

JOB DESCRIPTION

## JOB TITLE: Staff Midwife

## REPORTS TO: Clinical Midwife Manager In-Charge

**RESPONSIBLE TO: Director of Midwifery & Nursing**

**QUALIFICATION: Nursing and Midwifery Board of Ireland(NMBI)**

1. **Purpose of Role:**
	1. The post holder is expected to be able to give the necessary supervision, care and advice to women during pregnancy, labour and postnatal period. He / She must be able to conduct deliveries on his/her own responsibility and to care for the newborn infant, seeking medical assistance when required.
2. **Key Clinical Responsibilities:**
	1. To maintain high standards of Midwifery and Neonatal Nursing care within a safe environment.
	2. To be responsible for the assessment, implementation and evaluation of care.
	3. To maintain accurate clinical records.
	4. To observe and abide by the Rules and Code of professional conduct of An Bord Altranais.
	5. To attend unit/team perinatal meetings working as part of the multidisciplinary team.
	6. To organise the reception, transfer and discharge of patient
	7. To arrange care of clients property/valuables
	8. To administer drugs according to the hospital policy.
	9. To report accidents and complaints to the Clinical Midwife Manager of ward/department and complete the appropriate documents relating to these.
	10. To assist in maintaining adequate stock levels.
	11. To take charge of the ward/department in the absence of the person who has continuing responsibility.
	12. To liaise closely with multidisciplinary staff in the hospital and community, including general practitioners and public health nurses.
3. **Other Responsibilities:**
	1. To participate in inducting and orientating new members of staff to the working environment, working as preceptor and role model
	2. To establish good inter-personal relationships with clients, their families and colleagues in line with the “Dignity at Work” policy.
	3. To observe the welfare and safety of clients, colleagues and visitors in accordance with the Health and Safety at Work Act.
	4. To be familiar with the agreed fire policy.
	5. To be familiar with and to adhere agreed Hospital policies guidelines and procedures.
	6. To attend In Service Training Sessions to update skills and take responsibility for professional and personal development.
	7. To supervise and participate in the clinical teaching of qualified and unqualified staff, and to liaise with providers of midwifery/nursing education programmes.
	8. Contribute to and participate in midwifery/neonatal care research programmes and apply this knowledge to practice where relevant.
	9. To assist in the development of multidisciplinary guidelines.
	10. To actively contribute and ensure compliance with the key areas as identified in national quality/hygiene schemes and any other audits deemed necessary by the executive management team.
	11. Be aware of and comply with the policy on Staff Responsibility for the Protection and Welfare of Children.
	12. To undertake any other duties deemed appropriate by the unit / ward manager.

**4. Confidentiality:**

 4.1 In the course of his / her employment, the person appointed may have access to or hear information concerning the medical or personnel affairs of patients or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody/destroyed in accordance with policy when no longer required.

**General:**

* Fire orders must be observed and staff must attend fire lectures annually.
* Employees must attend mandatory training when scheduled.
* All accidents within the department must be reported immediately.
* In accordance with the “Safety, Health and Welfare at work act”, all staff must comply with all safety regulations.
* Actively contribute, participate and ensure compliance with the key areas identified in the following:
	+ Infection prevention and control / decontamination
	+ National Quality/Hygiene Schemes
	+ B.F.H.I.
	+ All audits deemed necessary by the Rotunda Hospital Management Team

**Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the Hospital this job description may be reviewed in light of possible new structures and/or changing needs of the Hospital.**