GHANA HEALTH SERVICE

JOB DESCRIPTION FOR

MIDWIVES

November, 2018
Foreword By The Director-General of Ghana Health Service

Midwifery is a professional discipline regulated by the Nursing and Midwifery Council of Ghana. The profession is a crucial component of the health service delivery system in Ghana from the Community through to the National levels.

In recent times, service trends and sector-wide indicators have placed the midwife in the public health sector highly above the traditional role of conducting deliveries. Presently, the midwife performs a wide-range of functions in comprehensive maternal and neonatal healthcare from pre-conception through pregnancy, labour and puerperium in accordance with the Midwifery Services Framework; all aimed at addressing issues of Universal Health Coverage (UHC) and the Sustainable Development Goal 3 (SDG 3).

Again, in the last few years, the Health Sector in general has seen an infusion of midwives with degree background whose entry job level is Midwifery Officer. Many of this calibre of midwives have been employed by the Ghana Health Service in view of its status as the largest implementing Agency of the Ministry of Health. However, contrary to the existing grading structure for all degree grades in the public health sector of Ghana, the grading structure for midwives makes room for only three job levels and the degree midwife after eight (8) years of continuous service i.e. two successive promotions, would have come to the end of her progression.

This job description which has incorporated the expanded roles of the midwife has also made provisions for two additional job levels to be created in a bid to addressing progression challenges with the current grading structure.

As is usual with all job descriptions, this document provides for principal duties and responsibilities of midwives and should not be considered exhaustive. Therefore, other duties which are within the training, knowledge and competence of the midwife as well as the scope of practice of the Nursing and Midwifery Council for midwives may be added as and when necessary.

Thank you.

DR. ANTHONY NSIAH-ASARE
DIRECTOR-GENERAL
Job Title: Midwife
Grade: Staff Midwife
Responsible To: Ward/Unit Manager
Accountable To: Head of Nursing/Midwifery Service

Job Purpose
To assist in the provision of comprehensive maternal and neonatal healthcare services from pre-conception through pregnancy, labour and puerperium in accordance with the Midwifery Services Framework.

Main Duties and Responsibilities

i. Pre-conception
   1. Participate in addressing the reproductive health needs of the client
   2. Provide pre-conception counselling

ii. Antenatal/Prenatal
   1. Provide comprehensive pre-natal service (focus antenatal service)
   2. Take history of pregnant women
   3. Conduct general physical examination of pregnant women including vulva inspection
   4. Perform abdominal palpation and foetal auscultation
   5. Provide health education to mothers/expectant mothers and significant others
   6. Counsel and provide services to client on the Prevention of Mother-to-Child Transmission (PMTCT) of HIV and other venereal diseases.
   7. Administer medication & monitor post administration effects
   8. Assist in the effective organization of pregnancy school
   9. Identify and manage minor disorders in pregnancy
   10. Refer clients as and when necessary

iii. Labour/Delivery
   1. Take labour history of client
   2. Admit patients and ensure their orientation to the ward
   3. Perform vaginal examination where necessary
   4. Monitor progress of labour using partograph
   5. Conduct spontaneous vaginal delivery
   6. Give IV access and administer recommended IV fluids
   7. Conduct and repair of episiotomy where applicable
   8. Actively manage the third stage of labour
   9. Assist in obstetric related surgeries
   10. Undertake prompt referral of complicated cases where appropriate
   11. Prepare pregnant women for caesarean section when indicated
   12. Provide obstetric related post-surgical care
   13. Provide basic life-saving services including resuscitation and neonatal care
iv. **Puerperium/Post Delivery**

1. Provide immediate post-delivery care (fourth stage)
2. Conduct examination of postnatal mothers to identify and manage/refer puerperal disorders
3. Provide family planning counselling and services
4. Maintain accurate and timely documentation
5. Conduct post-delivery examination and monitoring of mother and baby including vital signs
6. Assist in the performance of invasive procedures
7. Participate in ward rounds
8. Teach mothers to effectively breastfeed immediately after delivery
9. Take patients through the Discharge process where appropriate

v. **General**

1. Take samples for laboratory investigations
2. Carry out infection prevention and control activities
3. Assist in the provision of general patient care
4. Assist in the provision of general consultation services (for midwives in rural facilities)
5. Perform death related care including last offices
6. Undertake quality improvement/management initiatives
7. Perform any other official duties as may be assigned from time to time

**Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients, relatives and visitors in the ward/unit.
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Attend meetings as required in connection with the nursing/midwifery care.
- Attend and contribute at general staff meetings.

**Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of midwifery service delivery.
- Monitor own performance against agreed objectives.
- Undertake facilitative supervision of Nurse Assistants, student nurses and midwives
- Participate in the induction of new staff in the ward/unit.
- Participate in the development and implementation of education programmes for patients, their families and others about post discharge care programs
- Keep log of own performance and in-service training log for purposes of appraisal and license renewal.
Health Safety Responsibilities
- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and take all measures to ensure the safety of the patient, relatives and staff - reporting all accidents, risk assessments and incidents, completing relevant documentation and undertake further investigation as directed.
- Maintain a safe, clean, pleasant and therapeutic environment taking remedial action when necessary.

Quality Management
- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standard for the midwifery care.

Further Information
The post holder must at all times:
- Work in accordance with the GHS/NMC Code of Professional Conduct and Disciplinary Procedure.
- Strictly adhere to the provisions of the Patient’s Charter.
- Participate in National Health Programmes

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development.

Person Specification
Staff Midwife

<table>
<thead>
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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| Educational Qualification| Diploma in Midwifery and with a valid PIN from the Nursing and Midwifery Council of Ghana.  
                             OR  
                             Post Basic Certificate in Midwifery/Post NAC/NAP and with a valid PIN from the Nursing and Midwifery Council of Ghana |                                                |
| Knowledge                 | The post holder must have knowledge and understanding of:                 |                                                |
|                           | • Midwifery Services Framework.                                           |                                                |
|                           | • Quality management issues                                               |                                                |
|                           | • The GHS Patient Charter                                                 |                                                |
|                           | • Health and Safety                                                      |                                                |
|                           | • Reproductive Health Policy and Standards                                |                                                |
| Skills and Abilities      | Communicate effectively both orally and written.                         |                                                |
|                           | Good interpersonal skills                                                |                                                |
|                           | Problem solving skills                                                   |                                                |
|                           | Ability to work under pressure                                           |                                                |
|                           | Ability to initiate and maintain clear, concise documentation             |                                                |
| Personal Attributes       | Self-motivated/ ability to motivate others                                |                                                |
|                           | Flexible attitude and committed to the needs of the Service              |                                                |
Title : Midwife

Grade : Senior Staff Midwife

Responsible To : Ward/ Unit Manager

Accountable To : Head of Nursing/Midwifery Service

Job Purpose:

To provide comprehensive maternal and neonatal healthcare services from pre-conception through pregnancy, labour and puerperium in accordance with the Midwifery Services Framework.

Main Duties and Responsibilities

i. Pre-conception

1. Participate in addressing the reproductive health needs of the client
2. Provide pre-conception counselling

ii. Antenatal/Prenatal

1. Provide comprehensive pre-natal service (focus antenatal service)
2. Take history of pregnant the woman
3. Conduct general physical examination of the pregnant woman including vulva inspection
4. Perform abdominal palpation and foetal auscultation
5. Provide health education to mothers/expectant mothers and significant others
6. Counsel and provide services to Client on the Prevention of Mother-to-Child Transmission (PMTCT) of HIV and other venereal diseases services
7. Administer medication & monitor post administration effects
8. Organize and conduct pregnancy school
9. Identify and manage minor disorders in pregnancy
10. Refer clients as and when necessary

iii. Labour/Delivery

1. Take labour history of client
2. Admit patients and ensure their orientation to the ward
3. Perform vaginal examination where necessary
4. Monitor progress of labour using partograph
5. Conduct spontaneous vaginal delivery
6. Give IV access and administer recommended IV fluids
7. Conduct and repair episiotomy where applicable
8. Assist in repairing perineal and cervical tears
9. Actively manage the third stage of labour including manual removal of placenta
10. Assist in obstetric related surgeries
11. Undertake prompt referral of complicated cases where appropriate
12. Prepare pregnant women for caesarean-section when indicated
13. Provide obstetric related post-surgical care
14. Provide basic life-saving services including resuscitation and neonatal care

iv. **Puerperium/Post Delivery**

1. Provide immediate post-delivery care (fourth stage)
2. Conduct examination of postnatal mothers to identify and manage/refer puerperal disorders
3. Provide family planning counselling and services
4. Maintain accurate and timely documentation
5. Conduct post-delivery examination and monitoring of mother and baby including vital signs
6. Assist in the performance of invasive procedures
7. Participate in ward rounds
8. Teach mothers to effectively breastfeed immediately after delivery and manage breastfeeding associated disorders
9. Take patients through the Discharge process where appropriate

v. **General**

1. Take samples for laboratory investigations
2. Carry out infection prevention and control activities
3. Assist in the provision of general patient care
4. Assist in the provision of general consultation services (for midwives in rural facilities)
5. Perform death related care including last offices
6. Engage in quality improvement/management initiatives
7. Perform any other official duties as may be assigned from time

**Communication and Working relationships**

- Maintain effective communication with colleagues, clients/patients and visitors in the ward/unit.
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Attend meetings as required in connection with the nursing care.
- Attend and contribute at general staff meetings.

**Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of midwifery service delivery.
- Monitor own performance against agreed objectives.
- Undertake facilitative supervision of Nurse Assistants, Student Nurses and Midwives
- Participate in the induction of new staff in the ward/unit.
- Participate in the development and implementation of education programmes for patients, their families and others about post discharge care programs
• Keep log of own performance and in-service training log for purposes of appraisal and renewal of license

Management
• Take charge of the ward/unit, as delegated by the ward/unit manager or by initiative in the absence of the ward/unit manager or shift in-charge.
• Manage the ward/unit by ensuring that:
  a. Adequate supplies and logistics are available to meet the needs of the patients/clients in the ward/unit
  b. All equipment for patient use is kept in good working condition and are maintained regularly
• Participate in roster planning and monitoring
• Participate in maintaining up-to-date records of the unit.

Health Safety Responsibilities
• Adhere to the health and safety policies, guidelines/protocols (e.g., the use of personal protective clothing/equipment
• Take care of own safety and take all measures to ensure the safety of the patient, relatives and staff - reporting all accidents, risk assessments and incidents, completing relevant documentation and undertake further investigation as directed.
• Assist the Ward Manager/Unit in-Charge to maintain a safe, clean, pleasant and therapeutic environment taking remedial action when necessary.

Quality Assurance
• Comply with the GHS quality management policy and guidelines work within the prescribed quality standard for the midwifery care.

Further Information
• The post holder must at all times:
  a) Work in accordance with the GHS/NMC Code of Professional Conduct and Disciplinary Procedure.
  b) Strictly adhere to the provisions of the Patient’s Charter.
  c) Participate in National Health Programmes

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.
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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
| Educational Qualification & Experience | Diploma in Midwifery, a valid PIN from the Nursing and Midwifery Council of Ghana and three (3) years continuous service on the grade of staff midwife  
OR  
Post Basic Certificate in Midwifery/Post NAC/NAP, valid PIN from the Nursing and Midwifery Council of Ghana and two (2) years continuous service on the grade of staff midwife |           |
| Knowledge                       | The post holder must have knowledge and understanding of:  
• Midwifery Services Framework  
• Quality management issues  
• The GHS Patient Charter  
• Occupational Health and Safety  
• Reproductive Health Policy and Standards |           |
| Skills and Abilities             | Communicate effectively both orally and written.  
Good interpersonal skills  
Problem solving skills  
Ability to work under pressure  
Ability to initiate and maintain clear, concise documentation |           |
| Personal Attributes             | Self-motivated/ ability to motivate others  
Flexible attitude and committed to the needs of the Service |           |
Job Title : Midwife

Grade : Midwifery Officer

Responsible To : Ward/ Unit Manager

Accountable To : Head of Nursing/Midwifery Service

Job Purpose:
To provide comprehensive maternal and neonatal healthcare services from pre-conception through pregnancy, labour and puerperium as well as contribute to the management of material and human resource in accordance with the Midwifery Services Framework.

Main Duties and Responsibilities

i. Leadership/Supervisory
   1. Lead and supervise the midwifery team
   2. Participate in the Planning, organising and implementation of midwifery services in line with the Midwifery Services Framework
   3. Contribute to ensuring availability and efficient use of material and human resources
   4. Undertake periodic appraisal of junior colleagues and other subordinates

ii. Pre-conception
   1. Participate in addressing the reproductive health needs of the clients
   2. Ensure the provision of/provide pre-conception counselling services

iii. Antenatal/Prenatal
   1. Provide comprehensive pre-natal service (focus antenatal service)
   2. Provide health education to mothers/expectant mothers and significant others
   3. Counsel and provide services to Client on the Prevention of Mother-to-Child Transmission (PMTCT) of HIV and other venereal diseases services
   4. Supervise the administration of medication & monitoring of post administration effects
   5. Facilitate the organization of/organize pregnancy school
   6. Perform vaginal examination where necessary
   7. Check urine for protein & glucose
   8. Identify and manage minor disorders in pregnancy
   9. Identify and manage medical conditions in peri-natal period
   10. Refer clients where appropriate

iv. Labour/Delivery
   1. Monitor progress of labour using partograph
   2. Manage complicated labour and deliveries and refer promptly/appropriately
   3. Give IV access and administer recommended IV fluids and medications
   4. Give and repair episiotomy
   5. Repair perineal and cervical tear
6. Actively manage the third stage of labour including manual removal of placenta
7. Prepare pregnant women for caesarean section when indicated
8. Provide obstetric related post-surgical care
9. Assist in obstetric related surgeries
10. Administer anticonvulsants i.e. mg2SO4

v. Puerperium/Post Delivery
1. Provide immediate post-delivery care (fourth stage)
2. Teach mothers to effectively breastfeed immediately after delivery
3. Conduct examination of postnatal mothers to identify and manage/refer puerperal disorders
4. Provide family planning counselling and services
5. Provide neonatal care including resuscitation
6. Maintain accurate and timely documentation
7. Conduct post-delivery examination and monitoring of mother and baby
8. Take patients through the Discharge process where appropriate

vi. General
1. Participate in ward rounds
2. Carry out infection prevention and control activities
3. Assist in coordinating the provision of general patient care
4. Assist in the provision of general consultation services (for midwives in rural facilities)
5. Perform death related care including last offices
6. Participate in ward and departmental meeting(s)
7. Undertake quality management initiatives
8. Perform any other official duties as may be assigned from time to time

Communication and Working Relationships
- Maintain effective communication with ward/unit manager, staff, patients/clients, and visitors
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Contribute to the organization of ward/unit meetings.
- Attend and contribute at general staff meetings.
- Effectively work with the nursing/midwifery team in the ward/unit and other health workers.

Personal and People Development
- Develop and maintain continuing personal and professional development to meet the changing demands in the area of midwifery service framework
- Monitor own performance against agreed objectives and standards.
- Function as a preceptor for nursing and midwifery students.
- Participate in the induction of new staff in the ward/unit.
- Contribute to the identification of training needs for midwives in the ward/unit.
- Contribute to the development and implementation of education programmes for patients, their families and others about post discharge care programs
• Undertake staff performance appraisal in the ward/unit as may be required.
• Contribute to Continuing Professional Development (CPD) of the staff in the ward/unit.
• Keep log of own performance and in-service training log for purposes of appraisal and renewal of license.

Management
• Promote team morale in the ward/unit.
• Ensure availability of supplies and other logistics in the ward/unit during the shift.
• Participate in roster planning and monitoring
• Maintain up-to-date records in the ward/unit
• Be responsible for the safe custody, administration and recording of drugs in accordance with policy.
• Participate in the compilation of periodic ward/unit report.
• Contribute to devising improved job methods for increasing efficiency in the ward/unit.

Research
• Participate in clinical audit in the ward/unit.
• Contribute to operational research

Health Safety Responsibilities
• Take care of own safety and ensure the safety of other staff and that of clients/patients
• Ensure that accidents/incidents or ill health, failings in equipment that occur during the shift are recorded and reported.
• Assist in ensuring planned preventive maintenance of plant and equipment in the ward/unit.

Quality Assurance
• Participate in quality management activities.
• Keep up-to-date with quality developments relevant to area of work and related services.
• Contribute to clinical supervision and peer review in the ward

Further Information
• The post holder must at all times:
• Work in accordance with the GHS/NMC Code of Professional Conduct and Disciplinary Procedure.
• Strictly adhere to the provisions of the Patient’s Charter.
• Participate in National Health Programmes

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.
### Person Specification
#### Midwifery Officer

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<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Educational Qualification</strong></td>
<td>Diploma in Midwifery with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years continuous service on the grade of senior staff midwife or a total of eight (8) years continuous service as a midwife. OR Post Basic Certificate in Midwifery/Post NAC/NAP with a valid PIN from the Nursing and Midwifery Council of Ghana plus three (3) years on the grade of Senior Staff Midwife or five (5) years continuous service as staff midwife OR Bachelor’s Degree in Midwifery with a valid PIN from the Nursing and Midwifery Council of Ghana</td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Midwifery Services Framework. Knowledge and understanding of quality Management issues Knowledge of GHS Patient Charter and other relevant policies Knowledge of Health and Safety</td>
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</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Communicate effectively both orally and written. Good interpersonal skills Leadership skills with the ability to motivate and inspire others Ability to work under pressure Ability to initiate and maintain clear, concise documentation Safe Motherhood clinical skills</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Attributes</strong></td>
<td>Self-motivated/ ability to motivate others Flexible attitude and commitment to the needs of the Service</td>
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</tr>
</tbody>
</table>
Job Title: Midwife

Grade: Senior Midwifery Officer

Responsible To: Ward/Unit Manager

Accountable To: Head of Nursing/Midwifery Service

Job Purpose:

To provide comprehensive maternal and neonatal healthcare services from pre-conception through pregnancy, labour and puerperium as well as the management of material and human resource within the Midwifery Services Framework

Main Duties and Responsibilities

i. Leadership/Supervisory
   1. Lead and supervise the midwifery team
   2. Coordinate the planning, organisation and implementation of midwifery services framework.
   3. Ensure availability and efficient use of material and human resources
   4. Coach and Mentor junior midwives
   5. Undertake periodic appraisal of junior staff
   6. Ensure the availability and efficient use of medical and non-medical consumables

ii. Pre-conception
   1. Address the reproductive health needs of the clients
   2. Ensure the provision of pre-conception counselling services

iii. Conception/Pregnancy
   1. Supervise the provision of comprehensive pre-natal service (focus antenatal service)
   2. Develop a plan for the provision of health education to mothers/expectant mothers and significant others
   3. Ensure the provision of Prevention of Mother-to-Child Transmission (PMTCT) of HIV and other venereal diseases services as well as assess and evaluate its effectiveness
   4. Supervise the administration of medication & monitoring of post administration effects
   5. Ensure and supervise the organization of pregnancy school

iv. Labour/Delivery
   1. Ensure the effective use of partograph in the monitoring of labour
   2. Manage complicated labour and deliveries and refer appropriately and promptly
   3. Give IV access and administer recommended IV fluids
   4. Give and manage episiotomy
   5. Manage perineal and cervical tears
   6. Actively manage the third stage of labour including manual removal of placenta
   7. Assist in obstetric related surgeries
   8. Ensure prompt referral of complicated cases
   9. Manage obstetric and gynaecological emergencies including complicated labour and deliveries according to protocol
10. Administer anticonvulsants i.e. mg2SO4

v. **Puerperium/Post-Delivery**
   1. Ensure the provision of immediate post-delivery care (fourth stage)
   2. Conduct post-delivery examination and monitoring of mother and baby including vital signs
   3. Identify and manage minor and medical peri-natal disorders
   4. Supervise the provision of post-natal and family planning services

vi. **General**
   1. Ensure the availability of logistics for neonatal care including resuscitation
   2. Actively participate in ward rounds
   3. Ensure adherence to infection prevention and control standards and guidelines
   4. Provide general consultation services (for midwives in rural/deprived facilities)
   5. Undertake operational research and disseminate findings
   6. Actively participate in ward and departmental meeting(s)
   7. Undertake quality improvement initiatives
   8. Take active part in clinical audit(s) including maternal & neonatal death audits
   9. Ensure the preparation and submission routine and mandatory reports
   10. Perform any other official duties as may be assigned from time to time

**Communication and Working relationships**
- Establish and maintain effective communication with staff, patients/clients, and visitors
- Discuss treatment/management of condition with patient and relatives as part of on-going education of patients and their families.
- Organize and attend ward/unit meetings as required
- Liaise appropriately with the department manager/health facility management ensuring open and effective communication is maintained.
- Effectively work in a team with staff in the ward/unit and other health workers.

**Personal and People Development**
- Develop and maintain continuing personal and professional development to meet the changing demands in the area of midwifery service delivery.
- Monitor own performance against agreed objectives
- Conduct performance appraisal of staff in the ward/unit.
- Lead in the identification of training needs for the midwives in the ward/unit.
- Coordinate education and development for the midwives in the ward/unit. This may include making input into in-service and staff development programs, orientation and induction of all new staff in the ward/unit.
- Lead in the clinical supervision of the midwives and students in the ward/unit.
- Ensure Continuing Professional Development (CPD) of the staff in the ward/unit.
- Keep log of own performance and in-service training log for purposes of appraisal.

**Management**
- Be responsible for effective day-to-day management of the ward/unit.
- Ensure regular availability of supplies and other logistics in the ward/unit.
• Coordinate and supervise roster planning and monitoring and documentation of all leave for the staff in the ward/unit.
• Plan and budget for the activities of the ward/unit.
• Prepare and submit regular reports on the activities in the ward/unit.
• Ensure complete and accurate documentation on the activities in the ward/unit.
• Promote a positive image for the ward/unit.
• Devise improved job methods for increasing efficiency in the ward/unit.

Research
Participate in clinical audit, undertake operational research and disseminate findings.

Health Safety Responsibilities
• Take care of own safety and ensure the safety of other staff and that of clients/patients in the ward/unit.
• Ensure that GHS and facility safety policies, arrangements, assessments, etc are disseminated to all midwifery staff in the ward/unit.
• Ensure adherence to the health and safety policies, guidelines/protocols in the department (eg. the use of personal protective clothing/equipment).
• Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.
• Collaborate with relevant team members to conduct planned preventive maintenance of plant and equipment in the ward/unit.

Quality Management
• Participate in the development of quality management systems for monitoring quality and for investigating incidents and complaints in the ward/unit.
• Ensure that midwives in the ward/unit comply with quality assurance guidelines.
• Participate in the monitoring and evaluation of midwifery practice in the facility.
• Keep up-to-date with quality developments relevant to area of work and related services and ensure their dissemination to staff.
• Identify and investigate poor quality promptly, identifying contributing factors and agreeing on methods for addressing them.
• Be actively involved in clinical supervision and peer review.

Further Information
• The post holder must at all times:
• Work in accordance with the GHS/NMC Code of Professional Conduct and Disciplinary Procedure.
• Strictly adhere to the provisions of the Patient’s Charter.
• Participate in National Health Programmes

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.
### Person Specification
#### Senior Midwifery Officer

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<td>Diploma in Midwifery with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years continuous service on the grade of midwifery officer or a total of thirteen (13) years continuous service as a midwife. OR Post Basic Certificate in Midwifery/Post NAC/NAP with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years on the grade of midwifery officer or ten (10) years continuous service as staff midwife OR Bachelor’s Degree in Midwifery with a valid PIN from the Nursing and Midwifery Council of Ghana plus three (3) years continuous service on the grade of Midwifery Officer</td>
<td></td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Good writing and verbal communication skills. Supervisory skills; Demonstrated ability to work on own initiative. Excellent problem-solving skills Ability to work and manage under pressure Computer skills</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Attributes</strong></td>
<td>Self-motivated/ ability to motivate others Flexible attitude and committed to the needs of the Service</td>
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Job Title: Midwife

Grade: Principal Midwifery Officer

Responsible To: Ward/ Unit Manager

Accountable To: Head of Nursing/Midwifery Service

Job Purpose:

To contribute to the planning and provision of comprehensive maternal and neonatal healthcare services from pre-conception through pregnancy, labour and puerperium as well as manage material and human resources within the Midwifery Services Framework

Main Duties and Responsibilities

i. Leadership/Supervisory
   1. Lead and supervise the midwifery team in the department/institution
   2. Plan, organise and implement quality midwifery care
   3. Ensure availability and efficient use human resources
   4. Ensure the availability and efficient use of medical and non-medical consumables
   5. Contribute to the overall strategic planning of the facility
   6. Institute systems for coaching and mentoring of junior midwives
   7. Ensure client satisfaction by putting in systems to receive complaints/feedback, investigate and take/recommend appropriate remedial measures
   8. Coordinate the periodic appraisal of junior staff and take steps to address competency and performance gaps identified.
   9. Ensure the availability of logistics and functionality of equipment for service delivery
   10. Build capacity of junior colleagues to perform invasive procedures
   11. Play a lead role in midwifery related clinical audits

ii. Pre-conception
    1. Address the reproductive health needs of the clients
    2. Supervise the provision of pre-conception counselling service

iii. Conception/Pregnancy
    1. Put in systems to ensure the provision of comprehensive pre-natal service (focus antenatal service)
    2. Assess the effectiveness of pregnancy school and take appropriate action to improve it

iv. Labour/Delivery
    1. Supervise the effective use of partograph in the monitoring of labour
    2. Manage obstetric and gynaecological emergencies including complicated labour and deliveries according to protocol
    3. Refer complicated labour promptly
    4. Give and manage episiotomy
    5. Manage perineal and cervical tears
    6. Conduct evacuation of retained product of conception
v. **Puerperium/Post Delivery**

1. Plan, monitor and evaluate the provision of post-natal and family planning services within the facility

vi. **General**

1. Ensure maintenance of safe and therapeutic environment for patient care within the department.
2. Provide general consultation services (for midwives in rural/deprived facilities)
3. Contribute to the design and conduct of operational research
4. Make inputs into the design and implementation of relevant policies
5. Organize monthly ward and departmental meetings/conferences.
6. Monitor and assess the effectiveness of quality improvement initiatives
7. Ensure effective and timely documentation of all activities
8. Take active part in maternal death audits
9. Coordinate the preparation and submission of departmental reports
10. Ensure documentation process in all cases
11. Ensure the use of nursing process approach in the provision of care
12. Ensure prompt reportage and investigation of critical incidents, and put in measures to address/forestall recurrence
13. Perform any other official duties as may be assigned from time to time

**Communication and Working relationships**
- Establish and maintain effective communication with staff, patients/clients, and visitors
- Discuss treatment/management of condition with patient and relatives as part of on-going education of patients and their families.
- Organize and attend ward/unit meetings as required
- Liaise appropriately with the department manager/health facility management ensuring open and effective communication is maintained.
- Effectively work in a team with staff in the ward/unit and other health workers.

**Personal and People Development**
- Develop and maintain continuing personal and professional development to meet the changing demands in the area of midwifery service delivery.
- Monitor own performance against agreed objectives
- Conduct performance appraisal of staff in the ward/unit.
- Lead in the identification of training needs for the midwives in the ward/unit.
- Coordinate education and development for the midwives in the ward/unit. This may include making input into in-service and staff development programs, orientation and induction of all new staff in the ward/unit.
- Lead in the clinical supervision of the midwives and students in the ward/unit.
- Ensure Continuing Professional Development (CPD) of the staff in the ward/unit.
- Keep log of own performance and in-service training log for purposes of appraisal.
Management
• Be responsible for effective day-to-day management of the ward/unit.
• Ensure regular availability of supplies and other logistics in the ward/unit.
• Coordinate and supervise roster planning and monitoring and documentation of all leave for the staff in the ward/unit.
• Plan and budget for the activities of the ward/unit.
• Prepare and submit regular reports on the activities in the ward/unit.
• Ensure complete and accurate documentation on the activities in the ward/unit.
• Promote a positive image for the ward/unit.
• Devise improved job methods for increasing efficiency in the ward/unit.

Research
• Participate in clinical audit
• Undertake operational research and disseminate findings

Health Safety Responsibilities
• Take care of own safety and ensure the safety of other staff and that of clients/patients in the ward/unit.
• Ensure that GHS and facility safety policies, arrangements, assessments, etc are disseminated to all midwifery staff in the ward/unit
• Ensure adherence to the health and safety policies, guidelines/protocols in the department (eg. the use of personal protective clothing/equipment).
• Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.
• Collaborate with other relevant team members to conduct planned preventive maintenance of plant and equipment in the ward/unit.

Quality Management
• Participate in the development of quality management systems for monitoring quality and for investigating incidents and complaints in the ward/unit.
• Coordinate the compliance of midwives in the ward/unit comply with quality management issues and guidelines.
• Participate in the monitoring and evaluation of midwifery practice in the facility.
• Keep up-to-date with quality developments relevant to area of work and related services and ensure their dissemination to staff.
• Identify and investigate poor quality promptly, identifying contributing factors and agreeing on methods for addressing them.
• Be actively involved in clinical supervision and peer review.

Further Information
• The post holder must at all times:
• Work in accordance with the GHS/NMC Code of Professional Conduct and Disciplinary Procedure.
• Strictly adhere to the provisions of the Patient’s Charter.
• Participate in National Health Programmes
This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.

### Person Specification

#### Principal Midwifery Officer

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Educational Qualification and Experience** | Diploma in Midwifery with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years continuous service on the grade of senior midwifery officer or a total of eighteen (18) years continuous service as a midwife.  
OR  
Post Basic Certificate in Midwifery/Post NAC/NAP with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years on the grade of Senior midwifery officer or fifteen (15) years continuous service as staff midwife  
OR  
Bachelor's Degree in Midwifery with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years continuous service on the grade of senior midwifery Officer or a total of eight (8) years continuous service as midwifery officer. |                                                     |
| **Knowledge**                   | Midwifery Services Framework.  
Knowledge of GHS policies and operating procedures.  
Knowledge of quality Management issues.  
Knowledge of GHS Patient Charter  
Knowledge of Health and Safety  
Knowledge of midwifery scope of practice |                                                     |
| **Skills and Abilities**        | Good writing and verbal communication skills.  
Supervisory skills;  
Demonstrated ability to work on own initiative.  
Excellent problem-solving skills  
Ability to work and manage under pressure  
Computer skills |                                                     |
| **Personal Attributes**         | Self-motivated/ ability to motivate others  
Flexible attitude and committed to the needs of the Service |                                                     |
Job Title: Midwife

Grade: Deputy Chief Midwifery Officer

Responsible To: Head of facility/Department

Accountable To: Head of facility/Department

Job Purpose:

To provide leadership in the planning and provision of quality and comprehensive Reproductive, Maternal, Neonatal, Child and Adolescence Healthcare (RMNCAH) services as well as contribute to the overall management of the facility in accordance with the Midwifery Services Framework.

Main Duties and Responsibilities

1. Provide Leadership and supervision in the delivery of midwifery services in the department/facility.
2. Plan and implement measures to ensure the maintenance of midwifery standards for effective and efficient provision of services
3. Provide technical advice in the field of midwifery to the head of facility
4. Plan, organise and implement quality midwifery care
5. Ensure availability and efficient use of material and human resources
6. Take active part in the development and operationalization of the overall strategic planning of the facility and ensure that departmental plans are aligned.
7. Monitor and assess the effectiveness of systems for coaching and mentoring of junior midwives and take appropriate corrective measures.
8. Put in systems to safeguard the rights of patients/clients at all times
9. Ensure prompt and timely submission of mandatory reports to the region at all times
10. Provide supportive supervision in the delivery of midwifery services including the management of obstetric and gynaecological emergencies
11. Ensure maintenance of safe and therapeutic environment for patient care in the department/facility.
12. Ensure the availability of logistics and functionality of equipment for service delivery in the department/facility.
13. Build capacities of staff for the delivery of midwifery services in the department/facility
14. Contribute to the design and conduct of operational research
15. Champion evidence-based midwifery practice
16. Facilitate the design, implementation and evaluation of relevant midwifery policies
17. Oversee the planning and organization of ward and departmental meetings/conferences.
18. Ensure the effectiveness of quality improvement initiatives in the department/facility
19. Facilitate midwifery related clinical audits as well as maternal death audits in the catchment area
20. Ensure the preparation and submission of departmental reports
21. Perform any other official duties as may be assigned from time to time
Communication and Working relationships
- Establish and maintain effective communication with staff, patients/clients, and visitors
- Discuss treatment/management of condition with patient and relatives as part of on-going education of patients and their families.
- Organize and attend departmental meetings as required
- Liaise appropriately with managers of other departments/ health facility management ensuring open and effective communication is maintained.
- Effectively work in a team with staff in the ward/unit and other health workers.

