



DELIVERING
OUTSTANDING
CARE AND
EXPERIENCE



RECRUITING,
DEVELOPING AND
RETAINING OUR
WORKFORCE



AN **ANCHOR**
IN OUR
COMMUNITIES



WORKING TOGETHER
WITH LOCAL HEALTH
AND SOCIAL
CARE PROVIDERS



DELIVERING
LONG-TERM
SUSTAINABILITY

Information pack for the post of

**Diabetes & Weight Management
Support Midwife**
Division of Maternity

April 2024





Welcome from Chief Executive Hannah Coffey

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWA AngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink that reads "Hannah Coffey".

Hannah Coffey
Chief Executive Officer

Job Description

JOB TITLE	Diabetes & Weight Management Support Midwife
GRADE	6
HOURS OF WORK	37.5
DEPARTMENT	Maternity
BASE	Peterborough City Hospital but will be required to travel between sites
RESPONSIBLE TO	Diabetes and Weight Management Support Midwife
ACCOUNTABLE TO	Head of Midwifery

North West Anglia NHS Foundation Trust

North West Anglia NHS Foundation Trust was formed in April 2017. We run three acute sites Peterborough City, Hinchingsbrooke and Stamford and Rutland Hospitals. In addition, we deliver outpatient and radiology services at Doddington Hospital, the Princess of Wales Hospital, Ely, and North Cambridgeshire Hospital, Wisbech.

We deliver acute care services to a growing catchment of approximately 850,000 residents living in Cambridgeshire, Lincolnshire and the neighbouring counties of Norfolk and Bedfordshire.

Job Summary

- The post holder will be a specialist resource in diabetes and weight management during pregnancy, childbirth and the post-natal period.
- The post holder within their role will encompass all aspects of education, research, evidence-based practice and management but remain firmly grounded in direct clinical care provision to women and their families.
- The post holder will work as part of the multi-disciplinary team to provide and co-ordinate high standards of care for women whose maternity pathways are complicated by diabetes and weight management.

- The post holder will work as part of the multidisciplinary team to provide and coordinate high standards of care for women whose maternity pathways are complicated by diabetes.
- The post holder will act as an expert resource for staff.
- In conjunction with the Specialist Midwives for Diabetes and Weight management and the Practice Development team, the post holder will provide education and contribute to the professional development of all staff.
- The post holder will develop and implement the Antenatal Weight Management Service for pregnant women and their families in order to improve pregnancy outcomes in relation to obesity.

Organisational Structure Chart and Key Working Relationships

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery
- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery, and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

Key Responsibilities

MANAGERIAL

- To provide support and advice to the Team and assist them to develop the skills to assure the delivery of high quality of care.
- Maintain a high profile in the clinical areas by working clinically and be accessible to the women and their families.
- Promote effective communication and information systems for all staff, ensuring that this is maintained within the Trust and with external agencies.
- Ensure agreed service activity targets are monitored, achieved and reported on.
- Develop reports and maintain databases, ad hoc and annually, to support the business function of the Directorate.

PROFESSIONAL RESPONSIBILITIES

- Provide expert advice, support and facilitation for the multiprofessional team in the provision of evidenced based information.

- Provide expert support and facilitate staff in the provision of an Antenatal Weight Management Service to a specialist client group.
- Work closely with the Diabetes Specialist Midwife in the development of relevant guidelines so as to provide evidence-based guidelines and standards of care and practical advice to women and their partner's parents who have diabetes or gestational diabetes.
- Apply specialist knowledge, skills and training/experience to take responsibility for the delivery of the Antenatal Weight Management Service for these identified group of women
- Build close liaisons with the multi-disciplinary team and external groups so as to ensure the coordination of a quality provision of diabetes and weight management care that is to the highest standard and is maintained throughout the care pathway.
- Provide the multi-professional team with the guidance and support in relation to obesity and weight management and diabetes in order for them to be able to provide the relevant education, advice and support to women and their families.
- To be responsible for the planning, implementation of an audit cycle for the Maternity Service as identified within the agreed Maternity Business unit audit cycle.
- Support the provision of monitoring data to influence the continued commissioning of the service. Achieve agreed local and national key performance indicators (KPI's).
- Support change effectively in response to clinical or organisational demands. React positively to and support the innovation and implementation of change.
- Support changes in midwifery practice to improve health outcomes for mothers and their babies.
- Demonstrate a high level of commitment to research, audit and education in the clinical area, developing education programmes to inform all staff within the multi-disciplinary team of current best practice on diabetes and antenatal weight management.
- Contributes approximately 40% of working time to clinical care, maintaining competency in all areas.

EDUCATIONAL RESPONSIBILITIES

- Liaise with trained staff and education department to ensure that the service needs and educational requirements are met.
- Provide and support opportunities for learning and encourage a learning ethos within all areas.

PERSONAL RESPONSIBILITIES

- Develop knowledge of the clinical risks associated with diabetes and weight management during the antenatal, childbirth and postnatal pathways. Ability to apply research evidence to their own practice and the clinical practice of the multi-professional team.
- Knowledge of current National Strategy relating to maternity services.
- To participate in clinical audit.
- To provide a high standard of clinical care in a safe environment for mothers and their families.
- North West Anglia NHS Foundation Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children

and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

- The post holder is expected to treat patients, service users and carer's with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and Dignity in Care Pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.
- All staff are required to advocate, champion and demonstrate the below values and behaviours

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

- 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.
- Short bouts of moderate physical effort.
- May involve long periods of work in the clinical environment that may require demanding physical exertions and awkward body day to day operational element of the role means the post holder must be able to prioritise their own workload, deal with the needs of others and an ability to be assertive with own and others time.
- The role will require exposure to complex, distressing and emotional circumstances.
- Workload will be unpredictable at which may lead to levels of stress at times.
- All staff must not wilfully endanger themselves or others whilst at work.
- Safe practices and precautions must be adhered to.
- Unpredictable workload
- Working conditions may be difficult at times due to lack of temperature control.
- Unpleasant working conditions dealing with body fluids.

Working at our Trust

A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



B. Your responsibilities to the Trust, our patients and staff

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

Health & Safety

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

Data Protection

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

Data Quality

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

Customer Care

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

Values

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

Infection Control

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

Smoking Policy

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

Confidentiality

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Safeguarding the welfare of children and vulnerable adults

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

Mandatory Training

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

Raising issues of Concern

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.