



# Job Description and Person Specification



## Job Description

<b>Job Title</b>	MIDWIFERY MATRON (Inpatient Services)
<b>Band</b>	Band 8a
<b>Hours</b>	15 hours per week
<b>Department</b>	Maternity
<b>Division</b>	Women & Children
<b>Location / Hospital Site</b>	Princess Royal Hospital
<b>Responsible to</b>	Head of Midwifery
<b>Accountable to</b>	Head of Midwifery
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Children and Adults
<b>DBS Workforce</b>	Children and Adults

### Role Summary

To provide visible leadership through motivation and supervision of staff to ensure high standards of care for women, people who birth and their families within maternity.

To support the Head of Midwifery in providing an efficient and effectively managed maternity department Act as a positive role model through the provision of effective professional leadership and demonstration of competent, accountable clinical practice.

The Post holder will provide visible professional leadership, advice and support to midwives, nurses and support workers, acting as a clinical expert and as a resource for all staff within Maternity.

The post holder will through appropriate staff training and updating, ensure that midwifery care is evidence based and delivered by competent and confident practitioners according to Trust policies and procedures.

To support the Head of Midwifery in providing an efficient and effectively managed service. Ensure the delivery of patient care is of the highest standard.

Ensure safe staffing within their areas of responsibility, assist the Band 7 midwives and ward Leads to manage sickness appropriately.

The post holder will ensure that the Nursing & Midwifery Council (NMC) standards, Midwifery Rules, National and Trust Policies, Procedures, Standards and Guidelines are adhered to throughout the Division. Contribute to the achievement of clinical governance and risk management strategy.

The postholder will support the Head of Midwifery in strategies for workforce planning. The postholder will continue personal professional development to maintain their professional midwifery registration.

Ensure appraisals and development plans are completed for staff, be responsible for the performance management of ward managers and some clinical midwifery specialists to ensure delivery of healthcare standards and Trust objectives.

Ensure appropriate education and training is undertaken by staff within the clinical areas and maintain own professional development.

## Key Working Relationships

The post holder's key relationships will be with:

**Internal:** Matrons/ Managers across the Trust, Governance/ Practice Development Team, Safety & Quality, senior management team, nurses, midwives, support workers. Members of the multi-disciplinary team.

**External:** University of Brighton, University of Surrey Professional Midwifery Advocates, the LMNS and any other relevant bodies requiring notification.

## Main Duties and Responsibilities

### Clinical

- Provide professional leadership, motivation and supervision to ensure high standards of care are achieved.
- Act as a credible, visible role model for the clinical group that will involve a clinical commitment.
- Have daily contact with all areas within sphere of responsibility. Undertake weekly rounds with clinical leads / ward and department managers to gain assurance about standards of care.
- To participate on the senior manager on call roster as required
- To work closely with service managers to ensure all access targets are achieved and activity recorded.
- To support all grades of midwifery including the clinical leads / ward managers in resolving clinical and operational issues whilst ensuring that the fundamentals of care are right.
- Facilitate and support clinical leads / ward managers to develop effective working relationships with the multidisciplinary team to enhance the care and management of women.
- To ensure the implementation of national, local and Trust standards of best practice for this group of women and quality and monitor performance against these that informs the corporate performance review framework.
- Ensure that all areas have systems in place to identify report and manage risk which involves taking action and monitoring work areas in accordance with Health and Safety legislation and guidance from the National Patient Safety Agency.
- Promote people centred service delivery by providing visible and accessible senior professional presence to which staff, women and their families can turn to for assistance.
- Be proactive in identifying and helping to resolve specific, recurrent concerns.
- Ensure there are proactive mechanisms for obtaining women/carer feedback in place.
- Ensure all wards proactively use women's feedback to improve standards of care.
- Establish effective relationships with PALS and the Complaints team encouraging staff in the proactive resolution of concerns.
- Support adherence to the target time of 25 days for complaints resolution.

