

## **JOB DESCRIPTION**

**POST:** Midwife Band 6

**LOCATION:** Maternity Service Belfast Trust

**GRADE:** Band 6

**REPORTS TO:** Ward Manager/ Team Leader

**RESPONSIBLE TO:** Lead Midwife

### **JOB SUMMARY / MAIN PURPOSE:**

The post holder will:

- Be a skilled and experienced practitioner able, autonomously, to assess, provide care, advice and support to women (and families) throughout the antenatal, labour and postnatal episodes of care.
- Provide both midwife led care for women with normal pregnancies (low risk) and also to work as part of a team, providing antenatal, intranatal and postnatal care to women with a range of medical/obstetric complications (high risk).
- Act as a sign off mentor/assessor, able to monitor and assess learners.
- Deputise for the Team Leader/Ward Manager in his/her absence.
- Co-ordinate shifts, allocating staff with regard to clinical needs/workload and development needs/skills of staff.

### **MAIN DUTIES / RESPONSIBILITIES**

#### **1.0 Clinical Management / Leadership**

- 1.1** Responsible for organising and overseeing midwifery care to a designated group of women.
- 1.2** Develop and maintain individual care plans and relevant documentation, which ensures information/results, are gained and acted on as necessary.
- 1.3** Participate in providing care and support for families in need and ethnic minorities.

- 1.4** Assess, and in partnership with other agencies, agree and implement multi-agency plans to protect children. Liaise with social workers and other professionals and clients to agree plans. Monitor progress within these plans and report back to other professionals.
- 1.5** Attend Child Protection Case Conferences, as required. Prepare written report beforehand under the guidance of the Team Leader/Ward Manager, and speak at case conferences as required. In conjunction with other professionals, make decisions about placing children/babies on The Child Protection Register. Agree plans to monitor safety of child/baby and act as member of core group of carers thereafter.
- 1.6** Ensure that equipment provided by the Trust is maintained in such a way as to ensure that safe and effective patient care is delivered at all times.
- 1.7** Undertake delegated management responsibilities as identified by the Team Leader/Ward Manager, for example duty rota planning, requisitioning stores, arranging short-term sickness cover. The post holder may be nominated to act as a link midwife for one of the following: breastfeeding, antenatal education, audit, off duty, annual leave/study leave, smoking cessation, alcohol and drug abuse, infection control, COSHH, child protection, domestic violence or other activity.
- 1.8** Be Responsible for recognising and reporting clinical incidents as indicated in Trust clinical governance and risk management guidance. Assist with undertaking risk assessments and take action to reduce risk as far as possible.
- 1.9** 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. Comply with Patient Group Directives for the maternity service.
- 1.10** 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.
- 1.11** 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

- 1.12** Share responsibility with all staff to maintain security of Maternity Unit and service.
- 1.13** Attend team meetings. Attend meetings as nominated by the Team Leader/Ward Manager.
- 1.14** Be aware of the Trust's Complaints Policy. Undertake initial discussion with the complainant and inform the Team Leader/Ward Manager of the situation and plan.
- 1.15** Participate in systems to ensure that views of the women/families who use our service influence the development of a high quality service.
- 1.16** Develop and work towards the implementation of the Trust's Strategy for Nursing and Midwifery within ward/department under the leadership of the Team Leader/Ward Manager.

## **2.0 Clinical Effectiveness**

- 2.1** Organise own work on a day-to-day basis, prioritising to ensure that women receive care at the optimum time.
- 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** Provide midwifery care according to the individual needs of women. Assess ongoing pregnancy and make referral to the appropriate person if deviation from the normal is suspected or proven or if high risk factors emerge.
- 2.4** Provide women with up to date information about choices available to them. Assist women to achieve choices. This will include screening tests, place and mode of delivery.
- 2.5** Contribute to 'high risk' care plans and ensure they are communicated to all areas of maternity service and elsewhere as appropriate.
- 2.6** Take a lead role in providing advice/information to pregnant women on all aspects of health promotion – for example nutrition, smoking cessation, exercise, drugs and alcohol. This will also include advising women about breastfeeding, domestic violence, pregnancy benefits, employment regulations for pregnant workers and maternity and paternity leave. In the period after delivery, provide advice in respect of registration of birth, family planning, prevention of cot death.

- 2.7** Continue to give professional midwifery care to women who exercise their right to disregard medical and midwifery advice. Inform Supervisor of Midwives of specific cases. Highlight risk factors in writing to relevant personnel and/or other agencies.
- 2.8** In an emergency situation, co-ordinate the summoning of appropriate assistance. Liaise with other team members and parts of maternity service and/or other agencies.
- 2.9** Provide advice and information about the care of newborn babies and parenting issues.
- 2.10** Provide postnatal care and monitor the wellbeing of mother and baby in both hospital and community settings providing complete transfer documentation as required.
- 2.11** Perform neonatal screening tests with parental consent.
- 2.12** Be an autonomous practitioner, (competent without supervision) undertaking the full role of a midwife which includes venepuncture, abdominal palpation vaginal examination, speculum examination, catheterisation, provide labour care, artificial rupture of membranes, application of fetal scalp electrode, and undertake normal deliveries, (including waterbirth), postnatal care and care of the newborn baby. Demonstrate the ability to perform episiotomies and undertake perineal repair (suturing). Update clinical skills and competencies as identified with supervisor of midwives on an annual basis. Work flexibly to meet development in service provision.
- 2.13** Interpret fetal heart rate patterns via cardiotocograph and implement any action required in accordance with NICE guidelines. Update CTG knowledge and skills annually.
- 2.14** Take a lead role in dealing with obstetric emergencies such as undiagnosed breech, fetal bradycardia, haemorrhage, cord prolapse, maternal collapse and shoulder dystocia and eclampsia
- 2.15** Implement neonatal resuscitation, including neopuff and bag and mask ventilation, and if required cardio pulmonary resuscitation.
- 2.16** Interpret and act on a range of information gained by clinical observations and test results e.g. blood, urine tests. Ensure communication and clarification of management plan with the woman concerned. Act upon results and if deemed necessary, ensure that an appropriate clinician is informed and action taken.
- 2.17** Have shared involvement in the development of local guidelines, policies and patient information leaflets, assisting in the production of referenced draft copies

for circulation and ratification. This will involve proposing changes and/or commenting on draft proposals, which will include guidelines for multiprofessional groups.

### **3.0 Education and Training**

- 3.1** Provide mentorship to student midwives for an allocated period providing written and verbal assessments.
- 3.2** Maintain own records of training / experience / portfolio and liaise with Supervisor of Midwives
- 3.3** Support and motivate newly qualified midwives during the preceptorship period in the assessment, planning, implementation and evaluation of care for pregnant women.
- 3.4** Plan, organise and deliver antenatal education programmes and breast-feeding workshops when required. This will include evaluating the programme.
- 3.5** Be involved in the teaching of clinical skills on an individual basis to other midwives, student midwives, medical students, and support staff.
- 3.6** Provide health promotion literature and offer advice to women, which will include the preconceptual, antenatal, intrapartum and postnatal periods including family planning.

### **4.0 Communication**

- 4.1** Communicate directly with women and families, on a daily basis, to clarify, discuss and negotiate proposed treatment, interventions, screening tests and procedures.
- 4.2** Empathise with women and their families and provide counselling, support and information immediately following stillbirth, miscarriage, foetal loss etc.
- 4.3** Provide clear, concise written statements when required, for example: clinical/non clinical incident investigations, complaints, Child Protection reports and summaries under the guidance of the Team Leader/Ward Manager.
- 4.4** Ensure all written documents are completed appropriately.
- 4.5** Use basic keyboard skills to input and extract details of women's histories, treatment, admissions and discharges.
- 4.6** Discuss and negotiate proposed treatment with medical staff, acting as an advocate for the woman.

- 4.7 Liaise with medical staff, neonatal unit staff, physiotherapists, Health Visitors, General Practitioners and others in the Primary Health Care Team when required.
- 4.8 Liaise with social workers when necessary regarding women with special needs, complicated social histories, for example drug and social problems, learning disabilities, adoption, and families in need.
- 4.9 Provide telephone and face-to-face advice relating to pregnancy and labour on a daily basis to women. Use professional judgement to decide whether the woman requires midwifery advice, referral to Admissions & Assessment Unit, referral to a Consultant.
- 4.10 Understand midwifery supervision and the role of the Supervisor of Midwives. Collaborate with the Supervisor of Midwives to undertake the annual supervisory review and ensure submission of the annual 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 (HCAIs) 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](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.***

## **PERSONNEL SPECIFICATION**

**JOB TITLE AND BAND:** Midwife Band 6

**DEPARTMENT / DIRECTORATE:** Maternity Services  
Belfast Health and Social Care 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.

| <b>Factor</b>                      | <b>Criteria</b>                                                                                                                                                                                                                                                                                                                                                                         | <b>Method of Assessment</b>      |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Qualifications/Registration</b> | <p>Currently a Registered Midwife with the NMC having completed at least 18 months post registration experience in a maternity setting with evidence of completion of a preceptorship period and progression to Band 6 midwife role.</p> <p>Be able to support and supervise students in the provision of midwifery care, promoting reflection, providing constructive feedback and</p> | Shortlisting by Application Form |

|                                                                                                                             |                                                                                                                                                                     |                                  |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                                                                                                                             | evaluating and documenting their performance in line with NMC standards of proficiency.                                                                             |                                  |
| <b>Experience</b>                                                                                                           | Ability to work autonomously and take responsibility for the provision of woman-centred ante-natal/intra-natal/post-natal care within a multi-disciplinary setting. | Shortlisting by Application Form |
| <b>SECTION 2:</b> The following are <b>ESSENTIAL</b> criteria which will be measured during the interview/ selection stage: |                                                                                                                                                                     |                                  |
| <b>Skills / Abilities</b>                                                                                                   | Effective verbal, written and interpersonal communication skills.                                                                                                   | Interview                        |
| <b>Knowledge</b>                                                                                                            | Knowledge of current evidence based practice, clinical governance and risk management in midwifery.                                                                 | Interview                        |
| <b>Other Requirements/ Work Related Circumstances</b>                                                                       | 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

| <b>Factor</b>         | <b>Criteria</b> | <b>Method of Assessment</b>      |
|-----------------------|-----------------|----------------------------------|
| <b>Experience</b>     |                 | Shortlisting by Application Form |
| <b>Qualifications</b> |                 | 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 Health and  
Social Care Trust**

**caring supporting improving together**

## **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**

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST:</b>                | <b>MIDWIFE BAND 6 -</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>LOCATION:</b>            | <b>MATERNITY UNIT, Belfast Trust</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>REMUNERATION:</b>        | The salary is £26,041 rising by annual increments to £34,875 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).                                                                                                                                                                                                                                          |
| <b>HOURS OF DUTY:</b>       | 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.                                                                                                                                                                                                                                                                                                                         |
| <b>WAITING LIST:</b>        | 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.                                                                                                                                                                                                                                                                         |
| <b>ANNUAL LEAVE:</b>        | 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.                                |
| <b>STATUTORY LEAVE:</b>     | The Trust recognises 10 statutory holidays each year.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SUPERANNUATION:</b>      | 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).                                                                                                                                                                                                                                                                    |
| <b>MEDICAL:</b>             | 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.                                                                                                                                                                                                                                                                                                                   |
| <b>PROBATIONARY PERIOD:</b> | 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.                                                                                                                                                                                                                                                |
| <b>SICKNESS:</b>            | 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 monitor and control 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. |
| <b>NOTICE:</b>              | 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.**