# *Shape, rectangle Description automatically generated*

**Maternity Housekeeper**

**Skills Passport**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRUST LOGO**

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| **Version** | **Reviewed by** | **Date** |
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**Welcome to your Maternity Housekeeper passport**

This is a standardised training passport for all Maternity Housekeepers across the South East and has been developed to provide continuity. Maternity Housekeepers can use this to ensure they are compliant with all their training needs year after year. They will be able to monitor their development and transfer their training between various trusts within the South East.

**Definition of a Maternity Housekeeper (Level 2)**

“Maternity housekeepers provide support to teams who provide direct care for women, babies and their families throughout their maternity journey, working specifically to support the creation of safe environments that enhance service delivery and promote the health and wellbeing of those within maternity services”

**Definition of a Maternity Support Worker (Level 3 & 4)**

“Maternity support workers assist with caring for women, babies and their families throughout their maternity journey, working under supervision and within agreed guidelines and protocols when providing care to women and their families”

**Trust Information**

*Insert Text here – Anything specific for the trust training*

## 

## Role Descriptor: Level 2 Maternity Housekeeper

Uses general skills to enhance the service offered to women and their families across a range of aspects of maternity service delivery under the close supervision of a registrant, ordinarily a midwife, nurse or Level 4 practitioner.

**Scope of role**

Level 2 maternity housekeepers work alongside registered practitioners and other members of the maternity care team who provide direct delivery of care to women and their families accessing hospital-based services. Level 2 maternity housekeepers may undertake basic care tasks, as part of routine care for women and their babies, and for which they have been appropriately trained.

Where they do so, they will follow planned care programmes whilst being closely supervised by a registered or Level 4 practitioner.

**Leadership**

The role holder will take responsibility for improvements in own performance within familiar work contexts and will support changes and improvements within maternity services. They take responsibility for the completion of tasks that are delegated to them.

**Contextual knowledge**

The role holder is able to recall, comprehend and make use of basic facts, processes and core ideas. They have an underlying awareness of contemporary public health and health promotion initiatives, policy and legislation, and of ethical and legal issues relevant to their scope of role.

**Process knowledge**

The role holder can solve routine problems and make straightforward judgements within familiar areas of practice. They can solve limited problems using simple rules and tools, escalating concerns when necessary. They can perform basic care, technical,

administrative or scientific tasks in a narrow and defined area. They will be required to record information in appropriate documentation, including where support has been sought from suitably qualified practitioners or where concerns have been escalated. They will hold responsibility for the care of equipment and resources used by the team in which they work. They can perform simple audits or surveys relevant to their work area.

**Personal and professional values and behaviours**

The role holder will demonstrate self-directed development to ensure they are able to practise in accordance with established protocols and standard operating procedures under close, but not continuous, supervision. They recognise the importance of positioning women and families at the centre of care. Within the scope of their role, they recognise their limitations and present themselves in a credible and competent manner.

**Timeline

Description automatically generatedActivities may include**

* Supporting the smooth running of maternity services including clinics, day assessment and maternity triage by locating and filing notes, preparing documentation, general housekeeping, stock rotation and ordering
* Undertake basic care tasks including supporting hydration and dietary needs of women and their babies including documenting hydration and micturition on fluid balance charts
* Preparing women for clinical examination and tests including screening and immunisations and acting as chaperone, if required.

## No sign with solid fillTasks that you cannot perform as a MSW or Maternity Housekeeper

The following set of tasks must not be performed by MSWs or Maternity Housekeepers.

* Maternal history taking.
* Booking.
* Diagnose pregnancies.
* Monitor progress of pregnancies.
* Give information and advice on pain relief.
* Diagnose onset of labour.
* Monitor progress of labour including maternal and fetal wellbeing.
* Monitor the birth process.
* Obtain consent for invasive procedures.
* Antenatal assessment of a woman.
* Abdominal/speculum/vaginal examination of a woman.
* Assessment of uterine activity.
* Auscultation of a fetal heart.
* Drawing up of an injection.
* Run through an intravenous infusion.
* Administration of any medication.
* Attachment of a fetal monitor.
* Interpretation of a cardiotocograph.
* Fetal blood sampling.
* Assisted delivery.
* Delivery of a baby.
* Episiotomy.
* Perineal repair.
* Assess the Apgar score.
* Initial examination of the newborn.
* Insertion of a nasogastric tube.
* Assess postnatal or postoperative recovery.
* Postnatal examination of the woman.
* Removal of skin staples and sutures.
* Mentor student midwives.
* Transfer/discharge postnatal examination of the baby.
* Discharge and transfer of care.

## Assessor Signatories’ Sheet

This MUST be completed by all assessors whose signatures appear in this document.

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| --- | --- | --- | --- | --- |
| **Name**  **(Please Print)** | **Job Title** | **Place of Work** | **Initials** | **Signature** |
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**When signing supervised practice, it is acceptable for the Maternity Housekeeper to have further supervision and supervised practice as necessary to practice** and improve their skill before being finally signed off as competent. When signing off as competent, both you and the Maternity Housekeeper are agreeing that the Maternity Housekeeper is capable to perform these tasks safely.

## Mandatory Training

**Qualifications and date completed**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Date completed** | **Signed** |
| Care Certificate |  |  |
| Functional Skills |  |  |
| Level 3 Maths |  |  |
| Level 3 English |  |  |

**“Tell me and I forget, Teach me and I remember, Involve me and I learn.” – Benjamin Franklin**

**Annual Training record**

**Your trust will specify what training you are required to complete yearly, 2 yearly and 3 yearly. These can be documented below and on the following page.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Training** | **Year** | | | | | | |
| **20….** | **20….** | **20….** | **20….** | **20….** | **20….** | **20….** |
| Screening (e-LfH) |  |  |  |  |  |  |  |
| Immunisations (e-LfH) |  |  |  |  |  |  |  |
| Legal and ethical frameworks (e-LfH) |  |  |  |  |  |  |  |
| Anatomy and physiology (e-LfH) |  |  |  |  |  |  |  |
| Statutory and Mandatory training (e-LfH) |  |  |  |  |  |  |  |
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**Completion and Sign Off**

Date ……………………………………….. Staff Signature ……………….. Manager Signature ………………………………

**Learning and Training Package continued**

**One off training**

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| --- | --- | --- |
| **Training** | **Date completed** | **Signed** |
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## Probationary Reviews

When you start at a new Trust you will have to pass a probationary period. You can ask your manager to sign this section when your probation is complete.

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| **Trust** | **Start Date of contract** | **Signed** | **Name & Date** |
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## Summary of Educational Activities

(Workshops, Conferences, Study and Focus Days)

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| --- | --- | --- | --- | --- |
| **Date** | **Activity Presented** | **Venue** | **Topic** | **Duration (hrs)** |
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## Maternity Housekeeper Competencies

**Domain One: Supporting women and families How you support women and their families, providing care throughout their maternity journey**

**Competency One: Create effective and supportive relationships with women and their families to enhance the provision of personalised and safe woman centred care**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Positive relationships | Develops, manages and maintains positive, appropriate relationships with women, their partners, families and carers, demonstrating respect, kindness, compassion and empathy at all times. |  |  |  |
| Indicator 2  Woman-centred care | Provides woman-centred care and support |  |  |  |
| Indicator 3  Empowering others | Shares knowledge and teaches skills that empower women and their families to safely and effectively care for themselves |  |  |  |
| Indicator 4  Consent | Understands and gains valid consent prior to action or providing care. |  |  |  |

**Competency Two: Understands the Maternity Housekeeper’s scope-of-practice and works within limits of own competence and authority**

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| --- | --- | --- | --- | --- |
| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Acts with integrity | Is trustworthy, focusses on the needs of women and their families, takes ownership of mistakes and reports errors to a registered practitioner in a timely manner. |  |  |  |
| Indicator 2  Professionalism | Recognises the importance of care assistant /support worker roles within national frameworks for health and care and acts in a professional manner, demonstrating NHS Constitution values. |  |  |  |
| Indicator 3  Implementing care | Understands the importance of following standard operating procedures, protocols, policies and guidelines to promote safety |  |  |  |
| Indicator 4  Reporting, referring  and escalating concerns | Recognises and responds to signs of discomfort and anxiety, or concerns raised by women and their families, by promptly reporting them to an appropriate practitioner. |  |  |  |

**Competency Three: Contribute positively to a culture of team working, maintaining effective working relationships to maximise quality of care**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Planning and  evaluating care | Assists in effective care planning and evaluation by sharing relevant information in a timely manner with members of the MDT. |  |  |  |
| Indicator 2  Team working | Understands the principles of team working and can define own role and the roles of others. Asks for guidance and help when unsure. |  |  |  |
| Indicator 3  Continuity of carer | Understands the benefits of continuity of carer for women and their families and how this applies within own role. |  |  |  |

**Competency Four: Notice and respond appropriately to the changing needs of the woman and her family**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Safeguarding | Understands and follows the principles of safeguarding and protection, to include adhering to local security procedures. |  |  |  |
| Indicator 2  Signposting | Directs queries regarding local and national services to support women and families to a suitably qualified colleague to take forward. |  |  |  |
| Indicator 3  Supporting  vulnerable women,  families and those  with additional needs | Notices vulnerability, changing or additional needs and reports these to a suitably qualified colleague to take forward. |  |  |  |
| Indicator 4  Caring for the family  unit | Acts sensitively, compassionately and respectfully in situations where the family unit is separated and/  or where mothers and/or babies are critically ill, making sure updates and information sharing with  affected family members is accurate and relayed by the appropriate team member. Ensures tasks  which separate families are kept to a minimum and are carried out with kindness and empathy. |  |  |  |
| Indicator 5  Bereavement and loss | Acts sensitively, compassionately and respectfully during times of bereavement or loss. Seeks out preferences of bereaved women, partners and families before providing care and follows bereavement care plans/ pathways, within scope of role. |  |  |  |

**Domain Two: Public Health: prevention and health promotion**

**How you support women and families to make healthy choices**

**Competency Five: Promote a culture of health and well-being through providing information, advice and support to enable healthy lifestyle choices for all, whilst understanding the causes of ill-health related to women of childbearing age and their families**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1 Influences on public health | Understands that social and cultural influences, individual circumstances, capabilities, behaviours and lifestyle choices impact on health outcomes |  |  |  |
| Indicator 2 Public health promotion | Understands the aims and principles of health promotion, protection and improvement and the importance of related strategies. |  |  |  |
| Indicator 3 Makes every contact count | Appreciates the importance of recognising and supporting physical and emotional health and wellbeing and makes every contact count through actively encouraging women and their families to talk about their health and wellbeing |  |  |  |
| Indicator 4 Supporting behaviour change | Seeks support from a suitably qualified practitioner when women or members of her family signal a desire to make changes to health behaviours. |  |  |  |
| Indicator 5 Personal health and wellbeing | Recognises the importance of maintaining own health, wellbeing and resilience to ensure that personal performance and judgement is not affected by ill-health. |  |  |  |

**Competency Six: Actively engage with public health initiatives**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Screening | Assists in preparing the environment, women and their families for screening activities. |  |  |  |
| Indicator 2  Immunisation | Assists in preparing the environment, women and their families for immunisations. |  |  |  |
| Indicator 3  Infant feeding | In line with baby friendly principles, supports women’s choices for infant feeding as part of the MDT. |  |  |  |

**Domain Three: Personal and clinical skills**

**How you develop and use your skills to care for women and their families**

**Competency Seven: Provide and monitor care safely and effectively**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Safe practice | Demonstrates safe, evidence-based practice in all skills and procedures stated within job description. |  |  |  |
| Indicator 2  Time management | Manages tasks effectively to ensure timely completion. |  |  |  |
| Indicator 3  Providing care | Accurately undertakes delegated tasks, for which they have received training, ensuring basic care needs for women and babies are met. Reports completion of the task and any findings to an appropriately qualified practitioner. |  |  |  |
| Indicator 4 Prioritising care | Demonstrates the ability to respond flexibly to the needs of the working environment. |  |  |  |
| Indicator 5 Emergency care | Recognises an obstetric or neonatal emergency, summons assistance and acts as a member of the MDT within parameters of own competence and defined role. In settings where a registered practitioner is not present, initiates immediate first aid whilst awaiting the arrival of appropriately qualified practitioners. |  |  |  |

**Competency Eight: Communicate clearly and accurately using a range of written, verbal and non-verbal methods, maintaining confidentially and upholding the principles of data protection at all times**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1 Confidentiality and data protection | Understands the importance of accessing, maintaining and storing documentation relating to care, in accordance with local guidance and in accordance with legal requirements for maintaining confidentiality and data protection. |  |  |  |
| Indicator 2 Record keeping | Keeps complete, clear, accurate and timely records, utilising digital platforms as required. |  |  |  |
| Indicator 3 Methods of communication | Communicates respectfully with women, their families and colleagues at all times, using verbal and non-verbal communication skills. |  |  |  |
| Indicator 4 Effective communication | Communicates information clearly, effectively and in a timely way to women, their families and the wider MDT. |  |  |  |

**Competency Nine: Maintain and develop knowledge, skills and behaviours through training and education to include local mandatory training**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1 Undertakes training | Identifies training requirements relevant to role, including identifying and undertaking mandatory training when required. |  |  |  |
| Indicator 2 Maintains knowledge | Maintains and develops own skills and knowledge. Keeps evidence of personal development, prepares for and participates in appraisal. |  |  |  |
| Indicator 3 Seeking feedback and reflection | Takes responsibility for and reflects on own actions whilst working within the context of the team providing safe and effective care. |  |  |  |

**Competency Ten: Participate in the teaching, training and mentoring of staff within the scope of the Maternity Housekeeper role and responsibilities and in collaboration with the multi-disciplinary team**

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| --- | --- | --- | --- | --- |
| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1 Role modelling | Is always welcoming and takes an interest in the education and development of others. |  |  |  |
| Indicator 2 Mentorship | Assists trainee maternity housekeepers and trainee maternity support workers to acquire skills and knowledge. |  |  |  |

**Domain Four: Creating safe environments**

**How you create safe environments for yourself, your colleagues, women and their families**

**Competency Eleven: Work within organisational policies and procedures to ensure maintenance of safe working practices for women, their families and colleagues**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Organisational values | Is aware of organisational aims, objectives, policies and values that relate to the housekeeper and maternity support worker role |  |  |  |
| Indicator 2  Legal and ethical  responsibilities | Is aware of legal and ethical responsibilities in relation to own role including the need to work in ways agreed by the employer. |  |  |  |
| Indicator 3  Health and safety | Takes appropriate action in response to local incidents or emergencies, following local health and safety guidance and protocol. |  |  |  |
| Indicator 4  Courage and candour | Understands the importance of courage and candour, recognising and reporting situations, behaviours or errors that could result in poor outcomes for women and their families |  |  |  |

**Competency Twelve: Assist in the maintenance of a safe working environment through the efficient use of resources to support the smooth running of the area, having due regard for the health, safety and welfare of self and others**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Safe environment | Ensures own actions promote a positive and safe working environment and culture. Including checking the clinical area for hazards and equipment for safety and ensuring that each woman feels safe and knows how to access support if required. |  |  |  |
| Indicator 2  Infection control | Uses a range of techniques for infection prevention and control. |  |  |  |

**Competency Thirteen: Participate in initiatives to enhance service provision**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1  Service improvement | Supports audit and service improvement initiatives as directed and keeps abreast of changes in policy and practice. |  |  |  |

**Competency Fourteen: Recognise and respect equality and diversity, demonstrating an inclusive approach in all environments**

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| **Indicator** | **Explanation** | **Assessment completed** | **Date**  **Sign off** | **Signature of Assessor** |
| Indicator 1 Recognises and reacts to discrimination | Promotes equality and challenges discriminatory behaviour with particular reference to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. |  |  |  |
| Indicator 2 Awareness of implicit bias | Does not project own experiences and values onto others and demonstrates understanding of own role and contribution in creating inclusive, equitable care. |  |  |  |
| Indicator 3 Respects diversity | Takes account of cultural, religious, social, disability and other factors when undertaking care. |  |  |  |
| Indicator 4 Widens access to care | Can apply the principles and processes for making reasonable adjustments and supporting equality of access to care services.. |  |  |  |

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| **Additional Skills** | **Safe demonstration of skill and considered competent** | | | |
| **Maternity Housekeeper** | | **Assessor** | |
| **Date** | **Signature** | **Date** | **Signature** |
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## Final Sign off

***I can confirm that the assessed has successfully demonstrated competency and safe practice through by completion of all competencies required.***

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| --- | --- | --- |
| **Name of Maternity Housekeeper:** | **Signature:** | **Date:** |
| **Name of Assessor:** | **Signature:** | **Date:** |

## Concerns

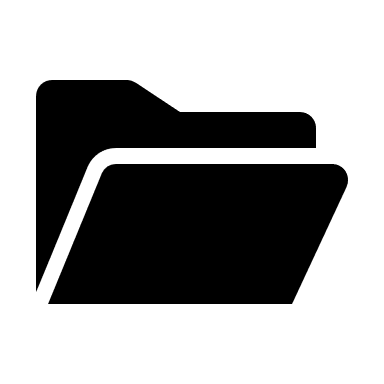
If you have any concerns regarding your training, please speak to:

Name: [Name]

Phone: [Telephone]

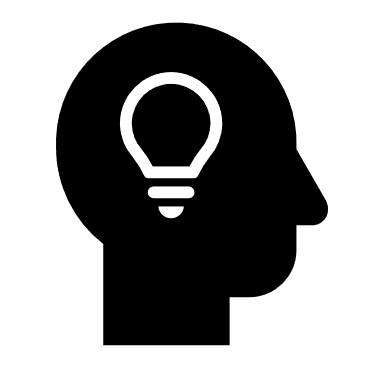
Email: [Email address]

## Career Development

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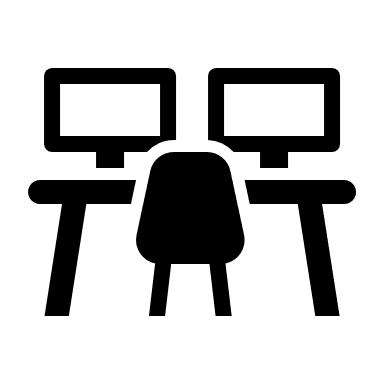
**Portfolio**

You should continue to gain evidence of your progression and training throughout your career.

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**Apprenticeships**

Please discuss with your manager regarding courses and apprenticeships that are available within your Trust.

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**Further Training**

To continue to take up opportunities to develop and learn new skills. Working in different areas within the maternity services.

**Feedback**

You should request feedback from colleagues and patients using the forms below for your portfolio.

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| **Feedback Forms**   |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  |  |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  | |  |  | **Feedback Forms**   |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  |  |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  | |
| **Feedback Forms**   |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  |  |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  | |  |  | **Feedback Forms**   |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  |  |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  | |
| **Feedback Forms**   |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  |  |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  | |  |  | **Feedback Forms**   |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  |  |  |  | | --- | --- | | **Feedback:** | | |  | | | Date |  | | Maternity Housekeeper Signature |  | |

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