- Ensure that actions arising from patient feedback are progressed.
- To undertake formal investigations reporting back within the agreed time limits and ensuring lessons are learnt, action plans are implemented, and progress is monitored and reported appropriately.
- To ensure that mandatory audits are completed and actioned by the ward teams in an appropriate and timely manner.
- To contribute to the implementation of a divisional governance strategy by supporting and promoting the development and implementation of midwifery / nursing care services that reflects the principles of clinical governance and the CQC standards.
- Support investigations by leaders and conduct analysis. Formulate action plans and ensure these are implemented.
- Assist with PMRT, inquests CDOP and any other governance function.
- Be responsible for ensuring that there is adherence to child protection and safeguarding vulnerable adult's protocols within clinical practice.
- To act up for the Head of Midwifery as required.

### Operational / Management

- To work as an effective member of the divisional team with respect to service development, business planning and service delivery ensuring the achievement of local and national targets and divisional objectives
- To be responsible for the professional and operational delivery of high-quality evidence based clinical care standards across the specialty, ensuring that women are always treated with dignity and respect.
- To contribute to budget setting and business planning decisions ensuring that midwifery are effectively managed contributing to the achievement of financial balance in the division. 2.3 To contribute effectively to service developments both within the specialty and at strategic level 4 if required ensuring that current and planned services are properly co-ordinated.
- To lead in the development of workforce plans by regularly undertaking skill mix reviews on establishments to ensure that the midwifery is maximised to best effect (annual review). Advise on the day to day allocation of midwifery throughout the specialty and in collaboration with other matrons ensure a Trust wide safe and effective service.
- Ensure that there are effective systems and processes in place for the management of sickness and absence and bank and agency utilisation in all areas of responsibility in line with Trust/national targets.
- Ensure there is effective and appropriate utilisation of HR staff management policies and maintain and achieve a proactive approach to recruitment and retention.
- To oversee standards and monitoring of cleanliness in ward areas, contributing and leading assessments as required and ensuring a clean environment for care.
- To ensure systems are in place for assessing and prioritising the purchasing of medical devices and ensuring staff are appropriately trained in their use.
- To oversee standards of catering in own areas and to make recommendations to catering department/clinical leads / ward leads to ensure that the nutritional needs of women are met.
- To work in partnership with the Infection Control Team to ensure best practice in infection control and decontamination and that there are effective systems and processes in place for the prevention and control of infection, in each area. Ensure

there is full participation of the clinical areas in the 'Clean your hands' campaign, MRSA plan, Saving Lives initiative and all midwifery / nursing metrics.

- To ensure that there are effective systems to support the management and development of all staff within budgets available.
- To contribute to the strategic direction of the Trust through membership of corporate meetings, taking the lead as directed.
- To effectively performance manage the ward, department managers and midwifery specialists, preparing accurate and timely reports for the divisional management team.
- To ensure dissemination and implementation of Trust policy and procedures.
- To take part in the midwifery manager on call and the manager of the day rota


## Communication

- To ensure that staff feel well informed and listened to.
- To act as a role model by demonstrating excellent communication and listening skills with women, relatives and staff.
- To ensure that confidentiality for women and staff is maintained in all areas and that staff adhere to the Data Protection Act, Freedom of Information Act and the Caldicott Principles
- To ensure good communication lines and flows are in place within the midwifery structure and other disciplines across the Trust.
- To ensure that there are high standards of documentation and care planning in all areas of practice and that documentation standards are consistent across all areas. Ensuring there are regular reviews of all documentation, and focused action plans are produced when areas of concern are identified.
- Ensure that there is a comprehensive orientation and induction programme for midwifery in each of the clinical areas and that completion of this is documented.
- Ensure that there are systems in place to capture feedback from women/carers/ relatives.

## Audit / Research

- To ensure that the Trust delivers high standards of patient care using evidence-based practice and research.
- Support clinical leads / ward managers and their team to assess, monitor and evaluate midwifery / nursing care provided using standards and audit. Ensure that remedial action is taken where deficits are identified.
- Support staff in identifying, applying and disseminating research findings related to specialist and fundamental midwifery / nursing practice.
- Promote the principles of Improving Working Lives ensuring fairness and equity.

