# NHS FORTH VALLEY





# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title:** Midwife Practitioner (**Without** 24 hour continuing responsibility)

**Responsible to**: Team Manager / Clinical Co-ordinator / Unit Nurse Manager /Head of Midwifery

**Department(s): Women & Children’s Unit – Integrated Team Midwifery**

Job Holder Reference: A-WC-MIDF2-TEAM

**No of Job Holders: 1**

**2. JOB PURPOSE**

The post holder will be responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care and participate in the setting of standards of care. The post holder will be responsible for the management of the day-to-day activities within the **Integrated** Team Midwifery Service and ensure the delivery of high quality, patient focussed midwifery services, through effective collaboration within the multi-disciplinary team.

* The post holder will also ensure the effective deployment of staff and resources.
* Maintains and develops service quality, contributing to audit and service review, standard setting and the implementation and evaluation of service development.
* Has responsibility to minimise risk and maintain the safety of the work environment.
* Will provide / perform special midwifery skills and procedures relating to their area of work
* Provides support and facilitates the continuing professional development of self staff and students on placement within the area
* Has responsibility for the assessment and where appropriate, discharge planning of patients in collaboration with the Multidisciplinary Team.
* Occasionally takes charge of core areas as required

###### ORGANSATIONAL POSITION

**SEE APPENDIX ONE**

**4. DIMENSIONS**

 This post is based within the Integrated Team Midwifery Service. Sphere of practice includes community/in-patient/out-patient service

## 5. KEY DUTIES AND RESPONSIBILITIES Management of health and illness

* Oversees and undertakes the assessment of midwifery patient care needs, and the planning, implementation and evaluation of care within their sphere of practice.
* Ensures that all care provided is consistent with local and national policies and protocols
* Participates in the development, implementation and monitoring of local policies and protocols
* Acts as a source of advice in clinical setting.
* Responsible for the safe administration, storage and ordering of drugs within their sphere of practice.
* Responsible for health promotion and health education within the Integrated Team Midwifery Service.

Communication

* Communicates effectively with patients, relatives and members of the multi-disciplinary and management teams, in styles appropriate to people and situations.
* Ensures accurate record keeping and the maintenance of patient confidentiality in line with local and NMC guidelines.
* Minimises potential for conflict and complaint, resolving disputes locally wherever possible and making appropriate referral to the management team as necessary.
* Ensures that documentation completion is undertaken in line with National and local guidelines
* Communicates on a regular basis with the Team Manager
* Act at all times as the patients advocate
* Be aware of the requirements for diversity and equality all for clients and staff groups

## Quality improvement

* Uses clinical audit and research to ensure that practice is evidence based
* Ensures that high standards of ward / area cleanliness are maintained and adhere to infection policies and guidance
* Ensures the safety of the work environment and work processes, for patients, staff and visitors on a day to day basis

Learning, teaching and personal development

* Undertakes statuary and mandatory training as required
* Participates in personal development plan and personal appraisal
* Supports educational programme for pre and post registered and non-registered staff and maintains the quality within the Integrated Team Midwifery Service as a learning environment.

Clinical leadership and teamwork

* Participates in the creation of a sense of common purpose and contributes to the team’s ability to achieve service and organisational objectives.
* Assists with the building of team communication and support mechanisms, to enable the team to cope with the varied demands of the work situation.

**Professional responsibilities and accountability for practice.**

* Manages own clinical practice and that of other members of the nursing and midwifery team to ensure safe and effective care delivery.
* Ability to recognise that skill mix is appropriate to meet the needs of patients and allow the delivery of safe and effective care.
* Is accountable for the quality of own practice and for delegating duties to other members of the team.
* Adheres at all times to the Nursing and Midwifery Council Codes of Professional Practice and Guidelines and Midwifery Rules and Standards

6. SYSTEMS AND EQUIPMENT

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| The post-holder will be trained in and maintain expertise in the use of the following equipment:* Moving and Handling Equipment
* Patient assessment and monitoring equipment. For example Cardiotocograph machines
* Intravenous infusion devices
* Other equipment – for example oxygen humidifiers, oxygen and piped gases, nebulisers, portable and piped suction
* Other specialty based equipment, pertinent to area of work.
* Be able to identify and troubleshoot common faults, taking appropriate action.
* Be familiar with the storage and maintenance of all equipment and protocol for referral to medical physics in routine and emergency situations.
* Other specialist equipment where necessary

The post-holder will be trained and required to maintain expertise in the use of the following systems:* Maintain accurate records in accordance to NMC and NHS Forth Valley guidelines.
* Work to NHS Forth Valley and Departmental policies, procedures and protocols.
* Use systems for risk identification, reporting and management, and for dealing with complaints.
* Policies and procedures for child protection, domestic abuse and the protection of vulnerable adults.
* Ambulance Control communication system
* Matsys (Computerised Maternity Record and Audit System.
* Laboratory and Radiology results systems.
* NHS Forth Valley Intranet, internet and email, Microsoft Office applications (Word, Outlook).
* Use, maintenance and storage of equipment and systems
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**7. ASSIGNMENT AND REVIEW OF WORK**

Workload is determined by the needs of the service. The post holder will be responsible to the Team Manager/Clinical Co-ordinator/ Unit Nurse / Midwife Manager and Head of Midwifery for clinical guidance and professional management, work review and formal appraisal of performance.

Clinically and professionally expected to make autonomous decisions on a daily basis, including provision of advice to junior staff and other multi-disciplinary team members in clinical decision making.

The post holder has discretion to make decisions regarding patient care within clinical/professional guidelines and as part of multi disciplinary team

Ensure correct skill mix and effective use of resources.

In the absence of the Team Manager the post holder will be expected to make clinical and managerial decisions on all aspects of the management of the Integrated Team Midwifery Service acting independently and using their own initiative to ensure the smooth and efficient delivery of service for their area of responsibility. He/she will recognise situations that require assistance and support from the Clinical Co-ordinator /Unit Nurse / Midwife Manager/ Head of Midwifery /General Manager, Hospital page holder, Supervisor of Midwives or support services.

The post holder is accountable for her/his nursing / midwifery care and for the standards of care delivered by junior staff in the Integrated Team Midwifery Service.

Awareness of budgetary issues

Recognises own ability and limitations and identifies these to the line manager. Making use of formal and informal contacts

**8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

Promote good relationships with patients, public and staff in verbal and written communication.

Actively listen and seek parent and public opinions on all aspects care delivery.

Maintain effective professional communication with members of the multi-disciplinary care team, management team, wards and departments in NHS Forth Valley and when necessary associated agencies and organisations, internal and external

Maintain patient and staff confidentiality at all times.

Contribute to informal and formal teaching programmes.

Network locally with Primary and Secondary services and specialist professional groups.

Meet the emotional demands of caring for ill patients and their families / carers. Manage the emotional outcome for parents / carers and staff following stressful incidents.

Participates in the management of complaints clinical, non-clinical incidents and complete risk assessments.

 9a. PHYSICAL DEMANDS OF THE JOB

**Physical Demands:**

* The post holder will be mobile for most of each shift.
* Will assist with moving and transporting of patients, physical manual handling of patients, furniture and equipment
* Be able to respond appropriately to emergency or unplanned situations.
* Be appropriately trained to deal effectively with physically aggressive patients /relatives

**Working Conditions:**

* Exposure to high levels of noxious stimuli within the physical environment on a daily basis (heat, noise light)
* Exposure to body fluids and soiled linen
* Exposure to verbal / physical aggression
* Regular exposure needle stick injuries

**9b. MENTAL / EMOTIONAL DEMANDS OF THE JOB**

 **Mental Demands:**

* Retention and communication of knowledge and information.
* Concentration required when checking documents/patient notes and calculating drug dosages. Due to the nature of the role, they will be subject to frequent interruptions from patient/ parents/relatives/team members.
* Concentration required when observing patient behaviours that may be unpredictable.
* Prioritising and meeting competing demands from patients, parents, relatives and members of the multi-disciplinary team.
* Developing clinical and management skills to participate in the multidisciplinary team.
* Communication in difficult situations, for example: continuing or withdrawing active clinical interventions, managing the relatives expectations in such situations.
* Supporting staff members during professional and personal crises
* Managing conflict.

**Emotional Demands:**

* Regularly communicating with distressed/anxious/worried parents/relatives.
* Caring for patients following receipt of bad news.
* Supporting staff in the work environment on an ongoing basis.
* Occasionally care for acutely ill patients – both mothers and babies.
* Deal with obstetric or other emergency situations
* Regularly resuscitate the newborn
* Ongoing unpredictable workload
* Coping and managing difficult family situations, baby deaths and child protection issues

**KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

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|  | **Essential** | **Desirable** |
| **Qualifications** | First Level Registered Midwife / Diploma / Degree /or equivalent  |  |
| **Experience** | Midwifery Registration |  |
| **Skills** | Person is effective communicatorNegotiation skillsTime managementAbility to work across professional and organisational groupsIT skillsIM administration of drugs CTG interpretationKnowledge and skills to undertake Home ConfinementsScrubbing for Caesarian Sections and Evacuation of Uterus | Presentation skillsReport writing |
| Personal qualities | Positive proactive outlookFlexible and innovativeOrganised and thoroughDiplomaticPersuasiveSelf motivatedCollaborative approach to multidisciplinary teamworkApproachableTeam Player | Coping mechanisms for dealing with complex and stressful situationsResilientSense of humourPractical |
| **Research and training** | Blood GasesCannulationIV administration of drugsEvidence of Continued Professional Development. |  |
| Other | Good awareness of the application of Clinical Governance |  |

**APPENDIX 1**

**NHS FORTH VALLEY**

**Job Title:**  Midwife Practitioner (**without** 24 hour continuing responsibility)

**Responsible to** – Integrated Team Midwifery Service - Team Manager

**Department(s):**  Women and Children’s Unit – Integrated Team Midwifery Service

**Job Holder Reference: A-WC-MIDF2- TEAM -new**

## No of Job Holders: 103

**A. ROLE OF THE UNIT / FUNCTION**

The Women and Children’s Unit in the Acute Operating Division comprises Maternity, Gynaecology and Paediatric services for the local population of Forth Valley.

The maternity unit provides care for approximately 3000+ deliveries per year and offers a high quality integrated maternity service this includes Intensive Care/ Special care facilities for neo-nates.

The Gynaecology department provides inpatient and out patient, medical, surgical and palliative care for women with gynaecological conditions from the local population.

The Peadiatic department provides high quality care for children requiring inpatient, ambulatory and outpatient medical / surgical care, and a team of Community Children’s Nurses (including diabnet and complex care) provide paediatric nursing care for the children in the community setting.

# ROLE OF THE DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within the Integrated Midwifery Service meeting the identified physical and psychosocial needs of the client group.

# C. DEPARTMENT ORGANISATION CHART

 Director of Nursing

 General Manager / Head of Midwifery

Unit Nurse/Midwifery Manager

 Senior Midwife - Clinical Co-ordinator

 Team Manager

 Midwifery Team

#### Sister Midwife Senior Sister Midwife Practitioner