



Labour Ward Team Leader

MATERNITY

JOB DESCRIPTION



Chelsea and Westminster Hospital
NHS Foundation Trust



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Welcome



Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **P**utting patients first
- **R**esponsive to patients and staff
- **O**pen and honest
- **U**nfailingly kind
- **D**etermined to develop

Job summary

Job title Labour Ward Team Leader

Band	7
Division	Maternity
Responsible to	Intrapartum Matron
Accountable to	Director of Midwifery
Type of contract	12 Months Fixed Term
Hours per week	37.5
Location	Chelsea and Westminster Hospital NHS Foundation Trust

Job Summary

- Responsible for the day to day co-ordination of Labour Ward acting as the key point of contact for staff, members of the multidisciplinary team and patients.
- Ensuring the 24 hour provision of a high quality, effective midwifery service, providing leadership to staff and expert clinical midwifery advice.
- Manage midwifery and support staff and the clinical area to ensure the smooth running of the service.
- As the lead professional for the area in partnership with women, plan and implement individualised midwifery-led care packages.

Key responsibilities

Roles and responsibilities

- The Senior Midwife on Labour Ward has continuing responsibility for the assessment, implementation and evaluation of programmes of care in the Intrapartum period.
- The post holder will be an innovative practitioner and an effective change agent promoting evidence based practice.
- To act as a clinical lead within the designated area and to provide expert clinical midwifery care whilst working within the multidisciplinary team.
- Lead on standard setting and audit to implement change that meets patient requirements and improves standards.
- To facilitate the clinical and professional development of the staff across maternity.
- To ensure the efficient running of the service. • To work unsocial and night duties as part of the midwifery team as required.
- To develop and maintain specialist, multidisciplinary, multi-agency services for women and their families.
- The post holder will ensure that care provided is within the philosophy of our Maternity Service.
- The post holder is aware and identifies concerns relating to safeguarding children. Liaising with the named midwife for safeguarding and the multidisciplinary team. PROFESSIONAL
- To observe NMC rules and guidance, ensuring these are adhered to by all staff. To foster and develop a working environment within which midwives can work as autonomous practitioners, accountable for their practice and in accordance with the NMC Rules and Code of Practice (2015).
- To develop trust policies and protocols pertaining to midwifery practice and maternity care.
- Implement Trust and local policies and contribute to any proposed changes to midwifery working practices or procedures.
- To monitor and maintain good standards of care within maternity services to implement recommendations from Government or Professional bodies in relation to maternity care.
- To develop and maintain efficient and effective communication and working relationships with other professional groups and colleagues.
- To liaise with and support the work of the Professional Midwifery Advocates
- To have due regard for the needs of mothers and their families. To recognise the demands placed upon professional colleagues in the pursuance of their duties and to assist them as required.
- Flexible and willing to undertake duties (within sphere of practice) in other areas of the unit as required.

CLINICAL

- As the lead professional shift lead for the Labour ward, work in partnership with women, plan and implement individualised care packages, continually assessing, analysing and determining appropriate courses of action. Lead and coordinate the provision of high quality evidence-based Intrapartum midwifery care.
- To act as an advocate for women and in partnership with them, support their choice of birth, planning and implementing care in partnership with the multi-disciplinary team, continually assessing and determining appropriate courses of action.
- Using specialist expert knowledge, experience and practice, continually update and develop advanced midwifery practices and skills to provide and perform accurate midwifery assessments and procedures, including monitoring of maternal and fetal well-being, care during labour and

birth, perineal suturing and venepuncture, routine examination of the newborn and supporting infant feeding. Prescribe and administer drugs in accordance with Patient Group Directives.

- Communicate complex and sensitive information to women and their families, enabling them to make informed choices about their care. Use empathy and reassurance at times of vulnerability, emotional distress and bereavement, overcoming communication barriers where they occur and acting as advocate for women.
- Identify deviation from normal and refer to appropriate pathway and/or other appropriate members of the multi-disciplinary team. As a member of the multi-disciplinary team, co-ordinate and provide intrapartum midwifery care for obstetrically high-risk women, including intra and post-operatively. Identify emergency situations and respond appropriately, ensuring that all staff are trained in emergency drills and work as a team.
- Adhere to the statutory requirements of the Midwives rules and Standards (NMC 2015)
- Ensure all equipment within the department is secure and well maintained. Report loss or damage of equipment without delay and is per Trust policy.
- Ensure and maintain the smooth running of the department, prioritising care, maintaining a focus on individualised care and taking into account the requirements of the wider maternity service. Plan duty rotas and day to day allocation of workloads, paying attention to appropriate staff skill mix. Conduct annual appraisals, facilitate personal development plans and monitor sickness absence and annual leave.

