

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,
Chief Executive Officer

JOB DESCRIPTION

Job Title	Band 3 Maternity Support Worker
Pay Band	Band 3
Department	Maternity
Division	Division 6- Women and Children
Reports to	Community Team Leader
Professionally Responsible to	Community Matron

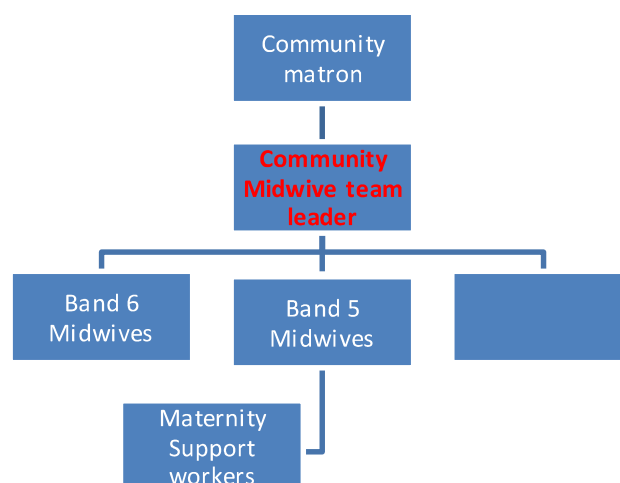
JOB SUMMARY

As part of our recruitment strategy we are looking to appoint self-motivated, enthusiastic, dynamic Maternity Support Workers. This is an exciting opportunity for Band 3 Maternity Support workers to join the community teams who cover Heartlands, Good Hope and Solihull Hospitals.

Our community team care for a diverse group of women and families providing high quality midwifery care. The community midwife teams work in a named midwife model in GP practices, Children's centre and at home. The service is led by the Community Matron and the team comprises of the Team Leader, Community Midwives, Maternity Support Workers and Community Administrators. Appointed applicants will be well supported and offered a personalised orientation on appointment.

The role of the Maternity Support Worker (MSW) is to support the delivery of high quality safe care to women and babies. The appointed applicant will be a competent individual, working as a member of the Community Midwifery team. You will work within in/direct supervision of a registered Midwife but still be guided by the midwife's expertise. You will work with individual women, families and in group settings throughout the pregnancy and the postnatal period. The MSW will undertake a range of duties including: personal care of women and babies, providing information and advice on self-care, infant care and initiating breastfeeding, health promotion, clerical, educational and housekeeping duties to ensure the smooth running of the Community Midwifery team.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- Excellent communication skills
- Phlebotomy Skills
- Excellent I.T and data entry skills
- Ability to document clearly and accurately

KEY RESPONSIBILITIES

- To establish and maintain excellent interpersonal skills and effective communication between the midwifery and multidisciplinary team, women and their families.
- To follow written and verbal instructions from the registered midwife in relation to the care of the woman and baby.
 - To clearly document all care given to the woman and baby in accordance with the Trust's guidelines, maintaining charts as necessary.
 - To respect the confidentiality of information at all times.
 - To ensure that complaints or concerns are escalated to the midwife in charge as soon as possible.
 - To participate in team meetings and to be an effective member of the team.
 - To work in collaboration and partnership with multi agency and multidisciplinary teams.
 - To assist with the preparation and organisation of a range of antenatal/postnatal clinics.
 - To arrange appointments, ultrasound scans, investigations and obtain laboratory results.
 - To provide specific clinical care tasks (obtain urine samples, urinalysis, obtain microbiological specimens).
 - To promote good hand hygiene and minimise the spread of infection. Take personal responsibility and accountability for own infection prevention and control practice.
 - To support and observe the woman and baby through the antenatal, postnatal and intrapartum period; reporting to the midwife any changes or information concerning the wellbeing of the woman and/or baby.
 - To undertake maternal observations in clinic including: temperature, pulse, blood pressure, saturations, weight and urinalysis. Report any deviations from the normal range to the midwife.
 - To take emergency action as necessary to safeguard women and babies, to call emergency services as necessary.
 - To provide caring support to mothers and partners and be able to cope with sensitive and emotional circumstances if they occur.
 - To undertake venepuncture clinics as necessary.
 - To undertake new born neonatal screening samples under the direction of the midwife and following trust approved training.
 - To provide basic public health advice e.g. diet, postnatal exercises.



- To undertake carbon monoxide monitor screening, offering basic support and advice and referring to the smoking cessation services under the direction of the registered midwife.
- To weigh babies as instructed by the midwife.

BUDGETARY AND RESOURCE MANAGEMENT

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- To utilise teaching techniques in health promotion and advice e.g. meter teach.
- To actively participate in the Trust's appraisal system.
- To undertake learning and development activities (including mandatory training) in order to maintain competency.
- To exhibit professional behaviour and attitude at all times. Demonstrate excellent customer service skills.
- To recognise own level of competence and limitations to ensure safe practice.
- To act as a mentor to new starters and other Support staff.

RESEARCH AND DEVELOPMENT

- Assist and support in the continual review, development and improvement of Maternity service by partaking in Quality Auditing processes.
- To participate in clinical incident reporting.

EFFORT -

- Enthusiastic and flexible.
- Willingness to work across 3 sites as required.

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:

PERSON SPECIFICATION

JOB TITLE: Band 3 Maternity Support Worker	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Maths GCSE Grade C or above English GCSE Grade C or above NVQ Level 3 in Health 	<ul style="list-style-type: none"> Unicef Breastfeeding Training
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Experience as a Band 2 or above in a Health care setting Evidence of working in a complex environment Evidence of team working 	<ul style="list-style-type: none"> Experience of working in a Maternity service



SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to undertake maternal and neonatal observations • Excellent documentation skills • Phlebotomy skills • Excellent interpersonal and communication skills. 	<ul style="list-style-type: none"> •
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Car Driver – with clean driving licence 	<ul style="list-style-type: none"> • Bilingual