## Leadership

- Through being a role model and champion create a culture which motivates, enthuses and empowers others to give of their very best.
  - Lead and implement the Strategy for Nursing & Midwifery within area of responsibility and contribute to its implementation across the organisation.
  - Co-ordinate and participate in multidisciplinary working arrangements by establishing links and promote understanding of the work of other disciplines.
  - Provide senior midwife to internal and external advisory groups.
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- To attend divisional and trust wide senior midwifery / nursing (& midwifery) team meetings.
- To actively manage clinical leads / ward managers to ensure that their personal development needs are met and that all staff have an annual appraisal.
- Ensure systems are in place to check registration with the NMC (minimum of annually) in all areas of responsibility.
- Ensure adherence to the Trusts Equality and Diversity policy and the Race Equality Scheme.
- To respond to national drivers in Midwifery from implementation to audit

## Educational

- Identify and harness the potential of all staff.
- Work with the, Women's services/Head of Midwifery and play an active role in commissioning of pre and post registration education programme. Act as a resource for the educational needs of staff working in the specialty and outside the specialty.
- Work with the Human Resources & Organisational Development Department and the Senior Nurses for Practice Development to develop training programmes which ensure continual professional development and staff that are fit for the purpose.
- Work with clinical leads / ward managers to identify current and future training and development needs of the midwifery.
- Ensure there is an effective system of appraisal and that all staff have personal development plans.
- Ensure that all clinical areas are suitable learning environments for the education of midwives and other students.
- Ensure that women and their families receive a high standard of health education.
- Maintain own personal and professional growth, keeping up to date with changes, new ways of working and future developments.
- Contribute and participate in Trust wide midwifery / nursing development programmes.  
Co-ordinate and facilitate away days within the division ensuring the programme meets the needs of the midwives within the specialty.
- Maintain links with matrons from other specialities.

## Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.



The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:  
***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
  - Continuous improvement of our services through small steps of change
  - Constantly testing the patient pathway to see how we can develop
  - Encouraging frontline staff to lead the redesign processes
  - Equal voices for all
  - Engagement of staff is a big factor in job performance.
  - Good engagement leads to improved quality, mortality and safety measures

## Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

## Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

## Workplace and Environmental Factors

<b>Physical</b>	Keyboard skills • Ability to work cross site • All round core midwifery skills are maintained.
<b>Emotional</b>	Able to deal with people in difficult, distressing and emotional circumstances
<b>Mental</b>	Able to concentrate despite frequent interruptions Ability to concentrate despite frequent change of focus
<b>Working Conditions</b>	Daily exposure to the activities within high risk, complex maternity environment

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/ Qualifications	Registered Midwife Extensive post registration working in an NHS clinical setting. Degree in Midwifery Proven experience of educating and developing staff Proven leadership experience Evidence of change management skills Experience with developing Nursing, Midwifery Experience of Service Development Initiatives Experience with low/high risk pregnancy Aware of current issues and developments within midwifery and healthcare.	AF I	Masters in Midwifery or working towards Leadership and management course. PMA	AF I
Skills	Decision making skills Persuasive skills amongst multidisciplinary teams. Able to empower, motivate and coach staff Evidence of keeping to deadlines. Strategic Implementation of corporate projects Written skills Excellent report writing skills. Ability to formulate and comment on complex documents and policies.	AF I		

	Evidence of having championed diversity in previous roles (as appropriate to role).	AF I		
<b>People Management and Development</b>	First Line Management skills regarding undertaking staff appraisal and personal development reviews, sickness absence management and staff counselling	AF I		
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
<b>Specific Requirements</b>	Able to analyse a range of complex social issues, make assessments of child and adult safeguarding and generate referrals when indicated. Able to work flexible hours and participate in an on-call rota to meet service needs	AF I		

