

## Job Description

<b>Job Title</b>	<b>Flow and Safety &amp; Labour Ward Co-ordinator</b>
<b>Grade</b>	<b>Band 7</b>
<b>Reports To</b>	<b>Senior Midwife Labour Ward</b>
<b>Accountable To</b>	<b>Intrapartum Matron</b>
<b>Department</b>	<b>Maternity</b>
<b>Division</b>	<b>Women and Childrens</b>
<b>Date</b>	<b>August 2023</b>

### JOB PURPOSE

This is a hybrid role that will involve working closely with the Labour ward manager, Matron's and Deputy Head of Midwifery to manage the maternity staff and resources within the ward/department areas to provide high quality and cost-effective clinical care. In this role you will be expected to demonstrate strong clinical and leadership skills. You will work closely with the Clinical Midwifery Manager (Intrapartum Matron) and the existing Band 7 midwives, to ensure that the Maternity Unit is operationally safe, effective and well led. You will have a sound clinical knowledge base, and a passion for promoting team culture which supports and encourages innovators and motivators. The role will require you to manage a team of passionate midwives and appreciate the demands of the wider maternity service. You will demonstrate a high level of communication and organisational skills and be a key stakeholder for the development and management of the individuals within the team. You will ensure high standards of midwifery and obstetric-led care are provided at all times, to maintain the safety of women and their families. The maternity unit environment is both unpredictable and challenging. Your role will also include Coordination of the Intrapartum area, to help ensure the safe, efficient and effective day to day running of Labour Ward.

#### **Duties and Responsibilities: -**

- To manage the shift and have clinical responsibility for the area.
- To provide clinical midwifery care to women within the Maternity Services.
- To provide expert leadership advice to the maternity team
- To be proactive in the development of midwifery within the Maternity Unit.
- To manage/lead a team of staff within maternity service.

You will also provide leadership to midwifery and non-midwifery staff, ensuring effective management of the daily activity and throughput within the maternity unit. This will result in high standards of midwifery care, reduction in length of stay and responsiveness to individualised needs, thus increasing client satisfaction.

### KEY RELATIONSHIPS

#### **Internal**

- Director of Midwifery
- Head of Midwifery
- General Manager

- Chief Nurse
- Deputy Chief Nurses
- Consultant Midwives
- Maternity Matrons
- Divisional Nursing / Midwifery / AHP / Support staff Consultants
- Finance
- Human Resources/OD IT Department

#### External

- Care Quality Commission (CQC)
- CCG's/Commissioners
- Local Maternity and Neonatal System (LMNS)
- Maternity Clinical Network
- Maternity Voices Partnership (MVP) NHS England/Improvement

## KEY RESULT AREAS

### Clinical / Operational responsibilities

- Lead the on ensuring the flow across maternity is maintained in the hospitals by acting as a role model for staff providing clinical expertise and advice.
- Oversee the daily service delivery, identifying constraints and redeploying resources to meet the service needs. Liaising with and updating the senior management team if additional resources e.g. agency staff are required or in the event of resources being unable to address current service needs.
- Have an overview of all staff within the maternity services.
- Escalate any concerns according to the Maternity escalation policy and the Regional Opel escalation procedure.
- You will be required to attend emergency situations outside of maternity ie. A & E, gynae theatre (CS)
- Proactive in addressing and defusing complaints. Liaise with ward manager and Matron as deemed necessary for complaints within their designated ward.
- Contribute to and complete investigations as directed by senior management team.
- Develop and maintain a planned systematic and problem-solving approach to individualised care.
- Be aware of relevant research findings and apply these to clinical practice and to participate in research programmes as required.
- Ensuring effective communication between departments, bed and site team and overseeing the timely discharge of clients.
- Record staff sickness and absence. Respond appropriately to ensure all shifts are covered following period of unplanned staff absence. Maintain database of staff absences and reason for absence. Update changes on E-roster
- Be proactive in overseeing the duty rotas with the ward managers to ensure service needs are covered appropriately with agreed staffing levels.
- Maintain a record of the dependency of women in the maternity unit.
- To manage the shift and have clinical responsibility for the area.
- To provide clinical midwifery care to women within the Maternity Services.
- To provide expert leadership advice to the maternity team
- To manage/lead a team of staff within maternity service.

### Professional responsibilities

- To assess, implement and evaluate programmes of antenatal, intrapartum and postnatal care for women in line with current evidence, Unit policies and guidelines and NMC Midwives' Rules and Code of Practice.
- To develop an environment which supports the value of midwifery care.
- To liaise and communicate with other members of the midwifery and multi-disciplinary team in the planning and delivery of care.
- To act as an advocate for the women receiving care.
- To be involved in the development of evidence-based practice in the Maternity Service and to encourage reflective practice providing a supportive framework to ensure that this takes place.
- To initiate and support innovative change within the Midwifery Service in line with current clinical and academic evidence, national standards, and relevant reports.
- To be aware and have an understanding of the guidelines relating to Child Protection issues.
- Will be up to date and be expert in all clinical competencies including trust mandatory training (ESR), obstetric emergencies, perineal suturing, epidural analgesia, water births, intravenous cannulation, adult and neonatal resuscitation, mentoring and will be expected to demonstrate, teach, supervise and support other midwives in these skills.
- Knowledgeable and experienced with CTG interpretation and classification.

### Management responsibilities

- Manage areas where required, ensuring effective use of resources and high standards of care which is responsive to individualised needs by appropriate delegation of workload.
- Work in close co-operation with other Band 7 Midwives to ensure staff allocation is equitable and allows for continuity of care.
- Identify staffing requirements and organise replacements as necessary. Escalate to Midwifery Matrons if issues remain unresolved.
- Ensure effective communication at all levels, including co-ordinating Consultant requirements.
- Develop and maintain an audit tool for collection of statistics required to inform on the performance of Maternity Services.
- Manage delegated non-stock budget and ensure effective stock control, where required.
- Ensure that user experience is pivotal to everyday activities.
- Overall Responsibility for making sure the emergency equipment's is checked by the team.
- Manage midwifery recruitment.
- Ensure an effective learning environment for both students and qualified staff, identifying learning needs; to liaise with senior midwives with regard to training requirements and participation in the in-house training programme.
- Ensure effective multidisciplinary working relationships promoting partnership with the maternity unit staff, allied groups within the trust and public and voluntary sectors.

### Main Duties and Responsibilities

- Monitor compliance with Service Specification for Maternity Care by all staff including adherence to Trust and Women & Children's Directorate Policies, guidelines and protocols.
- Liaise with Senior Midwives and Managers across the Women's Directorate, as appropriate, to ensure delivery of a smooth and comprehensive service, allowing maximum participation and choice for women.
- Take an active role in monitoring Trust's Sickness Absence Policy, taking remedial action

- as appropriate.
- Identify and promote ways of improving the service, utilising available research and in line with Trust and Directorate objectives.
  - Actively organise/participate in relevant training sessions for all staff.
  - Ensure a safe environment is maintained for women, their babies, visitors and staff.
  - Participate in the recruitment process in accordance with Trust Policies and organise Induction Programmes for new staff.
  - Participate in following the Trust’s Annual Leave and Study Leave Policy in conjunction with Midwifery Matrons
  - Investigate with Senior Management team all complaints relating to staff or services and identify how to avoid complaints of a similar nature being repeated.
  - Work clinically within the maternity department.
  - Be aware of and action the Maternity Escalation policy as necessary.
  - Manage beds on Labour Ward, improving flow, initiating use of the early transfer home policy to secure the most efficient use of capacity, whilst ensuring high quality, appropriate care is maintained.
  - Enable the smooth and efficient running of Labour Ward on a day-to-day basis by monitoring and reviewing the quality and effectiveness of other relevant parties key to the processes within Labour Ward.
  - Review the skill mix at regular intervals in order to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date.
  - Will promote positive interpersonal relationships.
  - Liaise effectively with the Ward Manager or Clinical Midwifery Manager, highlighting areas of concern in a timely fashion and taking action where appropriate to reduce concern.
  - Responsible for maintaining safe staffing levels, and escalating any staffing concerns/ absence to the Ward Manager/ Clinical Midwifery Manager
  - Maintain patient flow throughout the unit to ensure a seamless patient journey.
  - Lead the daily huddle and (LMS) Local maternity System huddle on the Labour Ward in the absence of the Labour Ward Matron.

**PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications CPD Requirements</b>	<ul style="list-style-type: none"> <li>• Registered Midwife with active NMC registration</li> <li>• Teaching and mentorship qualification</li> <li>• Neonatal Life Support Trained or willing to undertake the course on appointment.</li> <li>• Provide evidence of continuous professional development, documented within CPD portfolio.</li> <li>• Computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Masters in Midwifery</li> <li>• Managerial/Leadership qualifications and / or experience</li> <li>• NIPE trained QI qualification - PMA</li> </ul>

<p><b>Experience &amp; Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Midwife with a significant experience in a labour ward setting at band 6.</li> <li>• Demonstrates speciality expertise underpinned by theory.</li> <li>• Experience in working with women with enhanced care needs (HDU).</li> <li>• Evidence of being in charge of a shift Ability to provide relevant advice to junior midwives and doctors on a variety of management and clinical issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to co-ordinate and manage obstetric emergencies.</li> <li>• Evidence of change management experience.</li> <li>• Evidence of the importance of debrief</li> </ul>
<p><b>Skills and Ability</b></p>	<ul style="list-style-type: none"> <li>• Ability to lead, manage and supervise staff.</li> <li>• Able to delegate work appropriately and develop the team, acting as a positive role model at all times.</li> <li>• Ability to prioritise, to meet deadlines, and foster similar behaviours within the team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to ensure helicopter view of the maternity service and redeploy staff to other areas to ensure breaks and ease workload where possible.</li> </ul>
<p><b>Communications and interpersonal skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates excellent standards of conduct and behaviour which include punctuality.</li> <li>• Ability to work effectively with colleagues at all levels.</li> <li>• Clear oral and written communication with colleagues, clients and their families.</li> <li>• Demonstrate strong motivation, a clear commitment to sound midwifery practice and woman - centred care.</li> <li>• Effective interpersonal and communication skills within difficult or challenging circumstances demonstrating assertiveness, tact and diplomacy appropriately.</li> <li>• Approachable manner in both verbal and non-verbal communication and a warm and caring disposition to all clients and families.</li> <li>• Able to manage personal emotions and stress and demonstrate resilience.</li> </ul>	

<b>Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively with colleagues at all levels.</li> <li>• Able to promote equality, diversity and rights.</li> <li>•</li> </ul>	
<b>Other requirements</b>		

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

<b>Signed: (Member of staff)</b>		<b>Date</b>	
<b>Signed: (Line Manager)</b>		<b>Date</b>	

**University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.**

**Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:**



### *Our Vision & Identity*

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



### *Our Values & Behaviours*

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**

- P** *Putting our patients & our communities first*
- R** *Right first time*
- I** *Invest our resources wisely*
- D** *Develop & nurture our colleagues*
- E** *Ensure improvement through effective partnerships*

### *Our objectives*

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

### **Equality, Inclusion and Diversity**

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

### **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

### **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

### **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

### **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

### **Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

## Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

## Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".