## JOB DESCRIPTION

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<th>Job Identification</th>
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<tbody>
<tr>
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<td>Job Title: Rotational Midwife</td>
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<td>Job Reference: NM1722</td>
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|   | Department & Base: Women’s / Integrated Midwifery Services  
|   | Maternity Unit BGH & Community |
|   | Hours of Work: 34.50 hours per week |
|   | Pay Band: Band 5/6 |

### 2 Job Purpose

- To provide midwifery care to women and their babies during pregnancy and childbirth.
- Takes charge of the antenatal / postnatal ward and participates in the day-to-day management in the absence of the ward manager.
3 Organisational Position

Borders Integrated Midwifery Service

Midwives are professionally accountable to the head of midwifery. They are also accountable, within the regulatory framework of Statutory Supervision, to the Nursing and Midwifery Council via the Local Supervising Authority i.e. NHS Borders - the nominated LSA officer is the Head of Midwifery.

Some midwives may additionally be appointed as Statutory Supervisors of Midwives / Link Supervisor of Midwives. If the post includes this role it should be indicated below. See attachment for further information.
### Scope and Range

- The unit caseload consists of midwifery, obstetrics and gynaecology.
- Provides health education and social care advice to women.
- Assesses the full range of care needs in hospital and community. Carries out clinical examinations, investigations and makes diagnoses. Assesses, plans, implements and evaluates programmes of care in the antenatal, intrapartum and postnatal period for women and their babies. This includes care of women experiencing complications in pregnancy and childbirth and receiving high dependency care. It also includes care for a small proportion of women undergoing mid-trimester termination of pregnancy.
  - Abdominal and vaginal examinations
  - Obtains and sends various laboratory samples for testing
  - Examination of the newborn
- Practices the following clinical skills
  - Normal/Water labour/birth
  - Continuous electronic fetal monitoring
  - Induction and augmentation of labour
  - Prescription and administration of a wide range of drugs within patient group directions including inhalational analgesic gas.
  - High dependency care which is required in a range of circumstances regularly including where women opt for epidural analgesia.
  - Episiotomy and perineal suturing.
  - Intravenous cannulation.
  - Maternal and neonatal life support and obstetric emergency procedures.
- Provides clinical support to students and other members of the team.
- The service delivers acute elective and emergency antenatal, intrapartum and postnatal care for approximately 1,000 women per year.
- Works autonomously within guidelines and sphere of professional practice.
- Rotates between departments within the unit and night/day duty.
- Participates in hospital / community rotation.
Main Duties/Responsibilities

- Ensures all NHS Borders policies guidelines and procedures are adhered to.
- Assists the ward manager, takes charge of the ward in the absence of the ward manager and assists in motivating, developing and retaining the ward team.
- Provides midwifery care.
  - Manages normal pregnancy, labour, delivery and postnatal care.
  - Provides normal and high dependency care for women and transitional care for babies where complications have arisen within the midwifery unit and theatre.
  - Accurately and contemporaneously completes case notes, Scottish Birth Record and birth notification.
  - Provides care during termination of pregnancy.
  - Provides advice and indirect support to women and their families.
  - Supports and advises mothers in infant feeding and teaches parenting skills.
  - Escorts women who require transfer to tertiary care.
  - Provide parenthood education and health promotion.
- Participates in clinical education within the unit.
- Participates in clinical governance and activities related to local/national audits, research and development.
  - Participates in clinical incident reporting
  - Participates in the development of guidelines and policies
- Acts as mentor or preceptor to student midwives and less experienced staff.
- Participates in adherence to child protection guidelines.
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<th>Systems and Equipment</th>
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Uses, supervises the use of and or ensures maintenance and function of service equipment on a daily basis:

- Weighing scales
- Breast pumps.
- Baby warming equipment.
- Sterile procedure packs and instruments
- Telephone, Fax, Photocopier
- Computer Systems / Printer
  - HOMER
    - Notes tracking
    - Label requests
    - Admissions / Birth Notification/ Discharges
  - Laboratory
    - Laboratory results
  - National Web based Scottish Birth Record system
  - Microsoft Office Software Suite
- Moving & Handling equipment
- Intravenous fluid and drug infusion pumps
- Vital signs monitors
  - Tympanic thermometer
  - Electronic Dynamap pulse & blood pressure machine
  - Electronic Fetal Monitors, sonicaid and computer archive system
- Ventouse delivery machine
- Transcutaneous Electrical Nerve Stimulator (TENS) machines
- Fetal Blood Sampling equipment
- Resuscitation equipment:
  - Infant Resuscitaire
  - Adult resuscitation trolley
- Medical Gases
  - Oxygen
  - Entonox

Participates in checking of BGH staff Monthly Duty Sheets.
Decisions and Judgements

- Registered midwives are autonomous practitioners. The post holder practices without the need for routine medical referral. Where there is deviation from the norm they must judge when to seek advice and whether and when referral to an appropriately qualified professional is required, while being mindful of the NMC Midwives Standards and adhering to Borders Obstetric Guidelines.

- A high degree of analytical and judgmental skill is required on a daily basis.

- Organises own workload and that of other staff within the ward/department.

- Typical everyday examples of the post holder’s freedom to act and support staff, although it is expected that she would keep the midwife in charge informed:
  - A clinical case without reference to Obstetric medical staff
    - Admits a woman to labour ward
    - Assesses her condition, which commonly includes performing an initial and subsequent abdominal and internal examinations
    - Diagnoses the onset and stage of labour
    - Carries out tests such as full blood count, group and save as required
    - Administers a range of medications by various routes
    - May decide to artificially rupture the membranes.
    - Initiates electronic fetal monitoring.
    - May judge that an epidural anaesthetic is required and arrange it with the on-call Anaesthetist.
    - May perform an Episiotomy using local anaesthetic.
    - Delivers the baby and then the placenta.
    - Examines the placenta to ensure it is complete.
    - Sutures the Episiotomy wound using local anaesthetic.
    - Examines the newborn to check for the presence of abnormalities.
    - Notifies the birth to the Registrar.
    - Assesses mother and newborn postnatally and transfers both to the postnatal ward or discharges them home after 6 hours with pre-pack medications and all relevant discharge paperwork including GP letter.
## Communications and Relationships

The Post holder communicates with a wide range of people within and out with NHS Borders but key contacts are given below.

- Frequently directly & indirectly (by telephone) communicates with the following:
  - Women and their families while giving advice and support by telephone at home and during the course of their care.
    - This involves explaining complex information in order that women are enabled to make informed choices about their care. Women are counselled and supported through unfortunate circumstances including stillbirth, early neonatal death, abnormality and termination of pregnancy. An out of hours advice line is operated from labour ward and women can phone for any reason including postnatal problems.
  - Other members of the multidisciplinary team
    - Senior Midwives, colleagues, Maternity Care Assistants and Clerks
    - GP’s Registrars and Consultant Obstetricians to refer cases that require medical input, liase and discuss clinical management and for assistance with emergencies.
    - Laboratory staff to discuss investigations and results.
    - Pharmacy to discuss medicine prescription and administration.
    - Anaesthetists to arrange anaesthetics and theatre cases.
    - Paediatricians and neonatal nurses when referral or assistance with neonatal emergency is required.
    - Primary Health Team - Community Midwives, Health Visitors and Physiotherapists.
  - Hospital Support Services for portering, domestic, supplies, maintenance and catering services.
  - Social Work - The Surestart Midwife in particular, when there are social concerns, vulnerable adult and child protection issues.
  - Other Maternity Units to arrange transfers.
  - Napier University for matters relating to students and clinical placement.
## Physical Demands of the Job

- Frequent/occasional moving and handling of moderate weights for several short periods per shift are undertaken. Working within moving and handling policies, mobility and flexibility are essential to support women in active labour.

- Substantial time is spent to input computer data and therefore keyboard skills are desirable.

- Requires ability to respond quickly and appropriately to emergency situations.

- Ability to travel widely to meet service need during rotation to community.

## Most Challenging/Difficult Parts of the Job

- Maintaining concentration and coping with fluctuating and unpredictable work.

- Knowing when cases have become abnormal or beyond the scope of midwifery care and need medical referral.

- Dealing with stressful and distressing situations e.g. neonatal abnormality, termination of pregnancy, stillbirth, neonatal death and child protection.

- Organising and delegating a complex and sensitive workload.

- Responding quickly and appropriately in emergency situations.

## Qualifications and/or experience specified for the Post

- RM
- Degree desirable
- Evidence of CPD and competency and consolidation of clinical skills.
  - Maternal and neonatal life support and obstetric emergency
  - Water labour/birth
  - Cannulation
  - IV drug administration

- Counselling
- IT Skills
- Driving license
TERMS AND CONDITIONS

**Grade and salary:**
- Band 5 - £21,176 – £27,625 per annum pro rata
- Band 6 - £25,528 - £34,189 per annum pro rata

**Hours of work**
- Post 1:- Fixed Term for 1 year, 34.50 hours per week
- Post 2:- Fixed Term for 9 months, 34.50 hours per week

**Annual leave:**
- 27 days per annum pro rata
- Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.

**Public Holidays:**
- 8 days per annum pro rata on dates designated by NHS Borders
- Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.

**Superannuation:**
The post-holder is entitled to join the NHS superannuation pension scheme.

**If Unsuccessful:**
If you have NOT heard from us within 4 WEEKS of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

**Equal Opportunities:**
In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

**Disclosure checks:**
We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

**Tobacco policy:**
We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

**Hepatitis B:**
We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

If your work involves exposure-prone procedures, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSIS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.
Health and Safety at Work:
You must take look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders’ Health & Safety Adviser.

The closing date for completed application forms is: 5pm on Wednesday 17 April 2013