Job Description

JOB TITLE: Teenage Pregnancy Liaison Midwife

BAND: 7

BASED: Community, Birth Centres, Antenatal Clinics

REPORTS TO: Matron for these services

RESPONSIBLE TO: Head of Midwifery

RESPONSIBLE FOR: The post holder is responsible for the effective management of staff within the clinical area and has clinical responsibility for teenagers during pregnancy, labour and postnatally.

JOB SUMMARY

- Provides a full range of Health Education and social care advice to teenage mothers in the Community, Birth Centre and Antenatal Clinic settings.
- Assesses the full range of care needs and develops, implements and evaluates programmes of care in the antenatal, intrapartum and postnatal period for women and their babies.
- Liaise regularly and effectively with teams supporting teenage mothers including the Family Nurse Partnership and Social care.
- Manage the community team/clinical area of responsibility.
- Acts as a mentor for less experienced midwives and other staff providing leadership within the practice environment.
- Works autonomously within guidelines and sphere of professional practice.
- Promoting commitment to the Trust.

*This is a designated Night Worker post under the Working Time Regulations 1998.*

MAIN DUTIES AND RESPONSIBILITIES:

1. Professional

1.1 Provides specialist expertise, underpinned by theory and practical experience ensuring the provision of effective and sensitive evidence-based Midwifery care to the highest standard. This will include support with child protection and domestic violence issues for mothers and the midwifery team.

1.2 Exercises compassionate counselling skills and acts in an advisory and guiding role in all aspects of midwifery care for members of the team, sometimes in distressing circumstances i.e. care of women with complicated pregnancies, an understanding of antenatal screening, care of the deceased baby and bereaved family.

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1.3 Maintains personal contact with patients/clients and relatives, being sensitive to their needs for courtesy, dignity and privacy.

1.4 Ensures due regard is given to customs, values and spiritual beliefs of clients.

1.5 Ensures Midwifery and Nursing procedures are carried out in accordance with guidelines and policies.

1.6 Receives complex and sensitive information concerning patient’s history including sensitive issues which require persuasive, reassurance skills whilst ensuring confidentiality is respected at all times.

1.7 Complex clinical situations that require analysis and comparison of a range of options including child protection issues.

1.8 Responsible for care of antenatal, intrapartum and postnatal women, providing advice on midwifery issues and contribute to the care and education of the woman and family.

1.9 Communicate and liaise with the multidisciplinary and multi-agency teams to promote effective and quality care ensuring that confidentiality is respected at all times. This includes a clear pathway for handover of complete cases to the GP and Health Visitor.

1.10 Maintain clear, concise and contemporaneous nursing records in accordance with the NMC guidelines on records and record keeping.

1.11 Comply with the NMC Code of Professional Conduct and Scope of Professional Practice and Midwives rules.

1.12 Ensure any other Codes of Conduct are followed.

1.13 Play a proactive role in Health Promotion. This will include providing one-to-one support to mothers and facilitating training sessions.

1.14 Ensures the use of valid and reliable midwifery research in day-to-day practice. Initiate and participate in clinical audit programmes and communicate the results to promote good practice.

2. Management

2.1 Provide clear and consistent leadership to the team and supervise midwifery and support staff to deliver quality care and clinical excellence.

2.2 Provide a friendly, happy and positive working environment for both staff and women.

2.3 Raise awareness within the team of Midwifery and Nursing practice issues in the wider context of the NHS, e.g. Clinical Governance.

2.4 Effectively deploy staff to meet both staff and client needs and ensure integration across community and hospital. Inform line manager of any deficiencies in service provision.

2.5 Monitor performance of team members and take remedial action in the interest of safety, including disciplinary action in accordance with Trust Policy where appropriate.

2.6 Take part in highlighting potential risks through the Risk Management system and participate actively in achieving CNST level 2.
2.7 Take part in selection and interviewing of staff with clear understanding of the Trust’s Equal Opportunities Policy and recruitment practices.

2.8 Monitor and proactively manage sickness and absenteeism according to the Trust’s Management of Attendance Policy.

2.9 Establish and maintain channels of effective verbal and written communication within area of responsibility, the department and the Trust where applicable.

