

Midwifery Manager

Department: Health and Community Services

Division: Maternity/ Women and Children Care Group

Reports to: Lead Midwife / Head of Midwifery

JE Ref: HCS1118

Grade: NM07

JE Date: 05/07/2022

Job purpose

The post holder will be professionally and managerially responsible for the overall governance, quality and safety of patients within maternity.

The post holder will provide professional leadership and be accountable for the management of the midwifery team and the coordination of a range of multidisciplinary services to provide safe, effective and responsible care to women and their families and specialist knowledge and expertise in the management of patients and staff in a defined clinical area.

The will operate in a supervisory capacity and will be highly visible within the clinical area to patients, staff and relatives. They will work alongside staff as a role model, mentor and develop clinical competencies and leadership skills within the team.

The post holder will be a highly experienced midwife within the multidisciplinary team, giving advice and guidance to clinical staff at all levels, making and influencing clinical decisions. Individuals will be expected to carry 24-hour responsibility for the service area, including being contacted out of hours to take high risk clinical or managerial decisions.

Job specific outcomes

1. Identify, establish and ensure compliance to all legislative, HCS policy, procedures and professional practices in line with professional regulatory and statutory requirements. Ensure that all staff are aware of their individual responsibilities in line with their relevant 'Codes of Practice' including Nursing and Midwifery Council (NMC) and Jersey Care Commission (JCC), to enhance best practice.
2. Overall governance responsibility ensuring compliance to evidence-based practice standards, inextricably linked to the Health and Community Services (HCS) quality agenda, including the Jersey Midwifery Assessment and Accreditation System (JMASS). Clinical supervision models will be integral to the overall support and wellbeing of staff.
3. Appraise and monitor the professional and clinical performance of the team. Identify individual staff training and development needs as well as developing an annual team business and training plan, to achieve optimum outcomes for patients within defined budgets. Contribute to the overall Care Group and HCS business planning cycle.
4. Ensure effective assurance mechanisms are in place to measure care outcomes linked to evidence based standards. Individual care plans, risk assessments and associated records will be contemporaneous and incorporate measurable metrics. Lead on and manage risk, developing appropriate risk management strategies and promote a culture of patient safety.

5. Responsible for budget management, ensuring cost effective and efficient use of resources. This will involve budget setting, budget monitoring and budget re-alignment. Create a 'value for money culture' which encourages self-sufficiency and flexibility of working practices to provide the most cost-effective deployment of staff, matching skill mix to service needs.
6. Responsible and accountable for effective rostering of the Midwifery team, in line with the key performance indicators as specified in E-roster and HCS Rostering policy. Ensure that the area of responsibility has effective skills and safe staffing levels to meet demand, in line with appropriate acuity tool. Integral to this, staff rosters will take into consideration staff health and wellbeing in line with best practice.
7. Ensure the patient journey is optimised and that patient flow is effective and timely from admission to discharge. Effective communication must be established with all disciplines and agencies who are involved in the women and families' care. This will include active engagement with community and primary care providers, where care is continued in the patients preferred place of care and should be aligned to the expectations of the Government of Jersey 'Our Hospital' initiative and the implementation Jersey Care Model.
8. Lead and manage the overall multi-disciplinary team to identify, report and escalate issues of concern relating to patient safety, identified risks and compromise in care. Ensure appropriate safeguards are in place and advocate for women and their families, communicating to appropriate agencies when there are any concerns regarding potential/actual risk to any patient or their dependents e.g., safeguarding, domestic violence, protection of the vulnerable adult/child, mental capacity and Significant Restriction of Liberty (SRoL).
9. Lead, manage and promote the HCS quality agenda, to include JMAAS and other key evidence-based care standards, in line with legislative and professional regulatory requirements. Standards will be embedded into all operational delivery of care and monitored continually. Where required, action plans will be developed and addressed by all staff to ensure compliance and delivery of optimal standards of care. Ward managers will be accountable for establishing, maintaining and respectfully challenging/taking appropriate action when care falls below the expected standards
10. Lead and manage staff to comply with infection prevention and control (IPaC) policies and to attend any appropriate training requirements. Responsible for the clinical environment, ensuring IPaC policies and procedures are known and understood by all staff. Provide assurance around compliance to IPaC standards by completing relevant audit and act upon the results.
11. Working within the care group, ensure best practice principles are applied to recruitment and retention of staff. Manage all relevant human resources procedures fairly and effectively. This will include assurance around developing practice through performance, review and appraisal and managing poor performance, in line with HCS policies.
12. Ensure that appropriate models of effective clinical supervision are established, maintained and embedded into clinical practice for all staff. A variety of models should be considered, depending on the specific needs of the clinical team and adapted to ensure clinical practice and patient care is optimised within a clinical governance framework.
13. Undertake on-call shifts, taking queries from staff; providing clinical/managerial telephone guidance and/or attending the Hospital in person when needed to deal with situations.
14. Take responsibility for the handing of complaints relating to the service area. Personally, lead and supervise investigations where necessary, implement actions and changing practice, adopting a learning culture. Women and their families will be central to all stages of the care

journey, supported by HCS Patient Advocacy Liaison Service (PALS) and Professional Midwifery Advocate (PMA). This will optimise and strengthen the patient voice at each stage of their journey improving individualised care delivery.

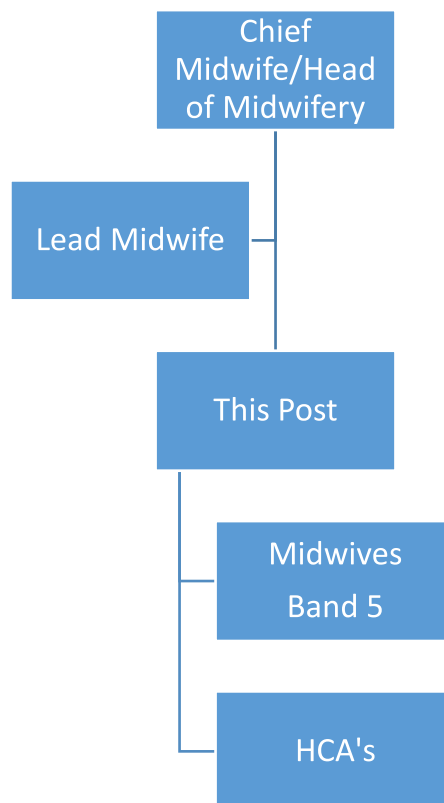
15. Always ensure that teams work in a safe and responsible manor by demonstrating a knowledge and understanding of all HCS Health and Safety policies, including Fire Regulations, COSHH, Moving and Handling and Safety walkabouts. Develop a formal programme of risk assessment in relation to health & safety, clinical risk and other agreed areas of risk management, in line with corporate and national frameworks.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Registered with the NMC as a first level registered midwife. • Significant post registration experience working in a variety of roles/positions. • Educated to degree level or equivalent with further evidence of professional development. • Qualified in NLS. • Mentorship Qualification 	<ul style="list-style-type: none"> • Attended a clinical leadership programme
Knowledge	<ul style="list-style-type: none"> • Awareness of professional responsibilities. • Knowledge and understanding of clinical and human factors in the delivery of safe healthcare practice. • Ability to teach all staff as the situation requires. • Commitment to self-development; must have evidence of recent professional development. • Demonstrates experience of leadership and evidence of leading the team. • Demonstrates an understanding of the assessment processes for students and creating a positive learning environment. • Expert Midwife with advanced clinical knowledge and skills. • Expert level knowledge of the Governance and Risk frameworks required to underpin the delivery of safe patient care. 	
Technical / Work-based Skills	<ul style="list-style-type: none"> • Ability to engage with people and motivate and support them to work to a high standard • Calm under pressure able to use initiative and make decisions. • Excellent interpersonal / communication skills with a variety of media and at all levels. This includes the ability to communicate in difficult and challenging environments. • Demonstrates professional pride and a commitment to a midwifery model of care and normality. • Thorough and up to date knowledge of best practice, and the application of this practice. • Understanding and application of the NMC code and requirements of it for 	

	the practice and behaviour of staff and self.	
General Skills/Attributes	<ul style="list-style-type: none"> • Competent IT and keyboard skills. • High level reasoning skills and ability to problem solve. • Organised with effective time management; adaptable and self-motivated. • Ability to present effectively both verbally and written. • Strong team player who can professionally lead and role model. • Ability to adapt to change. • Ability to identify stress in self and others and to take effective action to manage the situation. • Coordinate staff development and proactively use the My Conversation My Goals system as a means of leveraging up performance and addressing performance issues and best practice. • Ensure all staff have an up-to-date personal development Plan 	
Experience	<ul style="list-style-type: none"> • Proven post registration experience. • Demonstrate knowledge of safeguarding • Evidence of leadership • Experience of implementing, managing and achieving changes in clinical practice. • Provide relevant training and education programmes at all levels • Experience of working in a multi professional environment. • Evidence of effective staff management and running a ward / department. 	Evidence of leadership / management qualification or experience
Criteria relating to Safeguarding	<ul style="list-style-type: none"> • Qualified to level 3 safeguarding children and vulnerable adults. • Have awareness of the professional reporting responsibilities of all safeguarding concerns. • Able to support staff in developing confidence of competence in identifying and managing safeguarding issues, 	