MANAGEMENT

- Take responsibility for the day to day management and daily running of the Labour Ward ensuring that high quality care is delivered and maintained at all times.
- Ensure that all adverse clinical risks are recorded and reported using the appropriate incident reporting system and forms.
- To ensure that optimal use is made of available resources to provide appropriate and effective cover over any 24 hour period.
- To reassess the staffing rotas in the light of unexpected absences and adjust accordingly to meet the needs of the service.
- To inform the Management team (as appropriate) about conditions within maternity services and staffing levels that may affect safe service provision.
- If appropriate to the role and training to line manage staff junior to your role, with the support from the management team.
- To create and maintain an effective communication system between all staff groups working in maternity services and to ensure that a positive working environment is achieved.
- To supervise the maintenance of stores and equipment and with due economy requisition supplies, repairs and replacement of equipment. To ensure all staff in appropriate areas make proper and economic use of equipment and supplies.
- Take verbal complaints and diffuse wherever possible and escalate if appropriate.
- To ensure that complaints and incidents are dealt with proactively. Investigate incidents and complaints and provide reports as required, develop, implement, monitor and evaluate associated action plans.
- In conjunction with the management team, participate in the short and long term strategic development of the service.
- To ensure that working conditions are clean and safe in accordance with the Health and Safety at Work Act and ensure information relating to this is reviewed, updated and readily available to all staff.

- To ensure compliance with emergency equipment checks is maintained as per recognised schedule and that all emergency equipment is appropriately stocked and ready for use at the point of need.
- To deputise for the Intrapartum Matron in their absence.
- Ensure that an appropriate level of medical expertise is available at all times, informing the consultant on call where appropriate.
- Attend any meetings appropriate to your area/role, ensuring effective communication within the team and leading on actions are undertaken.
- To be assertive/confident and able to deal with conflict and difficult situations.
- To adhere and implement the trust policy for cleanliness and infection control.
- Assume responsibility for the safe custody of drugs in accordance with the Trust policies and statutory rules/guidelines.
- Attend meetings appropriate to your area/role, ensuring effective communication within the team and leading on actions as necessary.

LEADERSHIP

- To act as an effective role model and demonstrate effective organisational and leadership skills, including motivation of staff
- To maintain a high profile and be seen to be in charge and fulfil management and clinical responsibilities to patients pertinent to the role, whilst promoting and providing a positive, professional leadership.
- To promote and provide positive, professional leadership, including leadership of staff.

EDUCATION

- Ensure training needs of students and junior staff are met within maternity services.
- Ensure that students receive adequate experience in caring for low risk women in normal labour and where appropriate in their training programme to care for women with higher risk pregnancies
- To participate in the teaching of all learners and appropriate members of staff.
- Act as a role model providing mentorship, preceptorship and support for midwives.
- Facilitate the continued development of all practitioners within maternity services.
- To assist in orientation programmes and familiarise staff with the organisational and clinical demands of maternity services.
- To ensure that all medical and midwifery students are working in a positive learning environment.
- Attend all mandatory training and those relevant to the role.
- Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.
- Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions. This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Key working relationships

- Intrapartum Matron
- Professional Midwifery Advocate
- Maternity Theatre Co-ordinator
- Obstetric Consultants
- Director of Midwifery , specialist midwives
- Midwifery colleagues
- Practice development Team
- Named Midwife for Child Protection and other members of the Trust Child Protection Team
- Clinical Governance Team
- Women and their families
- Human Resources Team
- Business Manager

Person specification

Job title	Labour Ward Co-ordinator
Band	7
Division	Maternity

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

E = essential
D = desirable

Trust values

Putting patients first	E
Responsive to patients and staff	E
Open and honest	E
Unfailingly kind	E
Determined to develop	E

Education and qualifications

Practising midwife with evidence of practice in all areas of midwifery	E
Evidence of continuing professional development	E
Mentorship qualification	E
Degree level or equivalent experience	E
Evidence of other professional managerial qualifications	D
NLS	D
Advanced Life Support in Obstetrics Qualification	D

Experience

Communicating effectively with women, staff and other agencies	E
Facilitate effective team working	E
Evidence of knowledge of recent midwifery research and clinical audit	E
Demonstrate an ability to apply research to practice and to support changes in practice as a result of clinical audit	E
Ability to practice within the scope of the NMC Code of Professional Conduct	E
IT Skills	E
Evidence of professional development relevant to the specific role	E
Understanding of budgets and dynamics	D
Evidence of previous management experience	D

Skills and knowledge

Previous comprehensive midwifery experience	E
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Able to prioritise and meet deadlines	E
Effective time management for self and others	E

Personal qualities

Excellent interpersonal skills	E
Enthusiastic	E
Ability to work calmly under pressure	E
Positive change agent	E
Able to motivate others	E
Ability to work in a team and independently	E

Notes



Chelsea and Westminster Hospital
NHS Foundation Trust

369 Fulham Road
London
SW10 9NH

Main Switchboard
+44 (0)20 3315 8000

Website
www.chelwest.nhs.uk

 [fb.com/chelwest](https://www.facebook.com/chelwest)
[fb.com/westmidhospital](https://www.facebook.com/westmidhospital)

 [@chelwestft](https://twitter.com/chelwestft)
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