



JOB DESCRIPTION & PERSON SPECIFICATION

Staff Midwife

Fixed-term contract / Permanent

1 WTE

PERSON SPECIFICATION

Job Title: **Staff Midwife**

Department: Midwifery & Nursing

Report to: **Clinical Midwife/Nurse Manager 2**

Accountable to: **Director of Midwifery & Nursing**

PURPOSE OF THE POST

The postholder will work within a multidisciplinary team at a major teaching hospital in the provision of a safe, effective, high quality midwifery service to women, babies and their families.

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	Registered Midwife (RM) on the active register of the Nursing and Midwifery Board of Ireland. (NMBI) at time of application for post. Appointee must remain so registered during their period of employment. Evidence of same must be produced on request.	
Experience (Duration & Type)	Proven previous experience working as Midwife	
Healthcare & Professional knowledge	Healthcare Knowledge of; - Maternity Strategy - HIQA Standards - Baby Friendly Hospital Initiative (BFHI) - Child Protection - Relevant health and safety regulations - National strategies - Health Promotion for Childbearing Mother & Family - Clinical Governance & Risk Management Professional Knowledge of: - Models of maternity care. - Understanding of research. - Clinical Audit.	

	• Nursing & Midwifery Board of Ireland Regulatory function and publications • Midwifery/Nursing Educational Programmes.	
Core Competences	▪ Practitioner competence and professional credibility. ▪ Promotion of evidence based decision making. ▪ Resilience & composure. ▪ Communication & influencing skills. ▪ Organisation skills & time management. ▪ Proficiency in the English Language – the ability to communicate clearly with patients and colleagues is a key requirement for all healthcare professionals. Evidence of proficiency must be supplied on application by submission of IELTS certificate with an overall scoring of 7.0 or certificate of completion of midwifery qualification in any of the following countries, Ireland, United Kingdom, Australia, Canada, New Zealand or United States. Applicants who do not have evidence of proficiency as stated above will be required to undergo a verbal and written examination as part of the recruitment and selection policy in Coombe Women and Infants University Hospital	•

JOB TITLE: STAFF MIDWIFE

DEPARTMENT: MIDWIFERY & NURSING

REPORTS TO: CLINICAL MIDWIFE/NURSE MANAGER 2

ACCOUNTABLE TO: DIRECTOR OF MIDWIFERY & NURSING

Liaises closely with the Inter disciplinary and Multi-disciplinary colleagues regarding peri-natal and neonatal services at The Coombe Hospital

ABOUT THE COOMBE HOSPITAL

The Coombe Dublin is a voluntary teaching hospital with national regional and area responsibilities for ensuring the optimal health of mothers, women and infants (up to 10,000 pregnant women per annum).

The Hospital is a national tertiary referral centre for specialised services including maternal and fetal medicine, neonatology, gynaecology and anaesthesia.

The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training.

The Hospital hosts two University Departments of Obstetrics and Gynaecology, the National Cervical Cytology Training Centre and the Hub Centre for continuing Midwifery education in the Greater Dublin area. The Research Laboratory in the Hospital campus is a leading European Centre for molecular biology research.

MISSION STATEMENT

We provide specialist care for women and newborns putting their needs at the heart of everything we do.

VALUES

- Empathy for all
- Teamwork
- Dignity & Respect
- People at the heart of everything we do
- Always striving to be at our best

Overall job role:

The person chosen will:

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities.
- Demonstrate behaviour consistent with the Values of the Hospital.
- Ensure the provision of a consistently high service that is satisfactory to management and the patient.
- Report to the Clinical Midwife Manager 2 / Clinical Nurse Manager 2 or designated deputy and will be accountable to the Director of Midwifery and Nursing.

Responsibilities & Accountabilities:

The successful candidate will be primarily assigned as required in order to maintain service delivery requirements. As a key team member of the department, they will be responsible for the delivery of an efficient, effective and high-quality service to meet hospital service requirements.

MAIN DUTIES & RESPONSIBILITIES

Professional

- Maintain a professional behaviour at all times and promote a positive image of the CWIUH.
- Provide high quality woman and family centred care.
- Plan, implement and evaluate individualised care.
- Maintains clear and accurate documentation in line with NMBI regulations.
- Ensure effective communication with all disciplines, women and relatives.
- Protects confidentiality at all times and acts according to the Data Protection Act 1988 & 2003
- Undertake Preceptorship training and participate in Preceptorship and supervision of students.

- Comply with NMBI Guidelines, Code of Conduct and Scope of Practice.
- Comply with hospital guidelines/policies.
- Be aware of Clinical Governance and the impact it has on healthcare.
- Comply with the requirements of the Health, Safety & Welfare at Work Acts 2005 & 2010.
- Responsible for ensuring safe manual handling techniques.
- Comply with principles of aseptic techniques and infection control.
- Demonstrate awareness of evidence and research based practice.
- Maintain own professional portfolio.

Management

- Manage time and resources in a professional and effective manner
- Report all accidents or incidents to the Clinical Midwife Manager 2 in charge of the ward/unit using the hospital approved mechanisms for reporting.
- Cover for the Clinical Midwife Manager 2 in his/ her absence or in an emergency.
- Support and assist the Clinical Midwife Manager 2 in the establishment of a good working atmosphere and making the most effective and efficient use of resources including staffing.
- Understand local audit processes and take opportunities to initiate and participate in local audit.
- Assist in the maintenance of necessary equipment and ordering of supplies as required to ensure a safe environment.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Staff Development and Continuing Education

- Responsible for personal continuous professional development.
- Actively participate in development programmes and relevant staff meetings.
- Participate in the teaching and assessment of students.
- Participate in the orientation of all new staff members as required.

Attend mandatory training including the following: Basic Life Support, Manual Handling Technique, Fire Drills, and other training as deemed necessary by line manager etc

The principal duties and responsibilities as outlined above indicate the main functions and responsibilities of the post and are subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Director of Midwifery & Nursing.

Age Restrictions In Relation To Applications

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

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 as would indicate a reasonable prospect of ability to render regular and efficient service.”

Be of good character

A person selected for this role must be of good character.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by The Coombe Hospital, your appointment is subject to satisfactory Garda Vetting and revetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

Particulars of Office

The appointment is permanent, full time and pensionable.

Duties

The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description, which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

Hours of work

The standard working week applying to the post is 37.5 hours per week. As per Hospital Policy internal rotation will be applied to all posts, which will involve allocation to day units such as OPD, Perinatal centre, Emergency Room and EPAU.

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 including rotation as advised by their line manager. Contracted hours of work are liable to change between the hours of 7.30am until 8.30pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

The work will generally involve rostering over 5 day week, Monday -Friday but flexibility will be required as agreed with the Director of Midwifery & Nursing or her deputy.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health effective from 1st June, 2026. Current remuneration as follows:

€ 38,166 to € 56,592 per annum

Probation

The successful candidate will be appointed initially for a probationary period of six months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

Annual Leave

Annual leave entitlement is outlined below **pro rata per annum**, plus 10 Bank Holidays per annum as they occur. The annual leave year runs from 1st of January to 31st December each year.

Years of Service	Annual Leave entitlement
0-5	25 days
5-10	26 days
10+	28 days

Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

Termination of Office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/2001. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in The Coombe Hospital:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)
- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

- (a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.
- (b) If you have been continually employed in the public service post the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

The compulsory retirement age of 65 has been removed enabling staff to remain longer in work should they wish, subject to suitability and health requirements.

- (c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004) retirement is compulsory on reaching the age of 65 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet attached.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

Health & Safety

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.

- Ensure that personal protective equipment is worn while on duty
- Correct use of equipment

Information Technology

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

Hygiene/Infection Control

All employees have responsibility for Hygiene awareness. Hygiene is defined as “The practice that serves to keep people and environments clean and prevent infection.” All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

Confidentiality

In the course of the post holder’s employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorised persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

Data Management

Ensure compliance with the obligations required by GDPR and Data Protection Act 2018.

Trust in Care Policy

The Coombe Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

Children First: National Guidance for the Protection and Welfare of Children Act 2015

As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a mandated person in accordance with section 2 of the act. You will remain mandated person 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. The

Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice. See Children First, National Guidance for the Protection and Welfare of Children Act 2015. Contact Rosemary Grant, Principal Medical Social Worker.

DEVELOPMENT OF HOSPITAL GROUPS

The Hospital Structure is currently under review and, therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change

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. The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Short-listing

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

Application Details

Intending applicants should submit an updated Curriculum Vitae and letter of application to www.rezoomo.com

Informal enquiries for this post can be made to Ms. Sarah Bux, PA to Director of Midwifery and Nursing at +353 (0) 1 408 5729 or E-mail sbux@coombe.ie

**** Please note: We only accept applications via Rezoomo. No applications via email will be considered.**

***Applications must be submitted as a Microsoft Word or PDF document format only. ***

All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.