

# Candidate Brief

## Rotational Midwife

October 2019



## A message from our Chief Executive, Daniel Elkeles

Thank you for showing an interest in working for our busy and diverse hospitals. I am truly proud to be the Chief Executive of Epsom and St Helier – we are a high performing Trust with a strong track record in providing high quality care, delivering operational standards and meeting our financial targets. In addition to that, we are a system leader in bringing together acute, mental health, social care, community health and GPs in Surrey Downs and Sutton and have an absolute commitment to providing integrated care to the people we serve.

Our hospitals and community services are great places to work, with a range of opportunities across a wide range of clinical fields, as well as exciting opportunities in our clinical support and administrative teams. We have incredible staff benefits and dedicated training schemes, and we are always ready to support you in developing your skills. Working for us will not only take your career forward, but could help to transform the lives of our patients and visitors too.



We know that all of our achievements are only possible because of the commitment, team work and expertise of our staff – and we truly value the dedication our teams show. As a result, we want Epsom and St Helier to be an outstanding place to work where staff are treated with, and treat others with, respect at all times.

There is simply no place for bullying, racism, discrimination or other poor behaviours in our hospitals and we work together to ensure that respect is at the heart of every interaction we have with one another and our patients.

So by choosing to work here, we all also choose to be role models of respect. We can make this commitment thanks to a recent comprehensive review of the culture of our organisation (including more than 3,000 pieces of feedback from our staff and patients and thousands of us going through bespoke training and workshops), which showed us that ‘above all we value respect’ and gave us the tools to make sure we can live by this powerful value. I hope you do decide to join the wonderful team at Epsom and St Helier, and in the meantime, I would be happy to receive feedback or questions – you can email me at [daniel.elkeles@nhs.net](mailto:daniel.elkeles@nhs.net) or follow me on Twitter @daniel\_elkeles.

Best wishes

Daniel

## Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



### All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities

**Above all we value respect.** This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



**St Helier Hospital**

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Tel: 020 8296 2000



**Epsom Hospital**

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KT18 7EG  
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Epsom and St Helier University Hospitals NHS Trust offers an extensive range of services, including cancer, pathology, surgery, and gynaecology to over 490,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

The Trust also plays an active role in the local healthcare economy. Surrey Downs Health and Care brings together our staff, CSH and the GP groups in Surrey Downs, and Surrey County Council in a partnership to improve care for local people. Also health and care teams from organisations (the London Borough of Sutton, Epsom and St Helier University Hospitals NHS Trust, Sutton GP services, The Royal Marsden NHS Foundation Trust and South West London & St George's Mental Health Trust) across Sutton that provide care to Sutton's older population are coming together to work as one team. The team will ensure people have the right support in place for them to maintain their independence and live healthily and safely at home for as long as possible.

**Job Title:** Rotational Midwife

**Salary:** Band 5/6

**Reports to:** Lead midwives/Labour ward managers/integrated team leaders

**Accountable to:** Director of Midwifery

### **Job Summary**

To work as part of a pioneering integrated team to provide high quality care for women using a continuity of carer model.

The expectations within this job description will be met through professional leadership, hands on clinical practice, education and training, and research.

The post holder will ensure that high quality midwifery care is delivered within their sphere of responsibility, supervising preceptorship midwives, maternity support workers and students, as necessary.

The post holder will contribute to the maintenance of high standards of clinical practice, in conjunction with the multidisciplinary team, and will participate in the monitoring of patient outcomes through audit and patient feedback

Midwives have the opportunity to be part of integrated teams providing continuity of care to women on their journey through our maternity services

### **Duties of the Post**

The post of the rotational midwife is characterised by the following key responsibilities:

- Clinical
- Leadership
- Practice Development
- Professional
- As part of the integrated team

The balance between practice and management will vary according to day to day priorities, but will be negotiated overall with the Lead midwives/Labour ward managers/integrated team leaders.

#### **1. Clinical:**

- 1.1. Demonstrate clinical expertise and act as a professional role model
- 1.2. Continuously develop clinical skills to meet the needs of women, babies and their families



- 1.3. Monitor and evaluate standards of care in conjunction with other colleagues as part of the multiprofessional team, ensuring best practice
- 1.4. Assist with the implementation of clinical governance within the clinical area
- 1.5. Give total midwifery care in acute and primary health care setting. This will involve a flexible rota which will include 24hrs cover
- 1.6. To be named midwife for a specified number of women
- 1.7. To provide individualised care that is evidence based
- 1.8. Advocate for women and support them in their choices surrounding pregnancy and birth, whilst empowering them and promoting birth as a normal, physiological process
- 1.9. The post-holder will ensure that all areas of practice adhere to all current NMC guidance.

## **2.0 Leadership:**

- 2.1 Have the ability to take responsibility for the management and coordination of the clinical area with the support/supervision of a senior team member
- 2.2 Escalate issues of safety or risk to the appropriate personnel to be actioned.
- 2.3 Promote and maintain positive working relationships between all groups involved in the welfare of the woman and the baby.
- 2.4 In accordance with agreed policy, promote the health and safety of women, babies, staff and visitors to the clinical environment/community setting
- 2.5 Be conversant with and ensure that all staff act within the Trust Policies and Procedures
- 2.6 Responsible for the assessment of care needs, the development, implementation and evaluation of pathways of care in accordance with best practice and continuity of care models

## **3 Practice Development:**

- 3.2 Assist with the support and guidance of a group of staff of varying abilities
- 3.3 Assist with the maintenance of a suitable learning environment, Including mentoring students, offering preceptorship and working with students from other allied professions.
- 3.4 Actively promote the review and development of midwifery care, using methods such as research and audit to measure outcomes and act on the results gained
- 3.5 Undertake Continuous Professional Development as specified by the NMC and take responsibility for personal learning and development

## **4 Professional:**

- 4.2 Exercise accountability and professionalism in practice

- 4.3 Maintain confidentiality of patients, staff and relatives at all times
- 4.4 Effectively maintain records in accordance with the NMC Guidelines
- 4.5 To take part in Organising and participating in the provision of parent education teaching in both hospital and community setting
- 4.6 Develop and maintain midwifery skills related to both community and hospital settings, in order to provide continuity of care for women
- 4.7 Attend mandatory study days, in-service training and any other relevant departmental meetings
- 4.8 Provide any “specialist” service as a result of skills acquired as part of ongoing professional development and in accordance with service needs
- 4.9 Adhere to duties and obligations in regard to Health & Safety management within the Trust. Initiate and participate in risk assessments, after appropriate training, and ensure controls and action plans are implemented
- 4.10 Participate in regular appraisals as detailed above.
- 4.11 Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.
- 4.12 Possess excellent verbal and written IT skills, including the use of IT

**5 As part of the integrated team:**

- 5.2 To participate in the formation of these teams and help develop them successfully
- 5.3 To care for women in the team as part of small group of midwives, providing antenatal, intrapartum and postnatal care, which may involve participation in an ‘on call’ rota

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education, Formal Training and Qualifications</b>		
<ul style="list-style-type: none"> <li>- Registered Midwife</li> <li>- Mentor qualification or willingness to undertake mentorship course at earliest opportunity</li> <li>- NLS</li> <li>- Experience working with maternity IT systems</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Previous Experience</b>		
<ul style="list-style-type: none"> <li>- Evidence of professional development &amp; acquisition of clinical competencies</li> <li>- Experience in a broad range of clinical areas</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>- Excellent clinical midwifery skills and knowledge</li> <li>- Excellent communication &amp; interpersonal skills</li> <li>- Willingness to undertake training on appointment for any relevant skills not already competent in</li> <li>- Excellent IT skills</li> <li>- Experience of working in teams offering continuity of care</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>- Proactive, takes own initiative</li> <li>- Willing to take ownership &amp; accountability</li> <li>- Team player with collegial working style &amp; willingness to share responsibility</li> <li>- Flexible, responsive approach to work</li> <li>- Committed to a Patient First philosophy</li> <li>- Genuine interest in developing junior staff &amp; students</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Any Other Factors</b>		
<ul style="list-style-type: none"> <li>- Put the patient first by being happy, helpful, caring, respectful and patient</li> <li>- Always taking opportunities to improve, encouraging excellence</li> <li>- Work as one team – communicate, collaborate and share</li> <li>- Respect each other by being polite, pleasant and listening</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	



**This Job Description is not exhaustive and is a reflection of the current situation but may be subject to amendment in the light of development or changes within the Department. Whilst the post-holder will have a designated role within the service, with consideration to her sphere of practice, s/he may be asked to work in any area of the Trust according to the needs of the service.**

## **Job Description Supplementary Information**

### **Equal Opportunities**

The Trust affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.

The Trust has an Equal Opportunities Policy and all employees are expected to be aware of, and adhere to the provisions of this policy and to carry out their duties and responsibilities in accordance with this policy.

### **Confidentiality and Disclosure of Information**

In the course of your normal employment you may come into the possession of confidential information relating to patients, staff and the Trusts business and commercial information. All employees have a responsibility to ensure the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of medical, commercial or personal information, systems passwords or other confidential information to any unauthorised person or persons will be considered at gross misconduct and may lead to disciplinary action, which may include dismissal.

### **Health and Safety**

The Trust operates a Health and Safety policy applicable to all employees. Employees must make themselves familiar with this policy and the responsibility placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Infection Control**

The Trust is committed to the prevention and control of infection, and operates an infection control policy. It is the responsibility of all employees to be aware of the infection control policy and procedures and the importance of protecting themselves, patients and visitors.

## **Risk Management**

Risk is everybody's business! All staff have an individual as well as a corporate responsibility for risk.

The outcome of effective risk management is the provision of safe patient care during their episode of illness or treatment and also the provision of a safe Trust environment for patients, staff and the public.

The Trust aims to have 'Just and Fair' culture where there is low blame and wants to encourage staff to report incidents and identify risks. If the latter is carried out then lessons can be learnt and changes in practice will be implemented in order to improve the quality of patient care.

You personally need to be adequately trained in risk management processes and the Trust provides a variety of risk related study days and courses. A list of these can be found in the Trust Training Brochure and it will be important that you take note of the mandatory courses, which you must attend.

## **Working Time Regulations**

The Working Time Regulations 1998 state that employees should not work more than an average of 48 hours per week based on a 26 week period. Employees who wish to exceed this number of hours must obtain Management authorisation and will be required to sign an opt-out agreement which will be placed on file.

## **Improving Working Lives**

In line with the NHS Plan, Epsom and St Helier University Hospitals Trust is making changes to improve the working lives of all staff. By helping staff to achieve good work life balance we can develop higher standards of healthcare and patient choice.

In order to support staff the Trust offers a range of benefits including onsite day nurseries, school holiday clubs, complementary therapies, a cyber café for internet access, a wide range of staff discounts, various recognition schemes and special annual events.

There is a National Audit Instrument for Improving Working Lives, which involves the Trust being assessed against a set of national standards to ensure that it is making real and tangible improvements to the working lives of our staff.

## **Smoking**

The Trust operates a strict no-smoking policy and employees are therefore not permitted to smoke on-site. This includes the use of E cigarettes and 'vaping'

**Alcohol and Drugs**

The consumption of alcohol or drugs is strictly prohibited whilst on duty. The Trust operates a substance abuse policy which employees should make themselves familiar with.

**Security**

All employees are required to wear name badges whilst on Trust premises and are responsible for ensuring they understand their security responsibilities Whilst on Trust property. Any security incidents should immediately be reported to the security office.

**Appraisals**

All staff are offered regular appraisals with a dedicated senior midwife. The purpose of these appraisals is to set objectives, review progress and have meaningful discussions about practice/career progression and any other issues staff would like to raise.

Further information and copies of the Trusts Policies and Procedures can be found on the Trust's Intranet, via Departmental Managers or within the Human Resources Department

