

**Staff Midwife**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Staff Midwife**  *(Grade Code 2143)* |
| **Campaign Reference** | NRS03651 |
| **Selection Process** | The HSE has ongoing opportunities for Staff Midwife. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified Staff Midwife candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding interviews in order to fill current and future vacancies. Interview dates will be communicated to eligible applicants as soon as they are scheduled.  There is currently no closing date stated for this campaign. Once we have a sufficient number of applicants we may introduce a final closing date. This closing date will be detailed on the Advertisement for this campaign on our website at www.hse.ie.  This recruitment campaign is being run to supplement the existing panel so that current and future permanent and specified purpose vacancies can be filled. The panel formed through this campaign will fill vacancies at Staff Midwife grade. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | Services are based in a number of sites across Ireland. So if you want to work close or far from home there are a number of choices.  If you apply and are successful at interview you will be placed on a panel. Once you are on the panel, you decide which post you would like to work in and where. You will be informed about all Staff Midwife posts.  As each individual job arises, we let the nurses on the panel know, sending you a text and an email. The email tells you about an individual job at a particular site, details include: location, start date, the service itself, the caseload, the team and the contact details of a Nurse Manager at that hospital with whom you can talk if you want to find out more. You can even arrange a site visit to help you decide if it is the right job for you. If you are not interested, you can simply ignore it until you see a job that is of interest to you. |
| **Organisational Area** | HSE Dublin Mid Leinster, HSE Dublin North East, HSE South and HSE West  <http://www.hse.ie/eng/services/list/3/maternity/> provides a comprehensive list of hospitals providing maternity services |
| **Details of Service** | Information about specific sites will be provided at job offer stage including information on services provided, team structures, possible future developments etc. |
| **Reporting Relationship** | The post holder:   * Is professionally accountable to the Director of Nursing / Midwifery or designated officer. * Will report to the Clinical Midwife Manager 2 or designated officer. |
| **Purpose of the Post** | To work within a multidisciplinary team in providing a safe, effective, high quality midwifery service to women, babies and their families. |
| **Principal Duties and Responsibilities** | **Professional Responsibilities**  The Staff Midwife will:   * Practice Midwifery according to the Code of Professional Conduct as laid down by An Bórd Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines * Comply with national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation * Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice * Maintain a high standard of professional behaviour and be accountable for their practice * Be aware of ethical policies and procedures which pertain to their area of practice * Respect and maintain the privacy, dignity and confidentiality of the patient * Follow appropriate lines of authority within the Midwifery Management structure   **Clinical Practice**  The Staff Midwife will:   * Fulfil their statutory obligations within the legislation and HSE policies as appropriate to the role * Deliver midwifery care to women and babies according to best practice / evidence based framework * Practice midwifery in a manner in which the promotion of normality is the philosophy underpinning midwifery care during the preconceptual, antenatal, intrapartum and postnatal periods * Fulfil their obligation with regard to the registration and notification of births * Be familiar with international, national and local policies, services and resources relating to women who are experiencing a violation to their human rights e.g. domestic abuse and Female Genital Mutilation * Manage a caseload as required * Promote the health, welfare and social wellbeing of all women and babies * Actively participate as a multi-disciplinary / inter -disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, team meetings * Assess, plan, implement and evaluate individual person centred care programmes within an agreed framework and in accordance with policies procedures and guidelines and established best practice * Develop and promote good interpersonal relationships with patients, their family / social network supports and the multi-disciplinary care team in the promotion of patient centred care * Endeavour to ensure that care is carried out in an empathetic and ethical manner and that the dignity, spiritual needs and individuality of the patient is respected * Promote and recognise the patients’ social and cultural dimensions of care * Collaborate and work closely with the patient, their family, the multi-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements * Provide education and information to the patient, their family as required and be an advocate for the individual patient and for their family * Report and consult with senior midwifery management on clinical issues as appropriate * Maintain appropriate and accurate written midwifery records and reports regarding women / patient care in accordance with local / national / professional and confidentiality guidelines * Participate in innovation and change management in the approach to patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatments * Participate in clinical audit and review * Participate in community needs assessment and ongoing community involvement * Undertake the role of key worker as co-ordinator as part of the primary care team as required * Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives as outlined by the Health Service Executive * Delegate and supervise the work of other grades of Midwifery and Midwifery support staff within the remit of their role, as appropriate * Refer patients to other services as required * Initiate and undertake approved clinical midwifery research * Participate in national code of discharge planning * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc   **Clinical Governance**  The Staff Midwife will:   * Participate in clinical governance structures within the local / regional / national clinical governance framework * Have a working knowledge of HIQA standards as they apply to the role/care setting, for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. * Contribute to ongoing monitoring, audit and evaluation of the service as appropriate * Accurately record and report all complaints to appropriate personnel according to local service policy * Participate in the development of policies / procedures and guidelines to support compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products * Participate in the development of policies / procedures and guidelines with health, safety, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations * Observe, report and take appropriate action on any matter which may be detrimental to patient care or well being * Be aware of the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work * Comply with HSE policies to minimise risk with particular reference to infection control, domiciliary visits and lone working * Participate in the development, promotion and implementation of infection control guidelines * Assist with the decontamination process * Adhere to organisational dress code   **Education, Training & Development**  The Staff Midwife will:   * Attend mandatory training courses * Keep abreast of the latest developments in midwifery practice as far as possible * Develop and use reflective practice techniques to inform and guide practice * Participate in the clinical / workplace induction of new midwifery and support staff * Contribute to the identification of training needs pertinent to the practice area * Develop and maintain competence in the area of preceptorship in order to provide a high standard of preceptorship to student midwives/nurses * Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for midwifery students and the midwifery element of education for other health-care staff as appropriate * Identify and contribute to the continual enhancement of learning opportunities within a population health framework * Provide support, guidance and advice to junior colleagues when required within the scope of practice * Participate in regular performance / clinical reviews with their line manager * Participate in the development of performance indicators in conjunction with the Clinical Midwife Manager 2 * Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process, based on best practice and under the direction of Midwifery Management / Midwifery Practice Development, particularly in relation to new research findings and advances in treatment   **Administrative**    The Staff Midwife will:   * Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation * Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme * Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing / Midwifery as required * Contribute to policy development and formulation, performance monitoring, business planning and budgetary control * Maintain professional standards including patient and data confidentiality * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements * Contribute to ongoing monitoring, audit and evaluation of the service as appropriate * Ensure that the ward/department is maintained in good order using appropriate models that supplies are adequate and that all equipment is in good working order and ready for immediate use * Assist in the maintenance of necessary equipment and ordering of supplies as required to ensure a safe environment for patients, staff and visitors * Ensure that the appropriate and efficient use of supplies and exercise economy in the use of consumables * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Coordinate the management of the unit in the absence of the Clinical Midwife Manager * Undertake other duties as required by the Director of Midwifery or his / her designate   ***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.*** |
| **Eligibility Criteria**  **Qualifications and / or experience** | **Candidates must have at the latest date for receipt of applications for the post:-**   * Be registered in the Midwives Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered   **And**   * Have the clinical and administrative capacity to properly discharge the functions of the role   *Note: Post holders must maintain annual registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)*  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character  **Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age. |
| **Post Specific Requirements** | Demonstrate professional knowledge and experience across the Staff Midwives scope of nursing practice in a number of settings including but not limited to:   * Midwifery Procedures * Clinical Interventions * Patient Observations * Ward Management * Medicines * Clinical Governance & Administration   Where relevant, post specific requirements will be outlined at expression of interest stage. |
| **Other requirements to the post** | Will be indicated at expression of interest stage if applicable e.g. access to transport etc |
| **Skills, competencies and/or knowledge** | * Demonstrates sufficient clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role * Practice midwifery care safely and effectively, fulfilling their professional responsibility within their scope of practice * Practice in accordance with legislation affecting midwifery practice * Demonstrate the ability to plan and organise effectively * Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi disciplinary team * Demonstrate effective analytical, problem solving and decision making skills * Demonstrate excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role * Demonstrates good written communication skills including the ability to present information in a clear and concise manner * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect * Demonstrates a commitment to continuing professional development * Demonstrates a commitment to providing a quality service * Demonstrates an awareness of developments within the HSE * Demonstrates knowledge of the HSE Transformation Programme * Demonstrates a willingness to engage and develop IT skills relevant to the role |
| **Campaign Specific Selection process**  **Shortlisting / Interview** | A ranking and / or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and / or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and / or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilitates for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information For Candidates”.  Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
| **The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.**  **This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.** | |

**Staff Midwife**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent/temporary and whole time/part-time.  The post is pensionable. A panel will be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary Scale (as at 01/04/17) for the post is:  €28,483 – €30,497 – €31,537 – €32,710 – €34,189 – €35,666 – €37,137 – €38,408 – €39,683 – €40,952 - €42,222 - €43,469 – LSI €44,800 (pro rata) |
| **Working Week** | The standard working week applying to the post will be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post is –  0-5 years post qualification nursing experience 24 days per year (pro rata)  5-10 years post qualification nursing experience 25 days per year (pro rata)  More than 10 years post qualification nursing experience 27 days per year (pro rata) |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards |