



SOUTH EAST REGIONAL HEALTH AUTHORITY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Community Midwife
JOB GRADE:	HPC/MW 2
DEPARTMENT:	Nursing
REPORTS TO:	Senior Public Health Nurse/Public Health Nurse # in her area. Nurse/Ward Manager or her Deputy, or the Supervisory Midwife
MANAGES:	Midwife provides care in the Maternal and Child Health and Family Planning Services

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department

Date

Date received in Human Resource Department

Date created/revised

JOB PURPOSE

Responsible for the supervision and co-ordination of child care activities in a designated area within a parish. Provides nursing care in the Maternal Child Health and Family Planning Services in accordance with the objectives and policies of the programme as set out in the Maternal and Child Health Care Plan for Jamaica.

KEY RESPONSIBILITIES AND AREAS

- Responsible for the functioning, co-ordination and development of midwifery personnel within area assigned.
- Participates with Public Health Staff in planning and programming activities for the area.
- Supervises and gives direction to Midwives and Community Health Aides assigned to Health Centre within area.
- Liaises with staff at the maternity centres and participates in maternal and Child Health Programmes related to the community.
- Responsible for the preparation and presentation of plans for this orientation of new midwives and students assigned to the area.
- Ensures that the referral system is maintained for prompt treatment of clients/patients to hospital, health centres, maternity centres and other community agencies.
- Submits a summary of annual reports dealing with Maternal and child Health and Family Planning in the area with recommendations for improvement of care.
- Planning for holiday leave coverage and rotation of staff.
- Evaluates records of client attendance and patient load for clinics and home visits.
- Examines on a regular basis, the register for clients maintained by the District Midwife.
- Arranges staff meeting with other members of the Health Team in the community.

- Co-ordinates functions and activities of staff visiting and/or working in Health Centres in assigned area – Midwife, Community Health Aides.
- Identifies the capabilities of personnel and assigns them depending on levels of skill and expertise.
- Maintains accurate, easily available records.
- Participates in the development of standards and ensures their implementation.
- Prepares anecdotal report of incidents occurring in the area and submit to Ministry of Health, through appropriate channels.
- Evaluates the performance of staff under her supervision.
- Maintains a standard for performance and continuous self-assessment.
- Applies problem solving techniques when indicate,

RESPONSIBILITY IN RELATION TO FINANCE

- Supervises the inventory of relevant equipment and makes recommendation for their maintenance and/or replacement.
- Supervises the care and maintenance of all equipment.
- Participates in preparation of Annual budget at health district level.

CLINICAL FUNTIONS

- Identifies special needs in the community for Maternal and Child Health Care and Family Planning and Nutrition.
- Establishes and implements plans for clinics and home-visiting to meet these needs.
- Assures responsibility for management of the normal pregnancy as necessary.
- Conducts screening sessions for all clients; identifies high risks and make appropriate referrals.
- Assumes overall responsibility for management and supervision of midwifery cases in the area, delegating responsibility of case load in relation to needs.

- Plans and implements home visits in order to maintain ante-natal and post-partum care.
- Supervises. conducts sessions in patient care.
- Ensures that Family Planning Clinics are co-ordinated and efficiently conducted.
- Ensures that orders made by her for patient and treatment are carried out.
- Responds to emergency calls from Midwife 1 and carries out appropriate intervention.
- Supervises, conducts child welfare clinics with responsibility for participation in immunization programmes.
- Assumes responsibility for the management of normal neonate.
- Identifies deviation and takes appropriate action.
- Responsible for staff's expertise in case finding and implementation of appropriate treatment.
- Recommends and organizes the implementation of change to improve work procedures.

FAMILY PLANNING

- Assumes responsibility for management of client seeking Family Planning.
- Diagnoses, manages and refers problems of sexuality, infertility, common gynaecological problems and sexually transmitted diseases.
- Conducts family Planning Clinics to:
 - A) educate clients on various contraceptive methods and their side effects, and help to, motivate them into accepting Family Planning.
 - Screen clients and provide and dispense contraceptive methods.
 - Perform physical and pelvic examinations on clients and introduce intra-uterine device where appropriate.
- Follow-up in order to detect problems and treat and/or refer as necessary.
- Case finders for both female and male through various channels.

- Maintains up-to-date records of health facilities and social agencies.
- Ensures open channels of communication within the health team to facilitate the two-way process.

EDUCATION

- Plans and schedule training programme for students assigned to the clinics and the community, e.g., midwifery and medical students.
- Acts as a resource for members of the team during training by:
 - a) Promoting daily planned or spontaneous teaching/learning situations.
 - b) Consulting with other members of the Health Team objectives for team conferences and in-service education.
 - c) Participating in team conferences.
 - d) Anticipating, ordering and budgeting for teaching materials e.g., Films; charts.
- Collaborates the formulation of a planned programme to provide in-service education for staff.
- Keep up-to-date with current trends in midwifery and health care by reading and attending in-service education sources.
- Keeps abreast of current health and related legislation and the role of the midwife in supporting legislative contribution to high quality maternal and child health services.
- Participates in community health education programme, e.g., Family Life Education, Community Meetings.

GENERAL

- Responsible for own professional growth through continuing education.
- Participates in research through such activities as accurate record keeping, data collection, assistance and co-operation with researchers conduction studies.
- Attends international conferences, workshops, and seminars as required.
- Attends annual autumn School of Jamaica Midwives Association.

- Any other duties within area of competence that may be assigned from time to time.

REQUIRED SKILLS AND SPECIALISED TECHNIQUESExcellent interpersonal skills

- Excellent communicator
- Excellent Leadership Skills
- Excellent Problem-Solving Skills
- Excellent Diagnostic Skills
- Good Human Relations skills
- Ability to perform duties in a calm, controlled and purposeful manner.
- Ability to emulate positive work ethics
- Excellent time management skills
- Must be dependable and reliable

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Registered with the Nursing Council of Jamaica to practice as a Midwife.
- Minimum 5-7 years continuous active midwifery practices.
- Post Basic Course in Supervision, Family Planning and Advanced Midwifery Refresher Courses.