

Guideline and Audit Development Advisor

A three day per week (21 hours) secondment opportunity until the end of September 2017.

Accountable to the Director for Midwifery.

Key Duties

The post holder will be a registered and practising midwife. The key purpose of this post is to be responsible for leading the development, updating and communication of RCM clinical guidelines and evidence based practice recommendations. They will also lead and advise on audit of midwifery care undertaken by the RCM or collaboratively.

The post holder will be an expert in their field and be able to access and provide research, data analysis and information pertaining to their subject area. They will have experience of contributing to the development of guidelines and audit, if not on a national basis, then locally.

The post holder will provide analytical and other support to the review, development and updating of RCM guidelines beginning with infant skincare and midwifery care in labour. This will include writing, researching, assisting the development group process and engaging with members and other stakeholders on the ongoing activities.

The post holder will support colleagues across the organisation on activities relating to guidelines and audit e.g. contributing to papers, consultations, presentations, publications and products.

The post holder will be expected to participate within a cross functional team working environment.

The post holder will be expected to demonstrate the agreed RCM behaviours.

Specific Responsibilities:

1. Leading the development and updating of RCM clinical guidelines and evidence based practice recommendations.
2. The RCM lead and advise on midwifery audit.

Accountabilities:

- Leading and overseeing the process of guideline review, updating and development. Developing a timetable and project plan for the activities. Working with the convened guideline development group in line with the project plan.
- With RCM staff and networks, identify possible areas for midwifery audit. To design audit tools, obtain feedback prior to distribution, encourage completion and analyse and write up findings.

- Contributing as an RCM representative on external working groups on maternity safety matters.
- To collaborate on audit and guideline activities with external organisations with whom the RCM works in partnership.
- To engage and effectively communicate with colleagues within the RCM and with members to ensure that contemporary clinical intelligence is reflected in all facets of the development of audit and quality.
- To engage with the media and be a spokesperson for the RCM.
- For ensuring data is handled and managed in accordance with the Data Protection Act.

EDUCATION, QUALIFICATIONS & TRAINING

Essential

- Registered practising midwife
- Masters Degree in relevant subject

Desirable

- Supervisor of Midwives
- Hold or working towards a PhD in a relevant subject

EXPERIENCE

Essential

- Commitment to evidence based practice
- Experience working within quality or safety aspects of maternity services
- Local involvement in quality and audit and/or guideline development including local implementation
- Understanding of quality and guideline development and audit issues
- Experience of establishing/ managing databases
- Proven experience of an ability to work collaboratively
- Experience of systems for clinical governance, audit and risk management

Desirable

- Proven and recent experience of working in a similar role
- Proven quality and audit and guidelines development expertise including local implementation
- Practice development midwife or similar role
- Experience of quality and guideline development and audit issues
- Experience of working at a regional or national level
- Experienced project manager
- Experience of using data systems to monitor quality

SKILLS

- Innovative thinking
- Excellent communication skills, both written and verbal
- The ability to be flexible and adaptable

- A focus on performance and output
- Strong leadership
- The ability to take responsibility and to deliver in a timely fashion
- The ability to take decisions

BEHAVIOURS

Contributes to an open and honest culture

- Supports, encourages, and motivates colleagues.
- Encourages challenge, creativity and innovation.
- Leads by example
- Values transparency and consistency
- Understands the role of individual and collective accountability

Actively contributes to RCM strategic objectives

- Has a clear understanding of other colleagues' roles and responsibilities
- Shares skills and knowledge
- Promotes matrix working
- Offers outstanding service to members
- Takes pride in the RCM and promotes its values in all interactions with external stakeholders

Identifies and uses the most appropriate form of communication

- Communicates clearly and simply, seeking clarity when unclear and valuing the opinion of others
- Treats colleagues with respect, honesty, fairness and courtesy
- Is responsive to colleagues and members

Takes pride in own development

- Is enthusiastic and committed to achieving high standards and meeting agreed objectives
- Takes an active interest in recognising professional and personal development needs and priorities along side those of the team and those of the RCM

The post holder may be required to carry out other duties as are within the scope, spirit and purpose of the job.