



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

CAJE REF:

**JOB DETAILS:**

<b>Job Title</b>	Midwife (Integrated Post)
<b>Pay Band</b>	Band 6
<b>Hours of Work and Nature of Contract</b>	37.5 Hrs Permanent
<b>Division/Directorate</b>	Obstetrics, Gynaecology, Sexual Health
<b>Department</b>	Maternity
<b>Base</b>	TBC

**ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	Senior Midwife
<b>Reports to: Name Line Manager</b>	Senior Midwife
<b>Professionally Responsible to:</b>	Head of Midwifery

**Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:**

***We listen, learn and improve***

***We treat everyone with respect  
We all work together as one team***

**To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>**

**Job Summary/Job Purpose:**

The Post Holder will provide all aspects of midwifery care for low risk pregnant women in both the community and hospital setting. The Post Holder, as a registered Midwife, will practice autonomously using knowledge, skills and abilities for safe, effective practice without direct supervision. Care of high risk women will be in conjunction with the Obstetric Medical Team.

The Post Holder on occasions may be required to work within other areas of the Directorate.

The Post Holder will deputise as Ward Manager/Team Leader in their absence. They will delegate duties appropriately to junior members of staff eg. junior midwives, student midwives, student nurses and nursing assistants.

The Post Holder will be responsible for the assessment, planning development, implementation and evaluation of programmes of care for clients in all areas of Maternity service.

The Post Holder will ensure the provision of the highest standards of care, which reflects the quality standards and the Trust mission.

The Post Holder will be required to practice clinical skills, through experience and on completion of Midwifery Skills Competencies. To act as a mentor for less experienced Midwives and other staff.

The Post Holder will be expected to manage the clinical environment in the absence of the Ward Manager/Team Leader, which will involve organisation of workload and delegation of duties.

The Post Holder will attend meetings, interviews and undertake audit, complaints investigation and policy review in their absence and on their behalf.

The Post Holder will work on her/his own initiative, referring to a Band 7 Midwife when necessary.

The Post Holder will be required to make decisions on care provided, making referrals as appropriate with the support of a senior midwife.

Will work within the confines of Health Board Policies and Procedures.

The Post Holder, under the direction of a Band 7 Midwife and in conjunction with the medical team, will provide maternity care for high risk women eg. women in premature labour.

### **DUTIES/RESPONSIBILITIES:**

The Post Holder will provide all aspects of midwifery care for low risk pregnant women in both the community and hospital setting. The Post Holder, as a registered Midwife, will practice autonomously using knowledge, skills and abilities for safe, effective practice without direct supervision. Care of high risk women will be in conjunction with the Obstetric Medical Team.

The Post Holder will deputise as Ward Manager/Team Leader in their absence. They will delegate duties appropriately to junior members of staff eg. junior midwives, student midwives, student nurses and nursing assistants.

The Post Holder will be responsible for prescribing, administration and recording of drugs in accordance with the Health Board Administration of Drugs Policy, NMC Guidelines for the Administration of Medicines and Prescriptions, and Local Standing Orders. The Post Holder is able to prescribe medication as outlined in Standing Orders.

The Post Holder will plan the care of complex cases, which require discussion and analysis of the options available in conjunction with and under the direction of a senior midwife and the multidisciplinary team.

The Post Holder will prioritise workload and the work of junior midwives, nursing assistants and student nurses. This will include assisting in the supporting/teaching of newly appointed midwives, student nurses and nursing assistants.

The Post Holder will, in collaboration with staff of the University of Glamorgan School of Care Sciences, assess and evaluate the performance of student midwives

The Post Holder will be required to act promptly and take the lead in obstetric emergencies in the absence of medical staff eg. cord prolapse or neonatal resuscitation

The Post Holder will be required to analyse the cardiotocograph trace and decide what action to take eg. to transfer a woman home or to refer to an obstetrician.

The Post Holder will provide information and guidance pertinent to the plan of care to clients and their next of kin. This may require persuasive/negotiation skills e.g. when dealing with child protection issues/ domestic abuse. There may be situations where there are potential barriers to communication, when a client and her family disagree with the proposed plan of care eg. that induction of labour may take several days.

The Post Holder will provide advice and information to clients and their families, ensuring women receive up to date research based information to enable them to make informed choices eg. providing statistical risks of children being born with a metabolic or genetic disorder.

The Post Holder will work in partnership, ensuring good communication with other agencies on a regular basis e.g. Health Visitors, General Practitioners, Social Services, Drug & Alcohol Agencies and Voluntary agencies, supporting junior Staff in these practices. The Post Holder will discuss

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highly complex information with these individuals eg. discussing child protection issues or highly complex clinical information with them.

The Post Holder will be responsible for the assessment, planning, continuous evaluation and updating of individual plans of care for low risk women and babies, acknowledging personal beliefs, identity and preferences of parents/carers.

The Post Holder will have autonomous responsibility for delivery of care to women in the antenatal, labour and postnatal periods. Delivery of care to women experiencing complications in pregnancy, labour and postnatally will be in liaison with the medical team.

The Post Holder will be autonomous and responsible for all aspects of low risk antenatal, intrapartum and postnatal care, with the ability to plan their own workload eg. provide care to a woman having a home birth with the assistance of a second Midwife.

The Post Holder will as a delegated duty plan staff rotas and assist in staff co-ordination throughout the maternity unit/community. They will communicate with the senior midwife for that shift, staff availability and workload.

The post holder will be required to act as a scrub nurse within the obstetric theatre, handling and passing surgical instruments to the surgeon.

The post holder following a period of training will be required to undertake perineal suturing.

The post holder will be required to undertake transitional neonatal care following a period of training and completion of core competencies. This will also require the post holder to administer intravenous drugs to a neonate following completion of the Health Boards drug administration programme.

The post holder will undertake venepuncture.

The Post Holder will prioritise workload and the work of junior midwives, nursing assistants and student nurses. This will include assisting in the supporting/teaching of newly appointed midwives, student nurses and nursing assistants.

The Post Holder, following a period of mentorship training, will act as a mentor for student midwives.

The Post Holder will, in collaboration with staff of the University of Glamorgan School of Care Sciences, assess and evaluate the performance of student midwives.

The Post Holder will be responsible for undertaking staff appraisals as delegated by the Ward Manager/Team Leader.

The Post Holder will participate in mentorship and clinical supervision programmes and be responsible for the teaching, support, and supervision of Band 5 Midwives and other staff eg. midwifery/nursing/medical students.

The Post Holder, as a potential supervisor of students, will have a responsibility to ensure that the post holder and the student are aware of the limitations of the role and have considered the individuals level of competence, skill and knowledge. The objectives to be achieved during the placement and the method of assessment must also be clarified. In addition, you should ensure

that the student is advised about hazards and other issues identified through any risk assessment process and be instructed in the appropriate measures of avoiding the risk.

The Post Holder will be responsible for undertaking return to work interviews with staff following a period of sickness as part of the Trust's Management of Sickness and Absence Policy. This will be delegated by the Ward Manager/Team Leader.

The Post Holder will assist the ward manager with interviews for junior staff eg. nursing assistants.

The Post Holder will be responsible forward resources during their span of duty, this will include Pharmacy stock levels, ordering and receiving controlled drugs and the safe keeping of any equipment arranging repairs as needed.

The Post Holder, during placement on the community, will be responsible for the roadworthiness of the car used for work. The Post Holder during placement on the community will be responsible for complying with the community environmental risk assessments and lone worker policy.

The Post Holder will be responsible for occasionally commenting on policy / guideline development as part of a team.

The Post Holder will be responsible for providing accurate, current, comprehensive and concise records concerning the condition of the client in accordance with the NMC Standards for Records and Record Keeping, the Trusts Patients Record Policy and in compliance with the Data Protection Act.

The post holder will be required to complete electronic maternity records using the Maternity Information System (MITS) for each antenatal and intrapartum patient.

The post holder will be required to access information via E mail and the Health Board intranet site.

The Post Holder will be expected to provide evidence based care and have an active involvement in any research and audit within their sphere eg. assist with audit of standards of care for the ward/department for a minimum of twice a year.

The Post Holder will maintain a high standard of midwifery care by awareness of current trends and developments in the profession.

The Post Holder will provide advice and information to clients and their families, ensuring women receive up to date research based information to enable them to make informed choices eg. providing statistical risks of children being born with a metabolic or genetic disorder.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	NMC Part 2 Registration. First level degree. Ability to demonstrate Continuous Professional education.  Completion of core midwifery competencies in all areas of maternity  Previous experience of working in all areas of the maternity department	Certificate in Examination of Newborn. (Required following appointment)  Possession of a management qualification	Application Form Pre employment checks Interview References
<b>Experience</b>	Experience as a Midwife	Perineal suturing  Obstetric theatre scrub skills	Application Form Interview References
<b>Aptitude and Abilities</b>	Venepuncture  Good IT skills  Good communication and analytical skills	Ability to speak Welsh	Interview References
<b>Values</b>	Able to work as a part of a team  Self-motivated  Able to prioritize  Sound decision maker		Application Form Interview References
<b>Other</b>	Able to travel to all areas of the Health Board in a timely manner  Enhanced DBS Check		Application Form Interview References

### GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB

to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

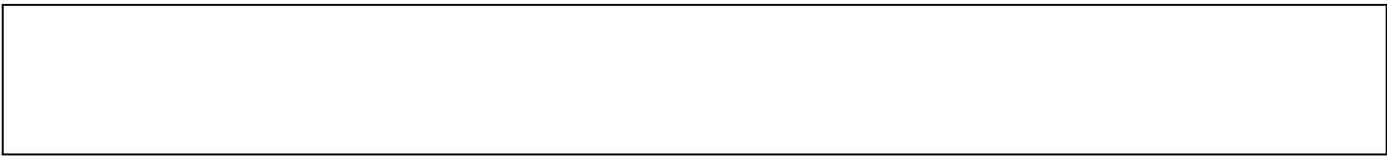
Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Directorate Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Divisional Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_



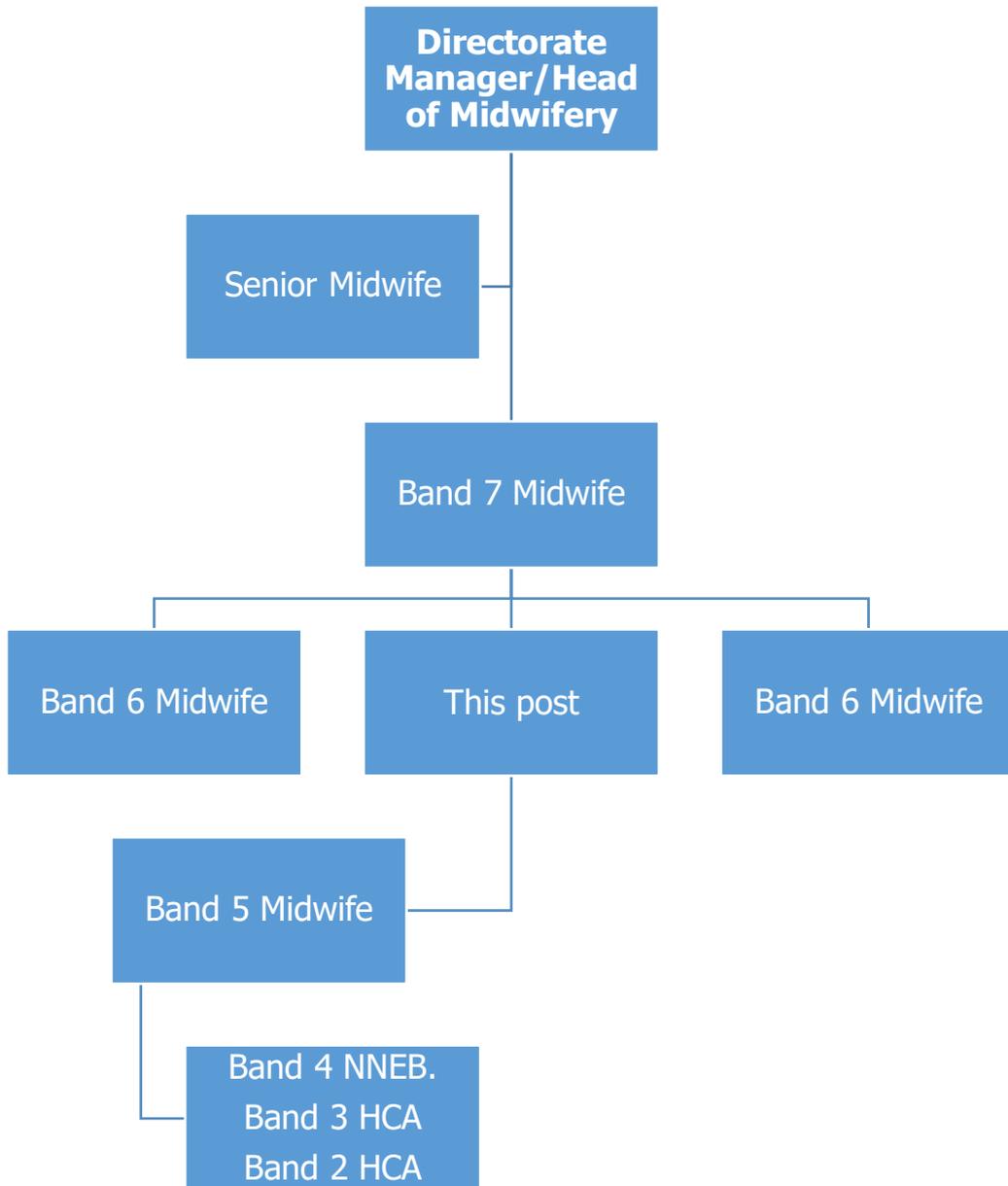
**APPENDIX 1**

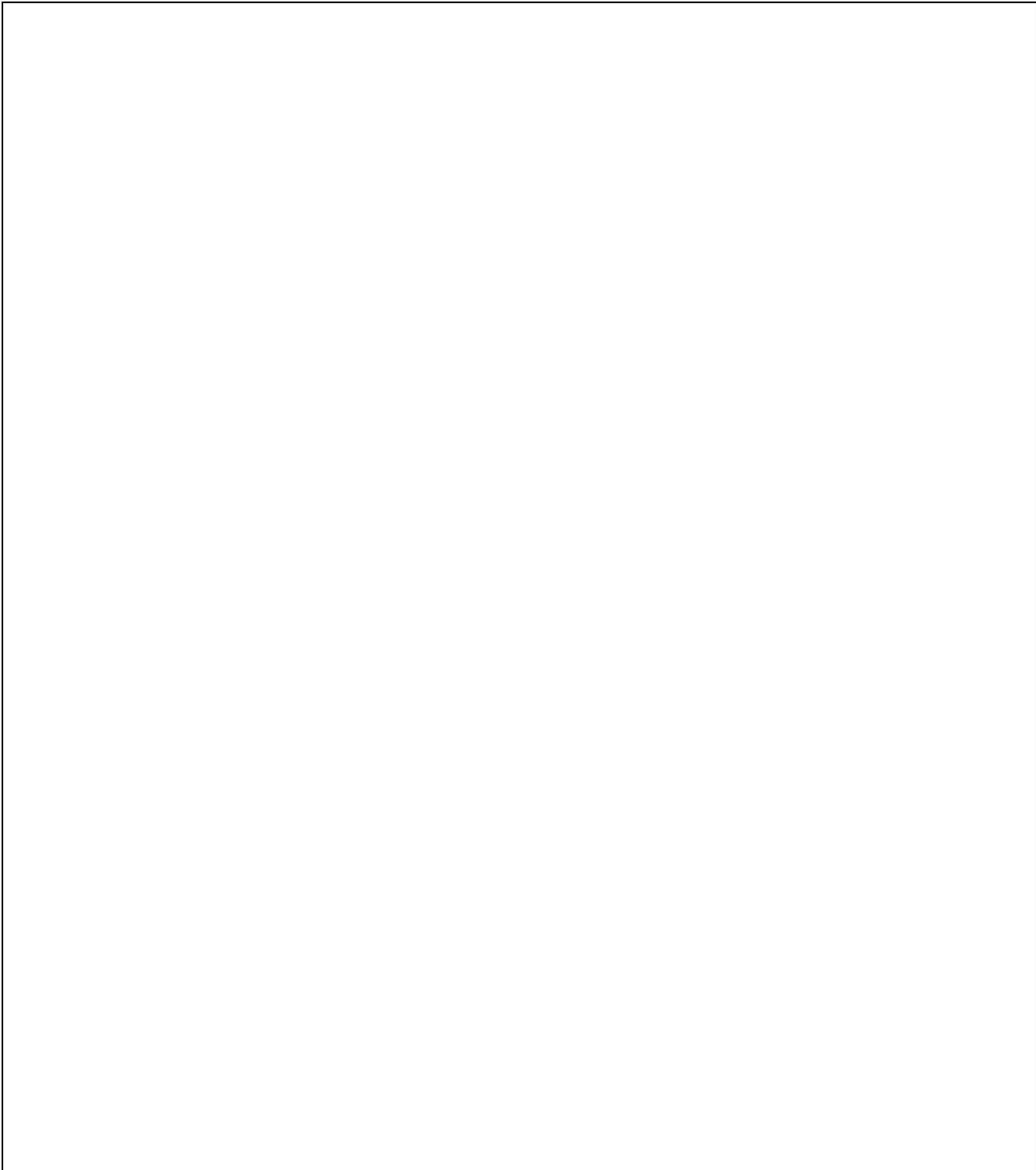
**Job Title:** \_\_\_\_\_

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.





Job Title: \_\_\_\_\_

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<p><b>There is an on-going requirement to exert moderate physical effort for several short periods when caring for clients during the working day in various settings, including the clients home. This will involve the use of appropriate manual handling equipment following a period of mandatory training.</b></p>	<p><b>Daily</b></p>	<p><b>Varies</b></p>	
<p><b>Tasks involve the clinical examination of women throughout the antenatal, intrapartum and postnatal period, delivering babies and caring for their needs post delivery</b></p>	<p><b>Daily</b></p>	<p><b>Varies</b></p>	

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
<p>The Post Holder will be required to concentrate on work e.g. interpret cardiocograph traces and prepare drugs for administration to babies. The pattern of their work is unpredictable e.g. The post holder will often be interrupted from their work to answer telephone calls, enquiries from visitors or be required to deal with problems which become more urgent.</p>	<p>Daily</p>	<p>Most of shift</p>	

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## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
<p>The Post Holder will be required, with support of senior midwife, to undertake occasional duties that are generally considered to be distressing and/or emotionally demanding eg. Giving bad news to a woman such as the result of a screening test showing a high risk of fetal abnormality, frequent Child Protection issues, Vulnerable Adult issues, occasional baby deformities/death</p>	<p>Several Times per month on average</p>	<p>Varies</p>	

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### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
<p>The Post Holder will be exposed to body fluids and foul clothing/linen frequently in the antenatal, intrapartum and postnatal period. They must ensure the health and safety of themselves, and their clients by following Health Board policies and using personal equipment provided.</p>	<p>Daily</p>	<p>Varies</p>	

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