



## SWANSEA BAY UNIVERSITY HEALTH BOARD

### JOB DESCRIPTION

<b>Job Title</b>	Maternity Care Assistant
<b>Pay Band</b>	3
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Maternity Services
<b>Department</b>	Maternity
<b>Base</b>	To be completed on recruitment
<b>ORGANISATIONAL ARRANGEMENTS:</b>	
<b>Managerially Accountable to:</b>	Senior Midwife - ( <i>Ward Manager/Team Manager/ Labour Ward Manager</i> )
<b>Reports to:</b>	Registered Midwife
<b>Professionally Responsible to:</b>	Registered Midwife
<b>Our Values</b>	
<p>In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of "caring for each other", "working together" and "always improving".</p>	

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## Job Summary/Job Purpose:

The Maternity Care Assistant compliments the work of the maternity team to ensure that delivery of care is high quality, safe, effective and dignified within the hospital or community setting.

As a Maternity Care Assistant the post holder is expected to support the registered midwife in ensuring all women receive optimum personalised midwifery care. They have a greater degree of autonomy than a Health Care Assistant and may undertake a broader range of more complex interventions, problem solving and taking action on an individual's health and care in accordance with policy and procedures.

Within the role the post holder will:

- Assist the registered midwife in the assessment, implementation and evaluation of individualised care plans for women.
- Work on their own initiative, undertaking delegated tasks that they have been trained and assessed as competent to perform with appropriate supervision in place from a registered midwife.
- Report regularly to the registered midwife, recognising own limitations and seeking advice if they are unsure.
- Recognise and consistently work within boundaries and scope of the role and own sphere of competence, as per assessed competencies.
- Work effectively within the Multi-disciplinary team: registered midwives, doctors and allied health professionals to provide a seamless service to patients with supervision from a registered midwife.
- Provide support, guidance and supervision to other unregistered staff promoting the delivery of person centred, safe and high quality care for mothers and babies throughout pregnancy, birth and immediately following birth within the hospital or community setting.
- Delegate work to other unregistered staff within agreed protocols, and may supervise and teach other un-registered staff.

The post holder will work in line with the:

- HCSW Code of Conduct & Code of Practice which can be found at: <http://www.wales.nhs.co.uk/nhswalescodeofconductandcodeofpractice>
- All Wales Delegation Guidelines

## **DUTIES/RESPONSIBILITIES:**

### **Delivering care to the women, baby and family**

The Maternity Care Assistant plays a key role in the delivery of safe, high quality and personalised health care, within the course of their duties the post holder will:

- Assist the registered midwife in the assessment, on-going assessment, management and evaluation of care for women.
- Under direction of the registered midwife, supports appropriate individualised, clinical/risk assessments providing accurate feedback as necessary.
- Partake in the routine admission, transfer and discharge of women in accordance with Health Board policies; supporting the registered midwife to perform effective and timely discharge planning.
- Deliver safe, high quality, compassionate care following individualised care plans and treatment interventions determined by the registered midwife. This will include supporting women with all aspects of the fundamentals of care including activities of daily living, providing feedback to the midwife on progress against the plans.
- Promote good hand hygiene and minimise the spread of infection. Take responsibility and accountability for own infection prevention control practice in line with health board Infection Prevention & Control policy and guidance.
- Ensure the cleanliness of equipment in all clinical and non-clinical areas and assist the registered midwife in appropriately preparing the environment.
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered midwife, This will include:
  - Routine maternal vital signs and recording (temperature, manual blood pressure, pulse, oxygen saturation) calculation of MEWS score (Maternal Early Warning Score) and discuss appropriate action with the registered midwife in line with local protocols.
  - Point of Care Testing for identified routine monitoring: Urinalysis, blood glucose including responsibility for conducting compliance with both internal and external quality assessment of equipment.
  - Measuring maternal weight, height and calculation of Body Mass Index.
  - Measure and record baby weight. Report any concern immediately to the

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registered midwife in order that a plan of care can be developed.

- Discuss changing stool and micturition of normal neonate with the registered midwife.
- Carbon Monoxide monitoring and recording of results in all clinical areas.
- Perform neonatal observations of bilirubinometer and temperature readings on a low risk baby, reporting any deviations from the normal range.
- Obtaining routine ECG.
- Obtaining diagnostic samples: venous blood samples including Glucose Tolerance Testing, obtaining capillary blood samples from babies via heel prick.
- Venous cannulation, where deemed appropriate in the role specific scope of practice.
- Obtaining microbiology swabs, stool and sputum specimen.

Develops competencies and practices clinical skills required to deliver care relevant to patient group and within the agreed scope of practice for the Maternity Care Assistant. This will include:

- Supporting mothers with their early post-natal recovery.
- Provide postnatal advice to women in relation to bladder care.
- Supporting women in their chosen method of infant feeding in line with Unicef and Baby Friendly Initiative and report any concerns in relation to feeding to the registered midwife, this will include:
  - Advising women on the health benefits of breast feeding, teaching of hand expression, responsive feeding and how to overcome common problems with breast feeding during the first weeks of life;
  - Position and comfort of breastfeeding women including the position and attachment of the baby;
  - Support mothers with artificial feeding including demonstration of how to prepare an artificial feed and equipment care.
  - Advocating breast feeding peer volunteer support groups and advising how to access such services.
  - Support mothers with caring for their baby.
  - Observe and advise mother on care of cord including recognition of abnormalities and reporting these to a registered midwife as appropriate.
  - Assist women with maintaining their personal hygiene and monitor skin integrity, reporting any pressure marks to the registered midwife; giving advice, understanding the indications for and measuring appropriately for

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Anti Embolic Stockings.

- Work with the registered midwife to prepare women for elective or emergency caesarean section.
- Act as runner in theatre or at assisted delivery when required to do so.

Report back and share information with the registered midwife on the condition, behaviour, activity and responses of women and their families.

Recognises and effectively responds to emergency situations escalating support from the registered midwife in a timely and appropriate manner.

Recognise and report to a registered midwife potential signs of neonatal jaundice.

In community settings the post holder must follow the organisation's lone worker policy/procedure in order to maintain their personal safety.

### **Promotion of Independence and Wellbeing**

The Maternity Care Assistant plays an important role in being able to undertake a health promotion activity with a mother, within the course of their duties the post holder will:

- Involve women in their care, encouraging independence and supporting them to improve and maintain their mental and physical health and wellbeing.
- Support the midwifery team in the delivery of parent education; and direct care of women and babies, family support and clerical duties to promote the health and wellbeing of mothers and their babies.
- Promote skin-to-skin contact with healthy babies and their mothers/fathers.
- Participate in health promotion activities to include advice on smoking cessation, nutritional health, breast and formula feeding and parenting skills and family adjustment.
- Ensure that all patients, carers, relatives and colleagues are treated with respect and dignity.
- Ensure valid consent is obtained prior to undertaking care procedures.

### **Delivering Safe and High Quality Care**

- Recognise issues relating to Safeguarding adults, children and the unborn and report any problems or raise concerns to the appropriate registered midwife in a timely manner.
- Maintain accurate patient records, both written and electronic in accordance with Health Board Policy having regard to information governance, GDPR,

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confidentiality and safekeeping.

- Be responsible for all records that are gathered, created or used as part of role, ensuring that the records and confidentiality are both maintained at all times, as required by legislation and Health Board policy and procedures.
- Demonstrates the ability to identify situations which may cause concern e.g. in relation to patient care / health and safety and reports to the registered midwife in a timely and appropriate manner.
- Assist with basic baby resuscitation e.g. wrap and dry baby.
- Take emergency action as necessary to safeguard women and babies and to call for relevant help as necessary.
- Provide support, guidance and supervision to other unregistered staff promoting the delivery of person centred, safe and high quality care for mothers and babies throughout pregnancy, birth and immediately following birth within the hospital or community setting.
- Undertakes additional champion/ link roles as requested by the Senior Midwife.
- Organise/contribute to midwife-led antenatal and postnatal classes.
- Arrange appointments, ultrasound scans, investigations and obtain laboratory results.
- Undertake home visits both jointly and independently and deliver care in accordance to the care plan and escalate to a registered midwife as appropriate.
- Participate in audit activities being undertaken in area of practice.
- Contribute to the improvement of service by reflecting on own practice and supporting that of others.
- Promote the role of the Maternity Care Assistant.

## **Communicating Effectively**

The post holder will represent the health board in the delivery of quality care to patients, within their scope of practice and competency, the post holder will:

- Welcome patients, visitors and relatives to the clinical area providing assistance, support and information where required, being aware of barriers to effective communication.
- Communicate sensitively, confidentially and with empathy to meet the wide-ranging physical and emotional needs of women their carers and families.
- Communicates effectively with women and families and overcomes barriers to effective communication in a manner which is sensitive to patients, carers and

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relative's needs. This includes communicating effectively with women who may have a degree of sensory impairment, speech and language difficulties, cognitive impairment, learning difficulties and challenging behaviour.

- Reports accidents/untoward occurrences and complaints to the relevant registered midwife as soon as possible.

### **Working Effectively in a Team**

- Works as an effective member of the team, actively promoting good team relationships.
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals.
- Attend team meetings where possible contribute to team discussions that help improve and maintain excellent quality care for women, babies and families.

### **Being Accountable**

- Demonstrates integrity and acts in line with the Code of Conduct for Healthcare Support Workers in Wales working in accordance health policies, protocols and guidelines at all times.
- Recognises and consistently works within boundaries of the role and assessed competencies.
- Is responsible and accountable for own practice and for appropriate delegation of care he/ she gives to Healthcare Assistants.
- Demonstrates behaviours and attitudes in accordance with the health board's values and behaviours framework and act in the best interest of patients, relatives and carers at all times.
- Identify and take action by raising concerns when own or others' behaviour undermines equality and diversity.
- Exercise personal duty of care in the safe use and storage of equipment and management of patient property.
- Be environmentally aware and financially prudent in use of resources and energy.
- Maintain ward and community stock levels.

### **Developing Self and Others**

- Takes responsibility for attending statutory, mandatory training and work based learning opportunities in accordance with the health board policy and local training needs analysis. Makes effective use of e-learning opportunities to achieve compliance with mandatory training.

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- Maintain personal development portfolio, ensuring that all training and assessment of competence is recorded. Engage in annual assessments of competence and review of scope of practice in line with their organisation's PADR process.
- Take responsibility for maintaining a record of own personal development to provide the evidence to progress through the KSF gateways.
- Prepares for and takes an active part in the appraisal process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives.
- Takes responsibility for own continuing development and performance.
- Provides support, guidance and supervision to less experienced staff within the clinical area e.g. new Healthcare Assistants.

### **Restrictions to Scope of Practice**

The post holder will only perform tasks associated with the role of the Maternity Care Assistant. The following tasks are NOT undertaken by a Maternity Care Assistant:

- ❖ Interpret, make decisions and plan care for women and babies.
- ❖ Give information and advice regarding pain relief.
- ❖ Obtain consent for invasive procedures.
- ❖ Conducting antenatal assessments.
- ❖ Drawing up of injections.
- ❖ Abdominal/speculum/vaginal examinations.
- ❖ Assessment of uterine activity.
- ❖ Auscultation of fetal heart.
- ❖ Run through IV infusions.
- ❖ Attach a fetal monitor.
- ❖ Interpretation of a CTG.
- ❖ Assess postnatal post-op recovery.
- ❖ Postnatal examination of a woman.
- ❖ Removal of staples and sutures.
- ❖ Supervise student midwives (observational capacity only).
- ❖ 16. Transfer/discharge postnatal examination of a baby unless organised by the registered midwife within the management plan.

<b>PERSON SPECIFICATION</b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Minimum of Qualification Credit Framework – QCF Level 3 (formerly NVQ Level 3) in Maternity Care</p> <p><b>Or</b></p> <p>Significant relevant previous clinical experience as a Healthcare Assistant <b>with expectation of successful completion of the Maternity Care Support Worker training programme (minimum Level 3 vocational qualification) within agreed timeframe</b></p> <p>Good standard of education.</p> <p>Evidence of maintaining their personal development.</p> <p>Able to demonstrate understanding of the HCSW Code of Conduct and the All Wales Delegation guidelines.</p> <p>Knowledge of the fundamentals aspects of care and the importance of the promotion of health and wellbeing.</p> <p>Understanding of basic physiology, e.g. normal vital signs, fluid balance, nutritional requirements</p> <p>Understands the principles of confidentiality.</p> <p>Understands the principles of consent prior to undertaking care.</p> <p>Understands the principles of Safeguarding adults/children to keep patients within their care safe.</p> <p>Understanding of when to seek advice and escalate to the appropriate registered professional for expert help and advice.</p> <p>Understanding of the Health Board's Values and Behaviour Framework.</p>	<p>Able to demonstrate awareness/understanding of World Health Organisation Baby Friendly Initiative.</p>	<p>Application form and pre-employment checks</p>
<b>Experience</b>	<p>Previous experience as Healthcare Assistant or equivalent.</p> <p>Experience of working in a team.</p>	<p>Experience of working with women or birthing persons and their families.</p>	<p>Application form and interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Aptitude and Abilities</b>	<p>Caring, compassionate attitude to patients and clients.</p> <p>Able to communicate effectively with patients/relatives and carers and all members of the multi-disciplinary team.</p> <p>Able to undertake specific procedures involving physical skills commensurate with practice area e.g. recording of vital signs, venepuncture.</p> <p>Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team.</p> <p>Able to organise self and others to achieve delegated task.</p> <p>Able to effectively and appropriately escalate concerns to reduce risk and promote patient safety.</p> <p>Ability to deal with non-routine and unpredictable nature of the workload, prioritise workload and individual patient contact.</p>	<p>Ability to speak Welsh</p> <p>Customer care skills.</p>	Interview
<b>Values</b>	Can demonstrate SBU values		Application Form Interview References
<b>Other</b>	<p>Able to participate with a rotating shift pattern.</p> <p>For community setting possesses ability to travel timely to appointments to meet the business needs</p> <p>Excellent timekeeping and a flexible approach to work.</p>		Application form and interview

## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with

the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

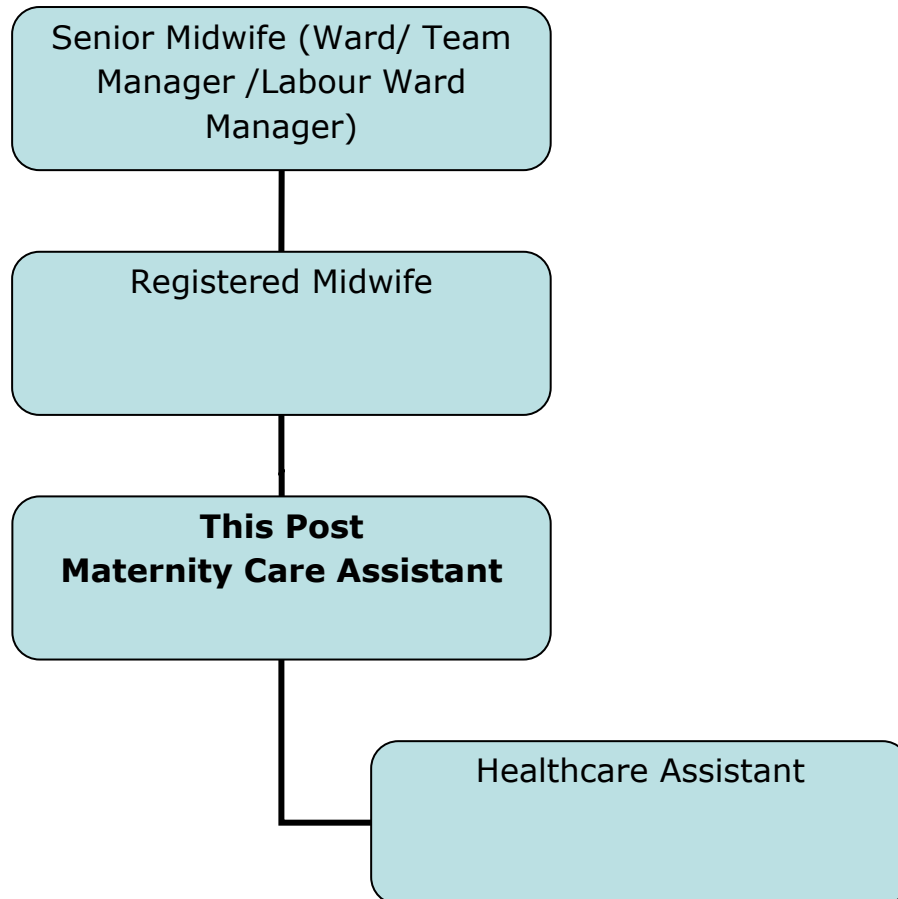
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. **You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate. If the post holder does not require a DBS Disclosure Check, delete as appropriate.**
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients,

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service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

## Organisational Chart



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