

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

**Job title:** Senior Charge Midwife  
**Band:** Band 7  
**Reports to:** Lead Midwife  
**Directorate:** Women & Children's Directorate  
**Job reference number:** [GENNHSNURCHAR01](#)

**2. JOB PURPOSE**

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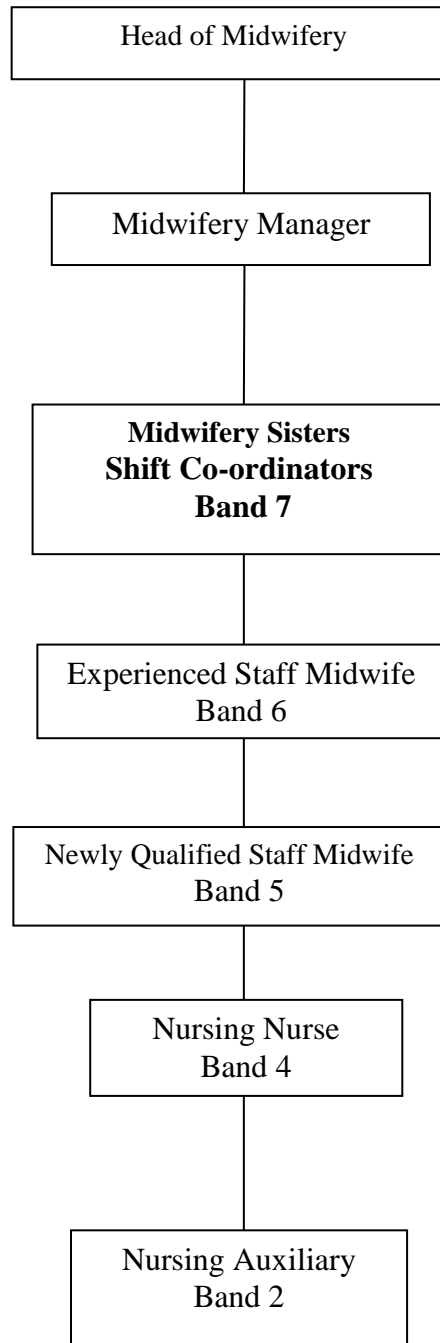
The post holder carries 24 hour continuing responsibility for their ward/department and will provide clinical leadership to the midwifery team to:

- . Ensure safe and effective clinical practice
- . Enhance the patient's experience of care
- . Ensure ongoing monitoring and compliance of Care Assurance & Accreditation Standards
- . Manage and develop the performance of the team
- . Contribute to the delivery of the organisations objectives
- . Ensure Healthcare Associated Infections and key performance indicators are applied to all ward teams e.g. hand hygiene audits, environmental ward audits
- . Ensure ongoing quality standards of treatment and care-giving.
- . Ensure the culture, values, behaviours and skills set within the clinical environment meets a consistently high standard
- . Ensure promotion and implementation of the equality and diversity agenda
- . Ensure implementation of the Inequalities Sensitive Practice(ISP) and links with health inequalities are actioned and taken forward

**2. DIMENSIONS**

- The post holder is line manager for the midwifery team and has responsibility for registered and unregistered staff within ward/department and has responsibility for:
- Ensuring that standards of practice are maintained, reviewed and continuously developed and that staff deliver safe, effective and person centred care which is efficient, timely and equitable within their scope of practice as part of the healthcare team.
- Contributing to the management of the ward, by optimising the use of human resources, absence management, rosters and financial resources to reflect activity requirements. This includes pharmaceutical supplies, sundries and equipment.
- Implementing and supporting an effective and efficient system of clinical supervision for all midwifery staff.
- Provide leadership, guidance and support to staff and be responsible for ensuring their supervision, training and education. Thus ensuring effective and efficient systems of professional practice.
- Direct/assist with the clinical teaching of student midwives, qualified midwives and other learners creating an environment in which effective learning is actively encouraged and facilitated.
- Co-ordinating the involvement of the multidisciplinary team within designated areas.
- Ensure CAAS standards are met, maintained and monitored, regularly linking with the

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Directorate provides integrated care across NHS Highland. The Community Health Partnerships encompasses community, mental health and woman and children's services.

The maternity department within NHS Highland provides care for approximately 2200 deliveries per year and offers a high quality integrated maternity service, which includes special care facilities for the neonate. We provide a high quality, safe and supportive environment in order to care for patients within the maternity department meeting the identified physical and psychosocial needs.

The gynaecology department provides in-patient and out-patient medical, surgical and early pregnancy care for women with gynaecological conditions from the local population.

The children's department provides high quality care for children requiring in-patient and outpatient medical/surgical care. A team of community children's nurses provide nursing care for the sick child or child with complex needs at home.

We provide both high and low risk maternity care, including preterm labour care.

## 6. KEY RESULT AREAS

### 5. Main Duties/Responsibilities

Within the governance framework of the organisation (including clinical, staff and financial governance) the post holder will focus and lead on the following key result areas:

#### **To Ensure Safe and Effective Clinical Practice**

##### *Clinical Leadership and Team Working*

As clinical leader, promote teamwork within a multi-professional environment, demonstrating critical analysis and decision making skills, leading the delivery of a clinically excellent, high quality service influencing and facilitating change within ward/department and where appropriate the organisation, ensure visibility for patients and carers/relatives on a daily basis.

##### *Evidence Based Clinically Effective Practice*

Act as a change agent, developing clinically effective practice through the effective utilisation and integration of evidence: setting, implementing and monitoring evidence based policies, procedures and protocols.

Monitor performance and assess compliance with infection control guidance and other current organisation priority areas.

##### *Continuous Quality Improvement*

Ensure a culture of continuous quality improvement through the use of audit, evaluation, patient feedback and reflection on practice by self and other members of the team e.g. "Better Together The Patient Experience Programme".

##### *Patient Safety*

Promote a clean comfortable, caring and safe environment for staff, patients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting and analysis, assessing and managing actual and potential risks to health and well being.

Ensure a high standard of record keeping in accordance with Nursing & Midwifery Council, national legislation and local standards, facilitating effective communicating with multi-professional team.

#### **To enhance the patient's experience**

##### *Co-ordination of the patient journey*

Ensure co-ordination of the patient's journey by planning and co-ordinating the episode of care including the smooth transition to other settings, promoting effective discharge and communication with interdisciplinary and interagency teams as required.

##### *Clinical Expertise*

Co-ordinate midwifery interventions, influencing clinical decisions and monitoring the quality of patient care provided through using expert clinical knowledge relevant to own field of practice, underpinned by theory and experience.

##### *Promote a culture of Person Centre Care*

Within a multidisciplinary team environment, develop a culture of person-centeredness evidence based care by being highly visible within the ward/department, communicating regularly with patients, relatives and/or carers, promoting a caring environment where equality and diversity issues are managed in line with organisational policy including the dissemination of learning points.

#### **To Manage & Develop the performance of the team**

##### *Role model*

Act as a role model, creating a supportive ethos to empower staff to contribute to the delivery of high quality person centeredness care.

##### *Learning and Development*

Actively encourage and support the learning and development of all staff, creating a learning environment that ensures effective learning opportunities for all staff and students, including appropriate orientation and induction programmes, a range of clinical support strategies (mentoring, coaching, clinical supervision and action learning) and planning ongoing mandatory training and relevant education/development opportunities.

Support the career pathway of individual team members by ensuring all staff have individual Knowledge & Skills Framework Performance review and Personal Development Plans that identify learning and training needs and deficits are addressed by the organisation and that individuals maintain an up to date knowledge of current clinical and professional, statutory and legal issues.

### *Managing the Practice Setting*

Manage the practice setting, ensuring effective use of resources and workforce planning by monitoring workload and, through efficient rostering. Maintain appropriate staffing levels taking account of role and competence of staff when delegating work, contributing to the management of the ward/department budget.

- Manage the midwifery team by ensuring compliance by self and others with professional standards, legalisation, national and organisational policies, leading recruitment and selection, attendance management, ensuring grievance and disciplinary matters within own department are identified, actioned and reported to the appropriate manager.

### *Healthcare Associated Infections (HAI's)*

Accountable and Responsible for HAI at ward/department level. Undertake local hand hygiene and environmental audits and comply with national standards.

- Reduce the risk of cross infection and early identification of 'at risk' patients
- Promote and maintain a culture in which safety related to infection prevention and control is of the highest importance
- Promote a clean and safe environment by ensuring compliance with policies and protocols in relation to HAI
  - Ensure patient safety by monitoring trends of Clostridium Difficile and MRSA

## **To contribute to the delivery of the organisation objectives**

### *Networking*

Network with peers across professional groups promoting the exchange of knowledge, skills and resources.

### *Service Development*

Work in partnership with a range of clinicians and managers in the planning and development of own service promoting the involvement of patients/carers/public/relevant voluntary groups

### *Political and Strategic Awareness*

Develop and maintain a working knowledge of local, national and professional strategy and policy, ensuring that organisational goals are reflected in own personal objectives and in ward/department plans and demonstrate the ability to contribute to policy and strategy development at a departmental and organisational level, and where appropriate, national level.

## **7a. EQUIPMENT AND MACHINERY**

The registered practitioner is expected to have the knowledge and skills necessary to use all equipment safely in the ward/department. The post holder will be required to manage the use of the following equipment for the reasons stated and is responsible for ensuring that systems/policies/procedures are communicated to staff to ensure safe use, maintenance and storage

- Moving and Handling equipment to assist patient mobility and promote comfort.

- Medical and Technical equipment to record vital signs and administer treatments
- Near patient testing to monitor physiological status
- IT equipment including local and national systems to read, analyse, record and transmit patient and staff information within the boundaries of local and national policies and legislation.
- Demonstrate and act on the responsibilities placed upon them under the Health and

Equipment	Use
<p>Cardiotocograph</p> <p>Sonicaid } Pinnard }</p> <p>Dynamap</p> <p>Monitoring equipment for- Blood pressure,temperature, pulse,cardiac output and glucose</p> <p>A variety of disposable packs including;- delivery , suturing and epidural packs</p> <p>Intravenous lines, Venflons } Syringes, needles } Alaris pump, Syringe driver }</p> <p>Epidural pump</p> <p>Entonox apparatus</p> <p>Specialist delivery beds</p> <p>Blood gas analyser</p> <p>Oxygen equipment – flow meters, masks</p> <p>Resuscitaire and Neopuff device</p> <p>Ventouse machine</p> <p>Pool room hoist</p> <p>Incubators</p> <p>Resuscitation equipment including Defibrillator</p> <p>Urinary catheters</p> <p>Chute system</p> <p>Fax machine /computers for internet/printers</p>	<p>To monitor the fetal heart rate continuously, with either an external or internal device</p> <p>To monitor the fetal heart intermittently</p> <p>Monitors the blood pressure and pulse rate electronically</p> <p>To measure and observe patients condition and to act appropriately on changes in condition</p> <p>To assist in safe and sterile delivery of care</p> <p>To deliver prescribed fluids and / or drugs safely</p> <p>To monitor accurately the required analgesic</p> <p>To deliver inhalation analgesia safely</p> <p>To allow the safe movement and delivery of pregnant women</p> <p>Assessment of the oxygen content of fetal Blood prior to and post delivery</p> <p>To give the correctly prescribed oxygen concentration</p> <p>To deliver oxygen, warmth and suction to new born infants.</p> <p>To assist with the vacuum extraction of fetus</p> <p>To allow patients to be removed from pool safely</p> <p>To increase the body temperature of new born babies.</p> <p>To resuscitate and administer shock following cardiac arrest</p> <p>To drain urine</p> <p>Transport of items to differing locations</p> <p>Internet, word, results reporting, Scottish birth notification, PAS system etc.</p>

## **7b. SYSTEMS**

1. Maintains patient records in accordance with NMC Guidelines and NHS Highland standards.
2. Patient Administration System – accurately records patient activity and bed occupation.
3. Scottish Birth Registration System – accurately records demographic details of mother and infant for National records and creates CHI number.
4. Results reporting – access to laboratories to follow up blood results.
5. K2 CTG training system – training package via computer and internet to allow for continued education in the interpretation of Cardiotocograph.
6. IDL – immediate discharge letters to General practice and Community midwives.
7. Maintains ward communication systems.

## **8. ASSIGNMENT AND REVIEW OF WORK**

### **Communication and Relationships**

- The post holder will have continuous responsibility for establishing systems and standards of communication for routine, complex and potentially stressful matters with a wide range of health and social care workers, patients, families and other relevant departments/agencies using a wide range of media such as telephone, verbal and written communications to overcome any difficulties in communication with people involved, identifying and negotiating appropriate actions to reach agreed outcomes, demonstrating sensitivity and empathy when communicating with people.
- Establish and maintain relationships based on mutual respect communication.

## **9. DECISIONS AND JUDGEMENTS**

- The post holder:
- Will be responsible to the Lead Midwife or equivalent in respect of guidance and professional management, work review and formal appraisal of performance.
- Will have continuing responsibility for implementing and monitoring of Care Assurance and Accreditation Standards and quality of clinical practice and on going management of the midwifery team
- Has responsibility for supporting the midwifery team to reflect upon and review their decisions in relation to assessing, monitoring, evaluating and interpreting patients' condition and effectiveness of their care programmes
- Is also accountable for decisions relating to the management of physical, human and financial resources in own area including recruitment and workforce planning.
- Will deputise in the absence of the line manager taking responsibility for decisions relating to the management of physical, human and financial resources in designated area.

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Effective management and prioritization of competing demands within an unpredictable environment
- Balancing the demands of all the stakeholders to provide a safe, effective, efficient service

## 11. COMMUNICATIONS AND RELATIONSHIPS

- The post holder communicates re patient care with the patient and their relatives, this may involve sensitive/difficult issues e.g. child born with abnormalities.
- Assists in effective communication with all members of the team, including clerical staff.
- Communicates with other relevant departments within the organisation e.g. estates, supplies, infection control.
- Discharge planning – under supervision organises the transfer to other units and community midwifery discharges.
- Social Services – under supervision Child Protection issues are dealt with in a professional manner, with involvement from outside agencies.
- Establishes and maintains professional relationships with midwifery colleagues, medical staff, healthcare professionals, social services and voluntary services to provide planned and coordinated services to patients.
- Acts as advocate for patients encouraging and empowering woman to make safe and correct informed choices.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- **Physical Skills (several times per shift)**
- The post holder will require a range of physical skills relevant to the clinical area examples are:
- Drug administration(including intramuscular, intravenous and subcutaneous injections)
- Venepuncture and insertion of venous access devices.
- **Physical demands (several times per shift)**
- The physical demands will be dependant on clinical area but will include for example:
- Patient movement with use of mechanical aids
- Standing/walking for the majority of the shift
- Occasional movements to support patients e.g. bending and stooping to support breastfeeding.
- **Mental Demands ( several times per shift)**
- The mental demands will be dependant on clinical area but will include for example:
- concentration required when checking documents/patients notes and calculating drug dosages whilst subject to frequent interruptions from patients/team members
- concentration required when observing patient behaviours/physiological status

- balancing the competing demands of the role while maintaining a high level of visibility to staff, patients, families and/or carers
- maintaining high level and consistent professional behaviour in unpredictable and stressful situations
- ability to react swiftly and appropriately to sudden changes in patient clinical conditions
- meeting the needs of all stakeholders with finite resources
- balancing the demands of staff and service when completing duty rotas
- keeping abreast of national and local policies and evidence based practice, interpreting applicability and adapting for local implementation
- continuously motivate, enthuse and maintain morale of staff within an ever changing environment
- working as clinical leader within a multiprofessional team requires high levels of concentration
- **Emotional Demands (variable frequency)**
- Examples include communicating with distressed/anxious/worried patients/relatives/staff
- Caring for and /or communicating bad news to patients/relatives/staff
- Dealing with challenging behaviours
- Supporting team members with personal and professional issues
- Carrying out performance/investigatory/disciplinary procedures
- **Working Conditions (several times per shift)**
- Working conditions will be dependant on clinical area but will include for example: exposure to body fluid
- Exposure to verbal aggression and potentially physical aggressive behaviours(frequency variable)
- Exposure to infected and infectious materials and patients
- Temperature of the environment

### **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- Registered Midwife on the NMC Register, educated to degree level or equivalent level of experience or evidence of continuous professional development.
- Ideally, post holder should have a minimum of 5 years post registration experience within relevant area and / or demonstrate expert clinical and professional practice developed through experience and theoretical knowledge.
- Ability to maintain professional and personal credibility across all staff groups.
- Evidence of values based approach to care giving as encompassed by the NMC Code and Essential Shared Capabilities.
- Evidence of caring, compassionate approach to patients, relatives and carers.
- Ability to lead teams, lead practice and continuous professional development, work effectively as part of a multi professional / multi agency team.

### **14. JOB DESCRIPTION AGREEMENT**

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Manager's Signature:

Date:

Date: