



JOB DETAILS:

| | |
|--------------------------------------|---|
| Job Title | Community Midwife Team Leader |
| Pay Band | Band 7 |
| Hours of Work and Nature of Contract | Permanent 37.5 hours per week |
| Division/Directorate | Women and Families Care Group |
| Department | Maternity |
| Base | To be confirmed on appointment: Royal Glamorgan / Prince Charles Hospital / Princess of Wales |

ORGANISATIONAL ARRANGEMENTS:

| | |
|--------------------------------|--|
| Managerially Accountable to: | Directorate Manager/ Head of Midwifery |
| Reports to: Name Line Manager | Senior Midwife |
| Professionally Responsible to: | Senior Midwife |

OUR VALUES AND BEHAVIOURS:

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

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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 24 hour continuous management responsibility for their designated area. This will include co-ordination of all aspects of managerial function across the Directorate in the absence of senior management staff.

The Post Holder will ensure the provision of the highest standards of care, which reflects the quality standards and the Health Board's mission.

The Post Holder will be responsible for appropriate delegation of duties and workload within the Directorate, ensuring duties are carried out to the agreed standards. He/she will provide advice and support on aspects of clinical and managerial issues.

The Post Holder will provide clinical care for low and high risk pregnant women in both the community and hospital setting. The Post Holder will provide 24 hour responsibility for the management of their clinical area. The Post Holder will provide advice and support for all levels of staff in their area of responsibility. The Post Holder may work in a variety of settings, including acute and community.

DUTIES/RESPONSIBILITIES:

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. Intended place of birth /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 highly complex information with these individuals eg. discussing child protection issues or highly complex clinical information with them.

The Post Holder will act as the main contact for staff within the Directorate out of hours, dealing with staffing issues etc. and advise Senior Managers/Clinical Supervisors for Midwives (CSfM) as

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required.

The Post Holder will have gained experience as a midwife in all areas of midwifery care via an induction programme rotating throughout the antenatal, labour and post natal wards

Responsible for ensuring renewal of Midwifery Registration & Revalidation requirements as per NMC Code of Practice

The Post Holder will be required to attain competence in IV Cannulation and perineal suturing following appropriate training.

The Post holder will be required to record fundal height measurements on a customised growth chart as per GAP & Grow policy

The Post Holder will be required to undertake Intelligent Intermittent Auscultation of the fetal heart rate when caring for women in labour who have uncomplicated pregnancies

The Post Holder will undertake yearly Mandatory Training, for example GAP & GROW, Fetal Heart rate monitoring

The Post Holder will plan care of highly complex cases, which require discussion and analysis of the options available in conjunction with the multidisciplinary team eg. Planning care for high risk pregnant women with substance misuse, multiple pregnancy etc.

The Post Holder will manage and organise workload within their area of responsibility. The Post Holder will manage the Community Team in accordance with Health Policies

Work will be unsupervised

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 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 and high risk antenatal, intrapartum and postnatal care, with the ability to plan his/her own workload eg. provide care to a woman having a home birth. 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 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 assume 24 hour responsibility for the team, which includes managing all of the Community Teams, accountable for off-duty, staff appraisal, recruitment and selection and

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supervision of junior staff, including Student Midwives.

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

The post holder will undertake venepuncture and cannulation

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 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 occasionally be responsible for development of and commenting on policy/guidelines, which impact on the clinical area.

The Post Holder will be responsible for Ward/Team resources during their span of duty, this will include Pharmacy stock levels, Nurse Bank signatures, ordering and receiving controlled drugs and the safe keeping of any equipment arranging repairs as needed

The Post Holder will manage resources within their area including staffing eg. staff rotas, annual leave, study leave.

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

The Post Holder will take charge of the Community Area for their span of duty delegating duties to junior staff as appropriate eg. Band 5 and 6 midwives, nursing assistants, student midwives and student nurses.

The Post Holder will be expected to attend meetings, interviews and undertake audit, complaints investigation and policy review.

The Post Holder will be responsible for undertaking LTS meetings, return to work interviews with staff following a period of sickness as part of the Health Board's Management of Attendance at Work Policy

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 Health Board's 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

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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 responsible for, and may occasionally participate in Audit & Research as part of a multi-disciplinary team 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.

The Post Holder will assume 24 hour responsibility for the ward/team, which includes managing all the Ward Team/Community Team

The Post Holder will be expected to manage the clinical environment , 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

The Post Holder will work on her/his own initiative, referring to a senior 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.

CTM is a Living Wage Employer
Mae Cwm Taf Morgannwg yn gyflogwr Cyflog Byw

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|--|---|---|--|
| Qualifications and/or Knowledge | NMC Part 2 Registration. Undergraduate Degree (1 st) or equivalent. Ability to demonstrate Continuous Professional education. Knowledge of risk management and Health and Safety requirements. | Possession of a management qualification | Application Form Pre employment checks Interview References |
| Experience | Appropriate Experience as a band 6 midwife. Previous experience of working in all areas of the maternity department. | Experience mentoring students | Application Form Interview References |
| Aptitude and Abilities | Completion of core midwifery competencies in all areas of maternity Venepuncture Cannulation Able to undertake Perineal suturing | Ability to speak Welsh Certificate in IV drug administration | Interview References |
| Values | Able to work as a part of a team. | | Application Form Interview |

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| | <p>Self motivated.</p> <p>Able to prioritize workload. Sound decision maker.</p> <p>Good communication skills.</p> <p>Demonstrable leadership skills</p> <p>Team player with ability to delegate tasks</p> | | References |
| Other | <p>Able to travel to all areas of the Health Board</p> <p>Flexible approach to work – as post involves working in hospital and community setting, including day and night duties.</p> <p>Subject to satisfactory DBS check</p> | | <p>Application Form</p> <p>Interview</p> <p>References</p> |

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

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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 2018 and UK General Data Protection Regulations:** 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 legislation 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: (Line Manager) _____ Date: _____

Signed: (Service Group Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

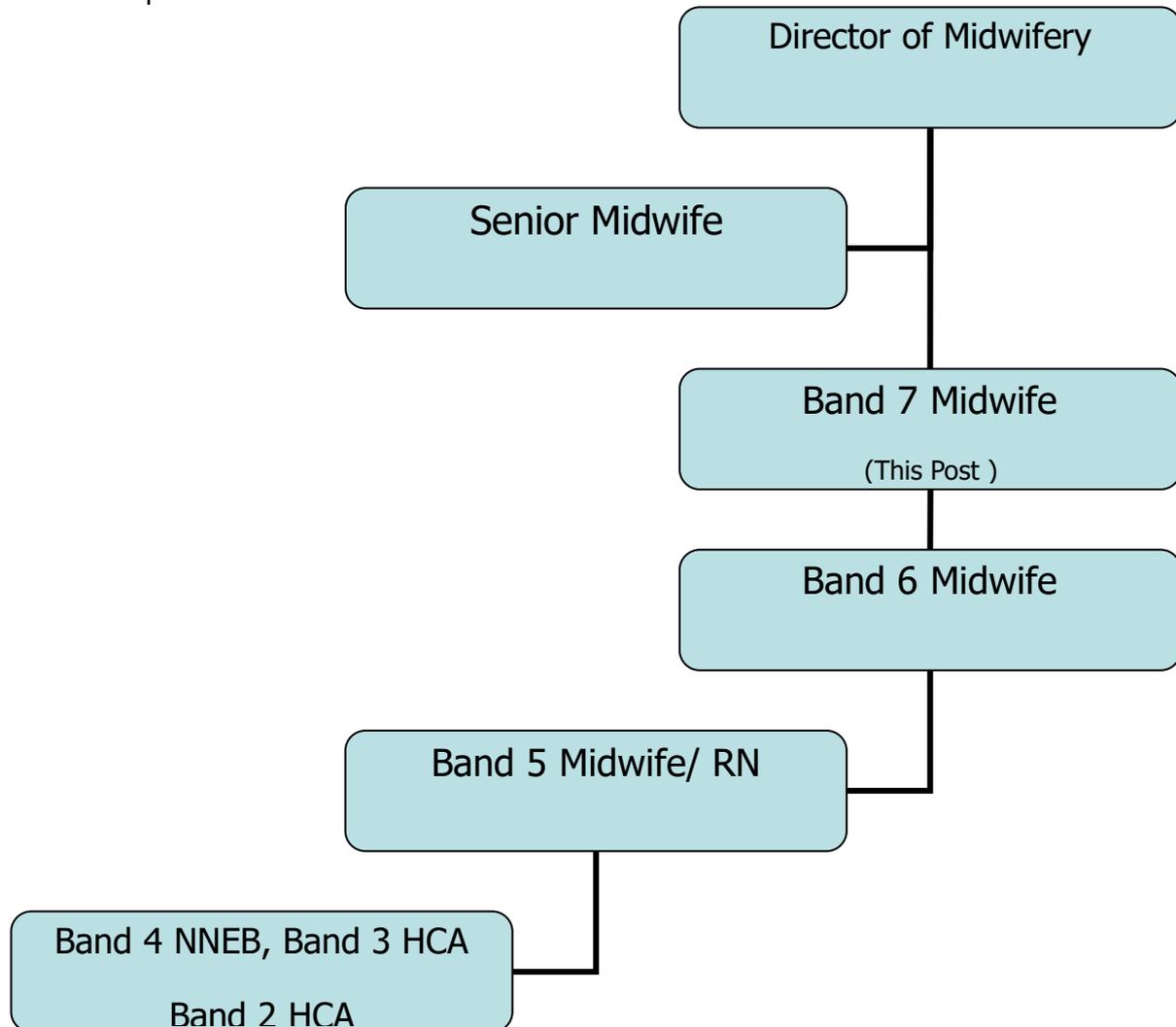
APPENDIX 1

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.



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Supplementary Job Description Information

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 |
|--|----------------------------------|-------------------------|---|
| Requirement to exert moderate physical effort for several short periods during the working day in various settings, including the client's home. | Daily | Several Short periods | This will involve the use of appropriate manual handling equipment following a period of mandatory training |
| The post holder will be required to stand and/or walk for most of the shift. The midwife from time to time will have to kneel, crouch, twist, bend and stretch especially when attending to labouring women. | Daily | Duration of working day | |

| | | | |
|---|--------------|---|--|
| Tasks involve the clinical examination of women throughout the antenatal, intrapartum and postnatal period, delivering babies and caring for their needs post delivery. Frequent manoeuvring of clients and equipment will be a requirement of the post. | Daily | Duration dependent on specific needs | |
|---|--------------|---|--|

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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 |
|---|-----------------------------------|--------------------------------|---|
| The post holder will be required to frequently concentrate on work e.g. interpret cardiocograph traces and prepare drugs for administration. The pattern of work is unpredictable. | Daily | Duration of working day | For example, the post holder will often be interrupted from their work to answer telephone calls, enquiries from visitors or be required to deal with problems that become more urgent |

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 |
|--|-----------------------------|---|---|
| The Post Holder may be required, with support of senior midwife, to undertake occasional duties that are generally considered to be distressing and/or emotionally demanding | Weekly | Duration is dependent on specific situation | For example, 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 |

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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 |
|--------------------------------|-----------------------------|---------------|---------------------|
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| 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 protective equipment provided. | Daily | Duration of working shift | |
|---|--------------|----------------------------------|--|

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