REGISTERED MIDWIFE, BAND 5/6, FIXED TERM/SECONDMENT ARBROATH MATERNITY UNIT

Information Pack

Job Reference: D/LB/100/17

Closing date: 24 JANUARY 2018
Welcome from the Chief Executive

Thank you for your interest in this post. As you’ll see we have put together some information on this site both about NHS Tayside and where we are located in Scotland. I hope that you find this useful and that you translate your interest in this post into a formal application.

As an academic teaching Board, NHS Tayside has an international reputation as a very progressive organisation with a strong track record in delivering high-quality, safe and effective care for all our patients. We have also pioneered patient safety approaches over the past decade with a relentless focus on improving quality and safety and reducing harm.

As you will be aware the newly-launched National Clinical Strategy for Scotland sets out the vision and ambition for health and social care services in Scotland for the next 10 to 15 years. Here in NHS Tayside, from early 2015, we have been developing a clinical services strategic framework developed around the clinical community’s understanding of what is best practice and this very much reflects the focus of the national strategy. This clinically-led approach is key to our future direction of travel as we are committed to putting our clinicians at the core of our strategic planning and service redesign.

Innovation and research are also at the forefront of what NHS Tayside stands for and we are proud to have established the first academic health science network in Scotland, jointly supported by the Scottish Government and the University of Dundee. The Academic Health Science Partnership in Tayside brings together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients.

We are proud to employ approximately 14,000 staff in NHS Tayside making us the largest employer in the region. Our staff are our most important asset and we recognise that the people who work within our team are central to ensuring we deliver the highest quality of person-centred care to our patients, every time. This can only be achieved when our staff feel valued and fully engaged and I am pleased to say that in a recent NHSScotland Staff Survey 88% of our staff said they would go the extra mile at work.

The final thing I would like to say to any potential applicant is that Tayside occupies a most envious location on the east coast of Scotland with rivers, hills, mountains and rolling countryside right on our doorstep, as well as vibrant urban areas. Indeed, the under-construction V&A Museum of Design in Dundee will be an international centre of design and is the centrepiece of Dundee’s innovative new waterfront development. This, along with Tayside’s great links to all other major cities in Scotland, means the area can offer members of staff plenty of choice when it comes to both accommodation and opportunities of things to do in the pursuit of the right work-life balance.

We would be delighted to hear from you should you have any questions or require any further information regarding the post.

Lesley McLay
NHS TAYSIDE VISION, AIM AND VALUE

Our Vision

Everyone has the best care experience possible

Our Aim and Values

We will

- Put patients first
- Show compassion, caring and kindness
- Treat everyone with dignity and respect
- Take the time to have good, open communications and be accountable for our actions and behaviours
- Do the best that we can by working as a team to provide excellent treatment and care

To find out more about NHS Tayside visit our website at:

http://www.nhstayside.scot.nhs.uk/index.htm
About NHS Tayside

NHS Tayside is responsible for delivering healthcare to more than 400,000 people living in Tayside. We employ around 14,000 staff and provide a comprehensive range of primary, community-based and acute hospital services for the populations of Dundee City, Angus and Perth & Kinross. Our annual budget is now circa £825 million of public money which works out at around £2.3 million spent by NHS Tayside for every day of the year.
Within NHS Tayside and based on the western edge of Dundee, Ninewells Hospital is one of the largest teaching hospitals in Europe. It is internationally renowned for introducing laparoscopic surgery to the UK as well as being a leading centre in developing fields such as the management of cancer, medical genetics, cardiovascular disease, diabetes, informatics, neuroscience and imaging.

Our hospital sites across Tayside also have nursing and research links with the University of Dundee and University of Abertay, Dundee.

In Tayside, we have 80,000 admissions every year and there are another 17,000 ‘same’ day procedures. We also run 280,000 outpatient clinic sessions annually.

In addition, at the heart of health services in our communities are our GP and primary care services which are there supporting our patients and their families where they live and work.

**The science of improvement**

NHS Tayside has been at the forefront of patient safety and the science of improvement. Our aim is to be the best at getting better. We were the first site in Scotland, and one of only four in the UK, to be a pilot site for The Health Foundation’s Safer Patient Initiative. The significant successes of this project have embedded a pioneering Tayside-wide approach to patient safety and improvement.

**Academic Health Science Partnership in Tayside (AHSP)**

NHS Tayside has embarked on a major collaborative initiative, Academic Health Science Partnership in Tayside (AHSP). It is the first Academic Health Science Network in Scotland with an ambition to transform healthcare locally and globally at the time when it faces many difficult challenges.

Building upon the success of previous University of Dundee and NHS Tayside collaborations, AHSP is bringing together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients through more effective integration of these functions in routine practice.
LIVING IN TAYSIDE

Discover award-winning towns and cities, breathtaking beaches and alluring countryside. Historically rich and home to Scotland’s longest river, Tayside is an innovative and exciting place to begin or expand your career.

Dundee, Angus and Perth and Kinross make up this vibrant region - between them offering the perfect blend of city, country and coastline. In fact, you can easily enjoy the tranquility and scenery of neighbouring towns and villages within reach of the region’s cities of Dundee and Perth.

Find out more about living and working in Tayside at:

www.dundeecity.gov.uk

www.angus.gov.uk

www.pkc.gov.uk
Education in Tayside

In Tayside there are a host of schools, both public and private and excellent colleges and universities making Tayside a family friendly location.

Housing in Tayside

Whether you want to live in the rural countryside or one of Tayside’s vibrant cities or towns, you’ll have a variety of housing choices, many below the national average house price. For more information about housing in Tayside, visit the Tayside Solicitors Property Centre and/or Perthshire Solicitors Property Centre websites:

http://www.tspc.co.uk/
http://www.pspc.co.uk/

Getting around

There are excellent connections to and within the region. It only takes approximately 30 minutes to drive between Dundee and Perth and just over an hour between Dundee and Edinburgh, Aberdeen and Glasgow.

Travelling and commuting within Tayside is easy by road, bus or train. Dundee’s regional airport offers daily flights to London Stansted in addition to private and leisure flights. The international airports at Edinburgh, Glasgow and Aberdeen will ensure you are connected from Scotland to the rest of the world.
### JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Midwife - Integrated Midwifery Service, Based in the Angus Birth Unit, Arbroath</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department(s)/Location</td>
<td>Maternity Arbroath Infirmary, Links Health Centre, Montrose Whitehills Health and Community Care Centre, Forfar</td>
</tr>
</tbody>
</table>

### JOB PURPOSE

The postholder will have responsibility for providing midwifery services in a range of environments to women in Tayside. The postholder will provide supervision, care and advice during pregnancy, childbirth (including taking full responsibility for delivering low risk women) and the postnatal period. The postholder will take any necessary preventative measures, be able to detect abnormal conditions in mother and child, refer to other qualified health professionals appropriately and undertake emergency measures in the absence of medical help.

### ORGANISATIONAL POSITION

Lead Midwife

<table>
<thead>
<tr>
<th>Midwife Team Leader</th>
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<tr>
<td>Midwife – integrated service (postholder)</td>
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<tr>
<td>New Entrant Midwife</td>
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<tr>
<td>HCA</td>
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</table>

### SCOPE AND RANGE

The postholder will be a member of a team of midwives that provides midwifery care for women who have care provided in the local area (1000 women per year). The postholder will work in the Maternity Unit and provide community services in clinics and at women's homes. The postholder will participate in an on call rota for intrapartum care and transfer of women to the consultant unit.
• MAIN DUTIES/RESPONSIBILITIES

CLINICAL – 85%
• Provides antenatal care for women registered with a named GP practice – includes:
  • undertaking booking consultation (including comprehensive history taking, physical assessment and routine antenatal screening) – approximately 6 hours per week
  • conducting at least one midwife-led antenatal clinic per week
  • compilation of birth plan in discussion with woman – approx 3 per week, 30 mins each
  • additional home visits to monitor specific aspects of pregnancy – variable, dictated by need
  • continuous provision of information to women and their partners to enable them to make informed choices about maternity care – as part of all care consultations
  • Advise on the promotion of health and the prevention of illness e.g. breastfeeding and smoking cessation.
  • compilation of parent education – may be occasional or frequent depending on placement, maximum 1x 2hr session per week.
• Provides intrapartum care
• Participates in on-call rota for women choosing homebirth and for midwife-led unit requirements – occasional to frequent, depending on caseload
• Provides postnatal care for women and newborns in the midwife-led unit and after their discharge home from hospital
• Liaises frequently with other members of the multi-disciplinary team as indicated by the condition of the woman and fetus/baby.
• Demonstrates clinical expertise in this area of practice – integral to the role
• Initiates, develops and audits changes to clinical practice – infrequent, probably 1 hr per week
• Plans, implements & evaluates midwifery care during pregnancy and childbirth.

MANAGEMENT – 10%
• Takes charge of the midwife-led unit, ensuring the best use of skill mix against clinical need, in the absence of the Midwifery Team Leader
• Participates in information gathering and dissemination within the community team – sporadic, approximately 1 hr per week
• Manages time effectively.
• Represents the team on working groups etc – usually in the absence of the midwifery team leader, but can be in her own right, thereby contributing to the setting, maintenance and monitoring of standards of care – sporadic, approximately 1 hr per week.
• Participates in the investigation of complaints – occasional, ad hoc
• Participates in the W&RH Risk Management system – occasional, ad hoc
• Maximises the team contribution to attaining its agreed objectives – integral to the role

EDUCATION – 5%
• Provides mentorship to student midwives and medical students – frequent, done as part of daily duties.
• Promotes reflective practice as a means of evaluating the effectiveness of midwifery care – integral to the role
• Promotes and facilitates a research-based approach to clinical practice – integral to the role
• Contributes to the formulation, implementation and evaluation of orientation programmes for all new staff including HCA rotational midwives– infrequent
• Attends and participates in the delivery of in-service education programmes – infrequent
• COMMUNICATIONS AND RELATIONSHIPS

• Must have effective communication skills to ensure the provision of relevant information to women and their partners/relatives to enable them to make decisions about their care.
• Provides client – specific (women or baby) details to enable colleagues to make clinical judgements and decisions.
• Must be able to convey complex information in a concise manner
• Has regular contact with midwifery colleagues in other departments within the maternity service in order to arrange care as indicated by the woman or baby’s condition
• Has regular contact with medical colleagues, mostly G.P.’s obstetric and paediatric but may be other specialties depending on the woman’s needs
• Has contact with other professionals and external agencies e.g. physiotherapists, social workers, health visitors, Stillbirth And Neonatal Death Society, Drug Problem Centre, to ensure full range of care that is need is provided
• Has occasional communication with Higher Education Institutions – mainly to provide feedback on student midwives performance
• Has responsibility within the team to foster good morale, motivate staff to enhance individual performance and work collaboratively.
• Must have communications skills that ensure sensitive receipt of personal information and appropriate empathetic response e.g. in the case of disclosure of domestic abuse
• Is required to provide support for women at home following pregnancy loss or other poor outcome
• Collaborates with the Professional Development Midwife and or Consultant Midwife to identify those elements of current midwifery research that may be relevant to the clinical group.
• Communicates with other relevant departments/agencies e.g. supplies department, estates department, infection control staff.

• KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

• Demonstrates commitment to life-long learning.
• Must be a midwife with previous post-registration midwifery experience
• Must have sound, current knowledge of best practice in childbirth
• Is required to undertake venepuncture regularly
• Must have training and competence in perineal repair and IV cannulation
• Is required to attend regular training and updates to maintain knowledge base e.g. infant feeding and obstetric emergencies
• Must have knowledge of policies, protocols and guidelines in use within maternity services – in particular Tayside Pregnancy Plan and Principles for Midwifery Practice in Low Risk Intrapartum Care.
• Must have basic keyboard skills
• Must develop the skills necessary to undertake performance and development review of staff and contribute to the annual development of the Team Training Plan
• Must develop the skills necessary to participate in the selection, induction and orientation of maternity care staff
• Ability to travel essential.
**ESSENTIAL ADDITIONAL INFORMATION**

- **SYSTEMS AND EQUIPMENT**
  - Will regularly access the computer to input patient data and access laboratory results.
  - Is required to use midwifery ‘tools’ e.g. doptone for listening to fetal heartbeat, cardiotocograph to record fetal heartbeat, sphygmomanometer, baby scales.
  - Works with equipment required for home birth e.g. cylinders of equanox and oxygen.
  - Must generate documentation of all care provided in manual, and where applicable, electronic records.
  - Must provide information for statistical purposes on a monthly basis, recorded daily.

**RESPONSIBILITY FOR RECORDS MANAGEMENT**

All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 1937. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.

- **PHYSICAL DEMANDS OF THE JOB**
  - Is required to be out in all weather and in adverse conditions.
  - On a daily basis (range 0-8 times) moves the necessary equipment from the car to the woman’s home e.g. baby weighing scales, community midwifery equipment.
  - May work in less than optimum conditions with regard to the midwife’s position when undertaking examinations in the woman’s home e.g. breastfeeding – range 0-6 times per day.

  **Physical Skills**
  - Undertake venepuncture and intra muscular injections daily.
  - Perform vaginal examination.
  - Insertion and removal of sutures.
  - Perform normal delivery of babies.
  - Abdominal palpation.
  - Neonatal Resuscitation.
  - Immediate management of obstetric emergency.
  - IV cannulation.

  **Physical Demands**
  - Stand/walking/travelling for the majority of the shift.
  - Manual handling of women and babies.
  - Awkward positioning at times e.g. home delivery, assisting breast-feeding mums.

  **Mental Demands**
  - Retention and communication of complex information regarding care.
  - Concentration required for extended periods (1.5 hours) when undertaking the booking visit.
  - Concentration required for all or most of the shift when caring for one woman in labour.
  - Concentration required when assessing CTG tracings, checking documents/women’s notes and whilst subject to interruptions by telephone.

  **Emotional Demands**
  - Frequently communicating with anxious/distressed women and relatives.
  - Breaking bad news regarding pregnancy outcome e.g. antenatal screening results, stillbirth, congenital abnormality.
  - Occasionally caring for women following distressing emotional events.
  - Dealing with conflict.
**Working Conditions**

- Exposure to body fluids several times a shift, blood, liquor, faeces, urine, vomit
- Exposure to adverse weather conditions
- Some exposure to equinox
- Working alone in the Maternity Unit at night

**DECISIONS AND JUDGEMENTS**

- Required to assess situations and make decisions quickly and effectively with no medical support on-site
- Practices at all times in such a way as to ensure that clinical governance requirements are met
- Practices within a legal and ethical framework that ensures the primacy of women’s interest
- Ensures appropriate measures are taken to safeguard women and babies rights and confidentiality
- Provides a safe environment for the treatment of women and babies by ensuring the effective use of equipment and materials in compliance with the NHS Tayside Health & Safety policy including Control of Infection
- Supervision of the postholder is by means of reflective practice with the Midwifery Team Leader, line manager or Supervisor of Midwives.
- The postholder has responsibility for complying with child protection issues in accordance with NHS Tayside Child Protection policy
- Practice is governed by NMC Midwives Rules and Standards and national and local policies.
- Works as an autonomous practitioner.

**MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Coping with the demands of a large caseload and unpredictable workload while supporting junior colleagues.
- Finding the balance between needlessly referring women and/or babies to medical staff and failing to refer when there is a concern about some aspect of their condition.
General Information

POST REF NO: D/LB/100/17
JOB TITLE/GRADE: Registered Midwife, Band 5/6
LOCATION: Arbroath Maternity Unit

<table>
<thead>
<tr>
<th>Conditions of Service</th>
<th>The terms and conditions of service for this post are those determined by the NHS Staff Council.</th>
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</table>
| Remuneration | The current salary scale for Band 5 is £22,440 to £29,034 per annum (pro rata for part-time staff). Placing on the scale on appointment is normally at the minimum but may be higher subject to verification of previous relevant service.  

The current salary scale for Band 6 is £26,830 to £35,933 per annum (pro rata for part-time staff). Placing on the scale on appointment is normally at the minimum but may be higher subject to verification of previous relevant service.  

Salary is paid monthly by Bank Credit Transfer. |
| Hours of Duty | The hours of the post are 37.5 per week.  

The contracted weekly hours may be worked over any reference period, e.g. 150 hours (pro rata for part time staff) over four weeks or annualised hours, with due regard for compliance with employment legislation, such as the Working Time Regulations.  

This is a fixed term/secondment post for 1 year to provide cover for maternity. The end date is subject to amendment should the substantive post-holder give notice to change their return.  

Internal applicants: Written approval must be sought from your line manager prior to applying for this secondment. You will be required to bring this if shortlisted for interview.  

Start and finish times will be determined by the needs of the service. |
| Superannuation | Membership of the NHS Superannuation Scheme is not compulsory but is open to all staff between the ages of 16 and 70 (65 in some instances).  

The contributions paid are a percentage of superannuable pay, which is essentially basic pay excluding, for example, overtime or travelling expenses.  

Contribution rates with effect from 01.04.17 are as follows:  

<table>
<thead>
<tr>
<th>Annual Pensionable Pay (Full-time equivalent)</th>
<th>Contribution</th>
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<tbody>
<tr>
<td>Up to £16,528</td>
<td>5.2%</td>
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<tr>
<td>£16,529 to £22,217</td>
<td>5.8%</td>
</tr>
<tr>
<td>£22,218 to £27,634</td>
<td>7.3%</td>
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<tr>
<td>£27,635 to £50,971</td>
<td>9.5%</td>
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</tbody>
</table>
## Contributions

<table>
<thead>
<tr>
<th>Range</th>
<th>Rate</th>
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<tbody>
<tr>
<td>£50,972 to £72,770</td>
<td>12.7%</td>
</tr>
<tr>
<td>£72,771 to £113,625</td>
<td>13.7%</td>
</tr>
<tr>
<td>£113,626 and above</td>
<td>14.7%</td>
</tr>
</tbody>
</table>

Contributions are subject to tax relief and reduced National Insurance contributions. NHS Tayside also makes a substantial contribution towards scheme benefits – currently around 14% of basic pay.

## Annual Leave

- **On appointment** = 27 days (pro rata for part-time Staff) or 5.4 weeks per year.
- After 5 years aggregated service = 29 days (pro rata for part-time staff) or 5.8 weeks per year
- After 10 years aggregated service = 33 days (pro rata for part-time staff) or 6.6 weeks per year
- **Public Holidays** = 8 days (pro rata for part-time staff) or 1.6 weeks per year

## References

All offers of appointment are subject to receipt of two satisfactory references.

## Occupational Health Clearance

All offers of appointment to new entrants to the National Health Service are subject to a medical examination. Medical examinations are arranged and undertaken by Occupational Health (OH).

## Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003

All current or spent criminal convictions, cautions, warnings or any case pending must be disclosed prior to commencing in employment as detailed on the application form.

Please note that having a conviction will not automatically debar you from obtaining employment with NHS Tayside. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction your employment may be terminated.

## Disclosure Scotland

The successful applicant will be required to become a member of the Protecting Vulnerable Groups Scheme (PVG) in respect of regulated work with protected adults and regulated work with children.

## Immigration, Asylum and Nationality Act 2006

It is a criminal offence for an employer to employ anyone who does not have permission to live or work in the UK.

Shortlisted applicants will be asked to produce specific original documentation at interview e.g. Passport, or full birth certificate together with an official document giving the applicants permanent National Insurance Number and name issued by a Government Agency or a previous employer, as well as photocopies of these documents.

## Professional Registration/Induction Standards

You should have current and continuing professional registration with NMC and hold the appropriate qualification(s).
<table>
<thead>
<tr>
<th><strong>Smoking Policy</strong></th>
<th>NHS Tayside operates a No Smoking Policy and smoking is prohibited within NHS premises and grounds.</th>
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<tbody>
<tr>
<td><strong>Fair Processing Notice</strong></td>
<td>NHS Tayside is under a duty to protect the public funds it administers, and to this end may use the information you provide on your Application Form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see: <a href="http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm">http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm</a> or contact <a href="mailto:robert.mackinnon@nhs.net">robert.mackinnon@nhs.net</a>.</td>
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<tr>
<td><strong>Applications</strong></td>
<td>Completed forms should be returned to:</td>
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<tr>
<td></td>
<td><a href="mailto:recruitment.tayside@nhs.net">recruitment.tayside@nhs.net</a> quoting the job reference in the subject line</td>
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<tr>
<td></td>
<td>or</td>
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<td></td>
<td>HR &amp; OD Directorate, NHS Tayside, Level 9, Ninewells Hospital, Dundee DD1 9SY</td>
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<td></td>
<td>By closing date of <strong>24th January 2018</strong></td>
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<tr>
<td></td>
<td>Your Application Form must be completed in full. Please note copies of Curriculum Vitae, Qualifications and Course Certificates will not be accepted at this stage.</td>
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<td>All completed applications are held in HR &amp; OD Directorate until the closing date. After the closing date a panel will meet to prepare an interview shortlist.</td>
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<td></td>
<td>Once this decision has been made, all shortlisted applicants will be emailed to invite them to attend for interview. It is important that you check your emails regularly, including your junk/spam folder.</td>
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<td></td>
<td>This process takes approximately 6 weeks. Therefore, if you have not been contacted regarding interview within 6 weeks of the closing date, your application has been unsuccessful and you will receive no further correspondence from HR &amp; OD Directorate.</td>
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<tr>
<td></td>
<td>Thank you for your interest in working for NHS Tayside.</td>
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