2.10 Participate in setting of standards and development of pathways within the Directorate.

2.11 Organise others’ and own workload.

2.12 Participate in departmental/team meetings and as a representative on other committees, reporting back accordingly.

2.13 Take an active role in the investigation of complaints and taking corrective action as necessary.

2.14 Report any accidents and potential risks, initiating appropriate action/investigation through the Risk Management system. Inform the Midwife for Governance, the Senior Midwife for the area and the Supervisor of Midwives when appropriate.

2.15 Have joint responsibility with other Senior Midwives for the continuing 24-hour management of the Ward/Team.

2.16 Work with the senior team to set, monitor and maintain evidence-based Midwifery care standards.

2.17 Deputise as necessary and when required.

3. Organisational

3.1 Act as a positive change agent, identifying and initiating changes as required enhancing service provision.

3.2 Be aware of and implement as necessary any relevant reports, guidelines and policies on health and nursing practice.

3.3 Ensure compliance with the Trust’s Health and Safety guidelines in order to provide a safe environment for staff, women and their families within Ward/Team by undertaking:
   - Proper use and regular maintenance of equipment
   - Reporting injuries to staff/patients using RIDDOR system
   - Reporting of any incidents, accidents or potential risks.

3.4 Ensure safe storage, checking and administration of drugs in accordance with Trust policy.

3.5 Be responsible for ordering and maintaining adequate stock levels within Ward/Team and ensure effective use of resources.

3.6 Collate and analyse workload information for self and team and report to Line Manager.

3.7 Suggest and comment on possible developments within own area, including guideline development and competency setting.
4. Educational

4.1 Be proactive in identifying own educational/developmental needs with line manager and local education provider.

4.2 Act as an effective role model in providing a positive clinical learning environment for meeting the needs of students and maximising the opportunities for clinical teaching.

4.3 Develop staff within sphere of responsibility and participate in in-service training programmes.

4.4 Be responsible for identifying and meeting educational/developmental needs of maternity staff with other managers and local education provider.

4.5 Maintain records of personal development and study days as required by PREP and the Midwives’ Rules.

4.6 Access training in order to be able to provide sound Safeguarding supervision to midwifery team.

5. Other

5.1 Any other duties that may be required from time to time.

5.2 To comply with the roles and responsibilities as defined in the Trust’s Health & Safety Policy and the KSF outline for this post.

5.3 To be responsible for safeguarding and promoting the welfare of children and adults by undertaking the appropriate level of training in accordance with the Safeguarding Policy Training Strategy and being aware of and working within the Trust’s Safeguarding policies.

Access training through Local Safeguarding Children’s Board and participate in multi-agency training as part of the training pool.

5.4 Develop, review and audit maternity and multi-agency guidelines relevant to Teenage Pregnancy.

5.5 Provide reports on teenage pregnancy to inform the work of the Trust and as required by other agencies.

Review

This job description is intended to be a fair and representative summary of the main duties and responsibilities of the role. As such it is not exhaustive. It will be subject to regular review between the postholder and manager and may be amended to reflect the needs of the service, in line with the reasonable requirements of the job profile/grade and KSF outline for the post, in consultation with the postholder.

Additional Information

Commitment to the Service Standards and the 5 Patient Promises

To fully adopt and encompass the Trust’s 5 Patient Promises and Service Standards into daily working practices.

All new and existing staff are expected to fully subscribe to the 5 Patient Promises and the Service Standards. All staff are required to attend the mandatory training for Service Standards thereby

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ensuring that they will be able to meet the agreed core objectives set within the Trust’s appraisal system.

All staff will be expected to demonstrate the Service Standards in carrying out the duties of this post and to challenge any behaviours which contravene the Standards.

**ADDITIONAL INFORMATION**

**Health and Safety at Work Act**
The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

**Confidentiality**
The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998, the Confidentiality: NHS Code of Practice and Trust policy on confidentiality and Data Protection are applied to patient, staff and Trust business/information.

**Equal Opportunities**
The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

**Managing Risk: Maintaining skills and learning from problems**
Reducing risk is everyone’s responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques, ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

**Governance**
Post holders will aim to ensure that areas of the trust under their responsibility comply with “Standards for Better Health” Core and Developmental Standards and bring deficiencies to the attention of their Director”

**Information Management/ Data Quality**
The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Records Management: NHS Code of Practice and Trust policy. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

**Freedom of Information**
The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

**Travel to other sites**
You may be required to travel to other Trust locations. Please complete the travel expenses form. Details of allowances can be obtained from the Human Resources Department.

**Smoking statement**
Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

**General**
The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade.