

JOB DESCRIPTION

POST:	Midwife Band 5 (Newly qualified & preceptorship period)
LOCATION:	Maternity Service Belfast Trust
GRADE:	Band 5 (Newly qualified & preceptorship period)
REPORTS TO:	Ward Manager/Team Leader
RESPONSIBLE TO:	Lead Midwife

JOB SUMMARY / MAIN PURPOSE:

The post holder will be a qualified practitioner. She/he must be able to give the necessary supervision, care and advice to women during pregnancy, labour and the postpartum period, to conduct deliveries on their own responsibility and to care for the newborn. This care includes preventative measures, the detection of abnormal conditions in mother and child, the procurement of medical assistance and the execution of emergency measures in the absence of medical help. She/he has an important task within the family and community. The work should involve antenatal education and preparation for parenthood and extends to certain areas of gynaecology, family planning and childcare.

He/She will develop competencies and acquire additional skills necessary to work as part of a team providing care for women with both low risk and high-risk pregnancies.

MAIN DUTIES / RESPONSIBILITIES

1.0 Clinical Leadership / Management

- 1.1** During the preceptorship period, the post holder will be required to develop skills in relation to co-ordinating a shift under supervision. Liaise with line manager or bleep holder when concerns arise.
- 1.2** Maintain preceptorship record and use all available opportunities to develop competencies.
- 1.3** Ensure practice reflects the standards set in the NMC's 'Code of Professional Conduct: Standards for Conduct, Performance and Ethics', the Midwives' Code of Practice and the Midwives' Rules.

- 1.4 Participate in audit of an area of midwifery practice, and contribute to the implementation of action plan produced. Attend ward / team meetings, to suggest and discuss service needs/innovations and share knowledge and information
- 1.5 Assist in the checking of controlled drug stocks and ensure ordering of non-stock drugs required for specific women. Adhere to the DHSS&PS Guidelines for the Safe Handling, Administration, Storage and Custody of Medicinal Products. Adhere to Patient Group Directives for the Maternity Service.
- 1.6 Share responsibility with all staff to maintain security of unit and service.
- 1.7 Ensure own awareness of health & safety procedures by attendance at mandatory study sessions and by accessing files/intranet available in all areas.
- 1.8 Ensure own awareness of clinical incident reporting as designated by Clinical Governance and Risk Management Trust guidelines, instigating an incident form if appropriate with reference to trigger lists and liaison with the co-ordinating midwife.
- 1.9 After initial instruction, carry out daily checks of resuscitation/emergency equipment.
- 1.10 Adhere to all Trust Policies including, for example:
 - (a) Health and Safety at Work Order
 - (b) Fire Precautions
 - (c) Reporting of Sickness and Absenteeism
 - (d) Confidentiality
 - (e) Hospital Disaster Plan
 - (f) Infection Control
 - (g) COSHH
- 1.11 Be aware of responsibilities under Northern Ireland Children's Order of child protection issues and liaise with senior member of staff if concerned. Maintain accurate and contemporaneous documentation.
- 1.12 Participate in systems to ensure the views of mothers/families who use our service, influence the development of a high quality service.
- 1.13 Develop and work towards the implementation of the Trust's Strategy for Nursing and Midwifery within ward/department under the leadership of ward manager.
- 1.14 Ensure own effective communication and documentation when arranging transfer/discharge of women.

2.0 Clinical Effectiveness

- 2.1 Become confident (without direct supervision) in all aspects of care including venepuncture, abdominal palpation and vaginal examination, catheterisation, conduct of labour and normal deliveries, postnatal care and care of the newborn.

- 2.2 Take personal responsibility for establishing and maintaining good working relationships with women and colleagues, ensuring that attitudes are appropriate, non-judgemental and professional.
- 2.3 Work with supervision, gaining or consolidating clinical skills in the following: IV cannulation; conducting waterbirth; performing artificial rupture of membranes; applying fetal scalp electrodes; performing episiotomy; assisting at instrumental deliveries; undertaking “scrub assist” midwife role for caesarean section; managing epidural anaesthesia; receiving baby at caesarean section and initiating basic resuscitation when necessary; post-operative recovery skills following caesarean section; suturing (perineal repair) simple 1st and 2nd degree tears/episiotomies; ability to suture more complex 2nd degree tears/ episiotomies; ability to undertake subcuticular suturing.
- 2.4 Build on basic knowledge in interpretation of fetal heart rate patterns (cardiotocograph) by attending CTG workshop and mandatory training. Undertake CTG interpretation, liaising with more senior colleagues (midwifery & medical) to confirm diagnosis as required.
- 2.5 Be familiar with all relevant NICE guidelines.
- 2.6 Be aware of all emergency procedures and initial course of action in obstetric emergencies.
- 2.7 Gain experience in skills of neonatal resuscitation, including neopuff and bag and mask ventilation and CPR (with direct supervision in preceptorship period).
- 2.8 Develop skills required to manage high dependency care within delivery suite (with direct supervision).
- 2.9 Share involvement in the development of local guidelines, policies and patient information leaflets in keeping with review dates, assisting in the production of referenced draft copies for circulation. This will involve proposing changes and commenting on draft proposals and will include guidelines for multi professional groups.
- 2.10 Be able to assess and prioritise the clinical needs of a group of antenatal and/or postnatal women.
- 2.11 Be able (after preceptorship period) to admit and discharge women as per Trust guidelines for low risk women (midwife-led care) without reference to medical staff, liaising with more senior colleagues for advice, if required.
- 3.0 **Education and Training**
- 3.1 Undertake Trust and Local Induction programmes.
- 3.2 Maintain own records of training / experience and liaise with midwife preceptor and Supervisor of Midwives

- 3.3 Undertake sign off mentor / assessor training ideally by the end of year 1 and gain formal qualification.
- 3.4 Assist students in the planning, implementing and assessing of care for women with low risk (normal) pregnancy.
- 3.5 Be involved in teaching parenting skills to parents on an individual basis and/or in teaching to groups of women and their partners (e.g. tours of unit, labour talks, and breastfeeding workshops).
- 3.6 Develop skills in preparation for the teaching of specific clinical skills on an individual basis to midwives, student midwives, medical students as well as support staff.

4.0 Communication

- 4.1 Be able, under supervision and guidance if required, to communicate directly with women and families, to clarify, discuss and negotiate proposed treatment, interventions and procedures on a daily basis.
- 4.2 Increase skills in providing emotional support as well as information regarding clinical procedures, post mortem, funeral arrangements etc. to women and their families experiencing still-birth, termination of pregnancy, foetal loss etc (with support from senior staff).
- 4.3 Provide clear, concise handwritten or word processed statements for risk management purposes and child protection reports/summaries (with assistance/supervision of the Ward Manager/Team Leader). Ensure all written documents such as maternity record and partograms are completed appropriately.
- 4.4 Use basic keyboard skills to extract and input details of women's histories, treatment, admissions and discharges, including laboratory results and blood tracking.
- 4.5 Develop skills and confidence required to act as an advocate for the woman promoting a midwifery model of care where appropriate.
- 4.6 Liaise with medical staff, theatre and neonatal unit staff, physiotherapists, primary health care team and support workers on daily basis.
- 4.7 Understand midwifery supervision, the role of the Supervisor of Midwives and collaborate with Supervisor of Midwives to undertake an annual supervisory review and submission of notification of intention to practice.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Records Management

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, Data Protection Act 1998 and GDPR (2018). Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that "Cleanliness matters is everyone's responsibility, not just the cleaners" Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO '5 moments');
- Using the correct '7 step' hand hygiene technique;
- Being 'bare below the elbows' when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Values

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centered care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.



Belfast Health and Social Care Trust

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PERSONNEL SPECIFICATION

JOB TITLE AND BAND: Midwife Band 5
(Newly qualified & preceptorship period)

DEPARTMENT / DIRECTORATE: Maternity Service Belfast Trust

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Qualifications/Registration	Currently a Registered Midwife with the NMC or eligible for Registration as a midwife with the NMC within the proceeding 6 months.	Shortlisting by Application Form
Experience	Ability to work autonomously and take responsibility for the provision of woman-centred ante-natal / intra-natal /post-natal care in a multidisciplinary setting.	Shortlisting by Application Form

SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills / Abilities	Effective verbal, written and interpersonal communication skills.	Interview
Knowledge	Knowledge of current evidence based practice, clinical governance and risk management in midwifery.	Interview
Other Requirements/ Work Related Circumstances	Ability to work shifts, on call and unsociable hours including rotation to night duty.	Interview

DESIRABLE CRITERIA		
SECTION 3: these will ONLY be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted		
Factor	Criteria	Method of Assessment
Experience		Shortlisting by Application Form
Qualifications		Shortlisting by Application Form

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or

college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

VALUE BASED RECRUITMENT

* Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust and incorporating the Healthcare Leadership Model.

It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Belfast Trust.



Belfast HSC Trust Values

Whilst employees will be expected to portray all the values, particular attention is

drawn to the following values for this role:

RESPECT & DIGNITY

- Being respectful to others
- Showing compassion to those who are suffering
- Acting fairly and even-handed
- Acknowledging the good work of others
- Supporting others to achieve positive results

OPENNESS & TRUST

- Communicating openly and consistently
- Listening to the opinions of others and acting sensitively
- Being trustworthy & genuine
- Ensuring that appropriate information is shared honestly

ACCOUNTABILITY

- Taking responsibility for your own decisions and actions
- Openly admitting your mistakes and learning from them
- Using all available resources appropriately
- Challenging failures and poor practice courageously

LEADING EDGE

- Actively seeking out innovative practice
- Participate in new approaches & service development opportunities
- Share best practice with others
- Promote the Trust as a centre of excellence

MAXIMISING LEARNING & DEVELOPMENT

- Act as a role model for the development of others
- Continuing to challenge my own practice
- Fulfil my own statutory mandatory training requirements
- Actively support the development of others

JOB INFORMATION

POST:	STAFF MIDWIFE BAND 5
LOCATION:	MATERNITY SERVICE BELFAST TRUST
REMUNERATION:	The salary scale is £21,693 - £28,180 per annum, payable monthly (pro rata for part-time hours). Payment is made on the third last banking day of each month, by the Bank Automatic Clearing System (BACS).

HOURS OF DUTY:	Full-time hours of duty are 37½ per week, exclusive of meal breaks. Applications are also welcome from those interested in working part-time hours.
WAITING LIST:	In addition to filling current vacancies, the Trust wishes to create a waiting list for permanent/temporary, full-time/part-time/job-share vacancies arising within 9 months of the interview date.
ANNUAL LEAVE:	The annual leave year starts on 1 April. You will be entitled to 27 days annual holidays based on a five day week. If you join the Trust after 1 April you will be entitled to annual holidays proportional to your length of service in the remainder of the leave year. Leave entitlements will be calculated in hours to ensure equity of treatment for all employees. Additional days may be due after 5 or 10 years' completed service.
STATUTORY LEAVE:	The Trust recognises 10 statutory holidays each year.
SUPERANNUATION:	The post is superannuable. Unless you opt out of the scheme your remuneration will be subject to deduction of superannuation in accordance with the HPSS Superannuation Scheme (currently 6% per annum).
MEDICAL:	You may be required to have a health assessment at the Occupational Health Department, to determine that you are fit to carry out the duties of the post.
PROBATIONARY PERIOD:	Any permanent appointment will be subject to a probationary period, during which time progress and attendance are monitored. Provided a satisfactory standard is achieved and maintained, the appointment will be confirmed.
SICKNESS:	Staff are required to comply with the Trust's Sickness and Absenteeism Policy and the reporting requirements and procedures contained within it. The Trust is committed to monitoring and control of absenteeism because of its responsibilities to patients and the organisation as a whole. It should be noted that you will be asked at interview about your sickness record for the previous 2 years and you will be required to give details of this to the interview panel.
NOTICE:	You may terminate your appointment by giving one month's notice in writing. Should notice have to be given to you it will be a period commensurate to length of service.
CLOSING DATE:	Completed application forms must be returned to the Human Resources Department