educate various groups by leading, organising and facilitating training and education activities as required.
19. Make appropriate direct referrals to other agencies.
20. To ensure that every client has a named midwife.
21. Initiate, establish and maintain effective working relationships with clients, carers and families and all members of the Public Health Care Team to support multidisciplinary working.
22. Establish and maintain effective and open communications and relationships with statutory and voluntary agencies and promote collaborative working and co-ordination of services for individuals and groups.
23. To be accountable for record keeping within agreed standards e.g. NMC Guidelines for records and record keeping.
24. Continually review, update and develop personal clinical and managerial skills, participate in Protected Learning Time and the PDPR process.
25. Participate in the implementation of Health and Safety guidelines relating to clinical care and staff well-being.
26. Initiate referral to appropriate agency for child protection issues and write reports e.g. designated officers, social work, courts as required. Attend Case Conferences, and court as a witness when required.
27. Provide counselling and support for pregnancy loss, fetal abnormality, stillbirth and sudden infant death.

**Management**1. Participate in the best use of midwifery resources to ensure their most efficient and effective use.
2. Act as the role model for junior staff and learners in training.
3. Act up for Midwifery Team Leader as required and deputise at meetings.
4. Enhance clinical effectiveness through research and clinical audit programmes.
5. Have excellent communication and negotiation skills in order to deal with a wide range of situations.
6. Influence policy and procedures both local and national e.g. proactive in influencing Scottish Government proposed changes to midwifery service, proactive locally by attending midwifery forum and influencing policy.
7. Participate in ongoing risk assessments.
8. In the absence of the Midwifery Team Leader, take responsibility for groups of staff and patients.
9. Manage caseload and delegate as appropriate as part of the midwifery team.
10. Continually update, review and develop personal clinical skills.

Education1. Participate in Clinical Supervision. May also be a Clinical Supervisor.
2. Contribute to the provision of clinical practice for pre-registration and appropriate post–registration students.
3. Ensure the provision of education to patients/clients relatives and significant others, e.g. parenthood education/health education.
4. Participate in the provision of parenthood education and to support IFSW in the delivery of agreed antenatal/ postnatal breastfeeding support. Support MSW in delivery of agreed programme.
5. Works in collaboration with others to carry out needs assessments and responds to these needs to meet the public health agenda.
6. Lead practitioner in midwifery, provides detailed advice to other groups e.g. General Practitioners, Medical Students, Public Health Team and social workers.
7. Provide preceptorship to less experienced staff, have completed or willing to complete recognised mentorship programme in order to mentor students.

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| 7a. EQUIPMENT AND MACHINERY  |
|  1. Be responsible for the safe use and maintenance of patient related equipment.
2. Syringes, needles, IV Fluids, BP monitor, electronic thermometer, hand held electronic fetal monitor, CTG, breast pumps, IT and general office equipment. Entonox regulator, Delivery packs, suture packs, suction equipment, resuscitation equipment, blood sugar monitors, bilirubin meters and scales.
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| **7b. SYSTEMS** |
| 1. Maintain Patient Records.
2. Ensure all patients are registered using the Birth Registration System.
3. Be familiar with the result reporting system and communicating results to medical staff/patients.
4. Be familiar with and complete student assessment documentation.
5. Participate in the cascade of information to midwifery team.
6. Ensure that midwifery team have access to and are familiar with all NMC, South and Mid Division, and NHS Highland policies and guidelines.
7. Be familiar with General Practitioner electronic record systems and how to input clinical information into the system i.e. vaccinations given and routine antenatal care.
8. Attend training and become familiar with the use of Badgernet Systems for paper light patient documentation.
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| 8. ASSIGNMENT AND REVIEW OF WORK  |
| 1. Work as an autonomous practitioner with open referral system.
2. GP attached caseloads. Midwives carry a caseload attached to one or more GP practices.
3. Participate in PDPR and Clinical Supervision.
4. Work is generated by caseload demands.
5. Where there is a cause for concern regarding caseload size and complexity, refer to Community Midwifery Team Leader / SOM.
6. Be guided by local Protocols and Guidelines and supported by Community Midwifery Team Leader, Lead Midwife, peers, and obstetric colleagues on an ongoing basis.
7. Feedback is regularly provided from fellow professionals within the Team, women themselves and obstetric colleagues.
8. Workload is planned utilising resources within agreed parameters ensuring individual patterns for care.
9. Reflect on practice through Revalidation and reflective discussion with Peers, Midwifery Team Leader and Lead Midwife.
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| **9. DECISIONS AND JUDGEMENTS**  |
|  1. Be expected to make complex autonomous clinical decisions regarding patient care throughout the course of the working day in lone working situations within NHSH Policy Guidelines, NMC Midwives Rules and Standards 2012 and the Code 2015.
2. Determine when to refer to other healthcare professionals and statutory and voluntary services and initiate the referral.
3. In the absence of the Midwifery Team Lead delegate work to other midwifery team members or bank staff appropriate i.e. as in times of sickness.
4. Be responsible for equipment and evaluation of effectiveness.
5. Be aware of Health and Safety issues and undertake risk assessment. Cascade knowledge of identified risks to colleagues.
6. Assessment and analysis of patient condition to make judgements regarding a range of physical, social and emotional care required.
7. Analyse information and make decisions regarding child protection issues and initiate referral as required.
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB  |
|  **CLINICAL**1. Be able to manage the organisation requirements of the GP practices while maintaining continuity of care and improving patient care within patient’s homes, health centres and in the hospital environment.
2. Providing on-call cover for home birth service.
3. Keeping up to date with current issues in midwifery/healthcare.
4. Having time management skill to lone work and caseload hold effectively.
5. Ensuring high quality care is provided for clients.
6. Dealing with obstetric emergencies in isolation and in remote areas.
7. Ensuring skills are maintained and gaining opportunities to acquire new skills.
8. Personal safety issues and implementation of lone working policy.
9. Frequent driving in inclement weather conditions.
10. Working with vulnerable and challenging clients.
11. Providing cross cover for the South and Mid Division due to the large geographical area.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| MethodThe postholder;Communicates regularly with the patient and their relatives to devise care plans discuss antenatal screening and other sensitive topics e.g. domestic violence, drug misuse, child protection issues. Shares critical and management information, through problem solving, debriefing, liaising, advocacy, health promotion, teaching, information sharing on local / NHSH issues pertaining to staff and service management. This is done by face to face, telephone, written correspondence, email and fax.

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| **Internal Contacts** | **External Contacts** |
| Clients, carers and other family members  | Obstetric Consultants/Registrars |
| Midwifery Colleagues/Students | Acute Midwifery Staff |
| GPs, Practice staff | Area Stores Supplies |
| Allied Health Professionals | Statutory and Voluntary Agencies e.g. Home Start |
| South & Mid Operational Unit / NHS Management Team | Children’s Services Highland Council |
| Team Leaders | Other NHS Boards |
| Lead Midwife | Child Protection Advisor |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills (Clinical)**1. Carry out abdominal palpation and evaluate findings.
2. Perform venepuncture, intra muscular, intravenous and subcutaneous injections.
3. Perform vaginal examination/ membrane sweep.
4. Perform vaginal speculum examinations and take high vaginal swabs.
5. Insertion and removal of sutures.
6. Perform normal delivery of babies.
7. Carry out procedures to deal with obstetric emergency situations e.g. shoulder dystocia, breech, obstetric haemorrhage.
8. Neonatal resuscitation/maternal resuscitation.
9. Assist with breastfeeding, advises and supports breastfeeding mums, teach mums how to express breast milk either by hand or breast pump.
10. Carry out examination of the new-born.
11. Perform routine neonatal screening i.e. blood spot testing.
12. Be proficient in or willing to undertake training in siting intravenous infusions.

**Physical Demands**1. Adhering to lone working regulations whilst maintaining stand by commitment of 16hrs.
2. Driving daily often in remote and rural areas with inclement weather conditions/ driving at night for homebirth provision.
3. Awkward positioning at times e.g. home delivery, assisting breastfeeding mums.
4. Frequent carrying equipment in and out of cars.
5. Open referral system to Community Midwife.
6. Unpredictable workloads.
7. Assists women in labour during home and hospital deliveries.

**Mental Demands:** 1. Retention and communication of complex information regarding patient care.
2. Ongoing concentration required for extended periods e.g. when undertaking patient booking, running midwifery clinics, mentoring students.
3. Subject to interruptions e.g. by mobile phone when at clinics or driving, clients requiring immediate attention.
4. Continually risk assesses clinical and non-clinical situations.

5. Time management in supporting and mentoring students.**Emotional Demands:**1. Frequently communicating with distressed/anxious/worried clients and relatives.
2. Breaking bad news regarding pregnancy outcome e.g. ante natal screening results, stillbirth, congenital abnormality.

 1. Caring for women following distressing emotional events e.g. domestic abuse, child abuse.
2. Dealing with child protection issues, and informing clients of cause for concern and the need to refer. Initiating referral to appropriate agency and report writing for social work/court.
3. Attending court / case conferences when required.
4. Frequent/occasional dealing with difficult clients with complex issues e.g. drug and alcohol problems.
5. Frequent/occasional dealing with verbal and physical aggression.
6. Working with complex client cases.

**Working Conditions:**1. Exposure to body fluids.
2. Working in environments which there is limited access to handwashing.
3. Exposure to adverse weather / driving conditions.
4. Lone working.
5. Exposure to verbal /physical aggression (occasionally).
6. Some exposure to Entonox (occasionally).
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
|  **Clinical**1. Registered Midwife with all round clinical experience, including experience of working in a community setting.
2. Group Facilitation Skills.
3. Current Driving license.
4. Evidence of Continuing Professional Development in area of expertise.
5. Awareness of current legislation, policies, procedures and national recommendations in the sphere of midwifery.
6. Completion of Emergency Obstetric Training days and Neonatal resuscitation training.
7. IT skills.
8. Evidence of statutory training – moving and handling, violence and aggression training, hand hygiene etc.
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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |