###### JOB DESCRIPTION MATERNITY CARE ASSISTANT

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| JOB IDENTIFICATION |
| Job Title: Maternity Care Assistant  Responsible to: Midwife  Department(s): Lothian Birth Centre  Directorate: Women & Children’s  Operating Division: Lothian University Hospital Division  Job Reference: 208774  No of Job Holders:  Last Update: 19/03/2024 |

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| 2. JOB PURPOSE |
| The post holder will be responsible for a delegated caseload of mothers and babies and will be expected to work unsupervised for the implementation, evaluation and delivery of care. Care is provided within defined clinical competencies and guidelines. The midwife will have overarching accountability for all women and babies on the caseload and is available for guidance and advice as required, depending on the complexity of care.  The post holder works as part of the Maternity Team and is responsible for the women and babies on their allocated caseload. |

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| **3. DIMENSIONS** |
| Financial Responsibilities:  Whilst the post holder has no budgetary responsibility they are responsible for stock ordering and therefore requires awareness of the departmental resources available  Simpson’s Centre for Reproductive Health is the largest Maternity Unit in Scotland with approx 7000 births per year serving women residing in Edinburgh, East and Mid Lothian. The hospital is a tertiary Centre for the South East of Scotland with services that include a Fetal/Maternal Medicine Unit and the Regional Neonatal Intensive Care Unit.  St John’s Hospital Livingston has approximately 2300 births per year and serves the women of West Lothian.  The post is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands. |

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| 4. ORGANISATIONAL POSITION |
| CLINICAL MIDWIFERY MANAGER  CHARGE MIDWIFE / TEAM LEADER  MIDWIFE  MATERNITY CARE ASSISTANT  CLINICAL SUPPORT WORKERS  Key |

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| 5. ROLE OF DEPARTMENT |
| NHS Lothian Maternity Services also includes Neonatal and Gynaecology services and is provided at 2 units across Lothian (RIE/SJH). The maternity department provides care for approximately 10,000 births per year and offers a high-quality integrated maternity service across primary and secondary care. The Lothian Birth Centre provides low risk midwifery led care at the RIE site.  The hospital service is supported by community midwifery teams and outreach consultant services. Tertiary Maternity and Neonatal Services for the South East Region of Scotland are provided at the RIE site. |

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| 6. KEY RESULT AREAS |
| 1. Responsible for the implementation of programmes of maternity care for a delegated caseload in support of the Midwife. The midwife will be available for guidance and advice, depending on the complexity of care. 2. Responsible for providing individualised care to women and babies including emotional and psychological support in difficult and challenging circumstances such as pregnancy loss and bereavement. 3. To undertake clinical interventions and observations on mothers including removal of intravenous cannula, urinary catheters, removal of sutures/clips, temperature, pulse, blood pressures, venepuncture (this is not an exhaustive list). 4. The post holder will provide parent education, advice and guidance to mothers in relation to the care of babies e.g. demonstrating bathing, nappy changing. The post holder will assist in the provision of care at antenatal booking clinics and will support the preparation of the equipment required for women who choose homebirth. 5. To support mothers with infant feeding, according to agreed guidelines. 6. To undertake neonatal hearing screening and record results. 7. The post holder will be responsible for managing workload based on the mothers needs. 8. The post holder will be responsible for the maintenance of all clinical records including care plans for the patients on their caseload. This will include accurate documentation of the clinical and psychological interventions carried out in accordance with organisational policies and guidelines. 9. Work within organisational policies and procedures to ensure the maintenance of safe working practises for women, babies and colleagues. 10. Responsible for maintaining stock levels, adhering to ward and unit procedures for the use of supplies and equipment, to ensure effective and efficient use of resources. 11. To support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty, and responsibility through the application of appropriate behaviours and attitudes. |

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| 7a. EQUIPMENT AND MACHINERY |
| Responsible and knowledgeable in the safe use of all clinical and non-clinical equipment used within the area ensuring this is checked and maintained and where problems are identified these are escalated to the appropriate person to ensure resolved so that all equipment is fit for purpose.  The post holder must have knowledge of all equipment used in the maternity unit; however they may not have daily clinical involvement.  Equipment and Machinery commonly used: Computers, bleeps, telephone systems and mobile phones, call bell systems, digital thermometers, sphygmomanometers, infusion devices, resuscitaires, blood glucose monitor, billimeter, baby scales, resuscitation equipment, medical gas equipment, phototherapy, birthing pools, needles, syringes, hearing screening equipment. (This is not an exhaustive list)  **Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided |
| **7b. SYSTEMS** |
| The following are examples of systems which will be used when undertaking the role:   * Electronic maternity records (Maternity Trak) * Supplies and equipment ordering systems (PECOS) * Online education packages (TURAS, LearnPro) * Risk Assessment and escalation pathways * Lab Systems * Child Health Records   Note: New systems may be introduced as the organisation and technology develops, however training will be provided. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will be responsible for a delegated caseload allocated on a daily basis by the Midwife and will be expected to work unsupervised and adjust care needs of the women and babies as appropriate and within competency and guidelines. The midwife will be available for guidance and advice as required and depending on the complexity of care.  Work review and formal appraisal of performance will be carried out by the Midwife.  The post holder will be responsible to the Midwife for clinical guidance and professional management, work review and formal appraisal of performance. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Decisions relating to the implementation of the delegated caseload and programmes of care on a daily basis.  The post holder is expected to recognise changes in the mother or baby’s condition through observations, for example increasing jaundice in a baby and provide the appropriate care e.g. use of billimeter or refer onto the midwife, medical staff or other professionals involved in the woman’s care (e.g. Social Worker) as they deem appropriate. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Providing both clinical and psychological care in support of mothers in distressing circumstances such as pregnancy loss, bereavement.  The post holder is expected to manage competing demands on time in addition to being able to respond quickly and effectively in emergency situations. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communicates verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy. In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:  * The woman, her relatives and the multidisciplinary team involved in the provision of care. This may involve sensitive/difficult issues. * Interpreting Services for non-English speaking service users, the post holder will be required to be sensitive to culture requirements. * Other relevant departments within the division e.g., Facilities, Estates, Domestic Services |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**   * Skills and dexterity required to undertake clinical interventions e.g., for example: venepuncture, blood pressures, temperature pulse and respiratory checks   **Physical Demands:**   * Movement of woman including manoeuvring when supporting breastfeeding * Stand/walking for the majority of shift. * Frequent kneeling/bending * Manual handling   **Mental Demands:**   * Concentration required when undertaking personal/clinical care * Increased concentration required when completing women’s notes, due to frequent interruptions * The ability to act expediently and appropriately when responding to crisis situations * Frequent interruptions from woman / her relatives / team members. * Managing delivery of care where there are barriers to communication e.g., communicating with people with a disability or from a non-English speaking background   **Emotional Demands:**   * Communicating with distressed/anxious/ worried women and their families on a regular basis * Occasionally dealing with women or their families with challenging/difficult behaviour * Supporting mothers in dealing with infant death, pregnancy loss * Supporting junior staff / colleagues in the work environment.   **Working Conditions:**   * Frequent exposure to body fluids, faeces, catheter bags * Potential exposure to verbal and physical aggression from patients and relatives * Exposure to infections and temperature variations * Some exposure to medical gases e.g., entonox * Potential for daily travel between sites * Lone working |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Educated to SCQF level 7 e.g., HNC in Delivering Holistic Care for Maternity Care Assistants (SCQF7) or Professional Development Award (PDA) Developing Professional Practice in Health and Social Care Scottish Credit Qualification Framework (SCQF) Level 7  **PLUS**  Additional training through short courses e.g. neonatal resuscitation training, obstetric emergency training (PROMPT, SCOTTIE or equivalent), vital signs training for maternity HCSW as defined in the Clinical Skills Passport  The ability to work unsupervised  The ability to work as part of a multidisciplinary team  Excellent written verbal and written communication skills  The ability to manage own workload on a daily basis  The ability to work effectively in a busy and demanding environment |

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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: |