Personal and People Development
- Develop and maintain continuing personal and professional development to meet the changing demands in the area of midwifery service delivery.
- Monitor own performance against agreed objectives
- Ensure the appraisal of staff performance in the department.
- Lead in the identification of training needs for the midwives in the department.
- Coordinate education and development for the midwives in the department. This may include making input into in-service and staff development programs, orientation and induction of all new staff in the department.
- Lead in the clinical supervision of midwives and students in the department.
- Ensure Continuing Professional Development (CPD) of the staff in the department.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management
- Be responsible for effective day-to-day management of the department.
- Ensure regular availability of supplies and other logistics in the department.
- Coordinate and supervise roster planning and monitoring and documentation of all leave for the staff in the department.
- Plan and budget for the activities of the department/ward/unit.
- Prepare and submit regular reports on the activities in the department.
- Ensure complete and accurate documentation on the activities in the department.
- Promote a positive image for the department.
- Devise improved job methods for increasing efficiency in the department.

Research
- Play active role in clinical audits
- Undertake operational research and disseminate findings.

Health Safety Responsibilities
- Take care of own safety and ensure the safety of other staff and that of clients/patients in the department.
- Ensure that GHS and facility safety policies, arrangements, assessments, etc are disseminated to all nursing staff in the department.
- Ensure adherence to the health and safety policies, guidelines/protocols in the department (eg. the use of personal protective clothing/equipment).
• Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.
• Collaborate with relevant team members to conduct planned preventive maintenance of plant and equipment in the department.

Quality Management
• Contribute to the development of quality assurance systems for monitoring quality and for investigating incidents and complaints in the department.
• Ensure that midwives in the department comply with quality management issues and guidelines.
• Participate in the monitoring and evaluation of midwifery practice in the facility.
• Keep up-to-date with quality developments relevant to area of work and related services and ensure their dissemination to staff.
• Identify and investigate poor quality promptly, identifying contributing factors and agreeing on methods for addressing them.
• Be actively involved in clinical supervision and peer review.

Further Information
• The post holder must at all times:
• Work in accordance with the GHS/NMC Code of Professional Conduct and Disciplinary Procedure.
• Strictly adhere to the provisions of the Patient’s Charter.
• Participate in National Health Programmes

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.

Person Specification
Deputy Chief Midwifery Officer

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<tr>
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<th>Desirable</th>
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<tbody>
<tr>
<td>Educational Qualification and Experience</td>
<td>Bachelor’s Degree in Midwifery or its equivalent qualification with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years continuous service on the grade of Principal Midwifery Officer or a total of thirteen (13) years continuous service as Midwifery Officer</td>
<td></td>
</tr>
<tr>
<td>Skills and Abilities</td>
<td>Leadership skills</td>
<td>Good writing and verbal communication skills.</td>
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<tr>
<td>Ability to introduce innovation</td>
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<td></td>
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<tr>
<td>Excellent problem-solving skills</td>
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<td></td>
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<tr>
<td>Ability to manage under pressure</td>
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<tr>
<td>Computer skills</td>
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</tr>
<tr>
<td><strong>Personal Attributes</strong></td>
<td>Self-motivated/ ability to motivate others</td>
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<tr>
<td></td>
<td>Flexible attitude and committed to the needs of the Service</td>
<td></td>
</tr>
</tbody>
</table>
Job Title: Midwife
Grade: Chief Midwifery Officer
Responsible To: Head of Facility/Head of Department
Accountable To: Head of facility/Regional Director of Health Service

Job Purpose:

To devise and oversee the implementation of strategies to ensure excellence in the provision of quality and comprehensive Reproductive, Maternal, Neonatal, Child and Adolescence Healthcare (RMNCAH) services within the assigned region as well as provide technical advice in accordance with the Midwifery Services Framework

Main Duties and Responsibilities

1. Provide strategic leadership in the delivery of midwifery services in the region
2. Promote excellence in the field of midwifery practice
3. Set and maintain standards for effective and efficient provision of midwifery services in the region including quality improvement initiatives
4. Provide sound technical advice on midwifery related issues
5. Play advocacy role and drive the mobilization of resources for midwifery service in the assigned region.
6. Ensure efficiency in the use of resources for midwifery services
7. Contribute to the overall budgeting and planning process of the region
8. Take active part in the development and implementation of relevant national policies
9. Translate relevant national policies and strategies into operational regional plans
10. Undertake supportive supervisory visits to districts and facilities to ensure compliance with established standards and protocols
11. Ensure the preparation and timely submission of reports
12. Lead in research and development activities with respect to the field of midwifery in the region
13. Establish and coordinate regional midwifery task force teams
14. Contribute to equitable distribution and management of midwifery workforce
15. Harness available expertise to support the development of midwifery
16. Put in systems to safeguard the rights of patients/clients at all times
17. Advocate for the maintenance of safe and therapeutic environment for patient care at all levels of service delivery in the region
18. Play active role and provide support for training and capacity building activities for midwives in the region
19. Oversee the planning and organization of regional midwifery relate meetings/conferences.
20. Play lead role in maternal death audits in the regions and ensure implementation of recommendations
21. Perform any other official duties as may be assigned from time to time
Communication and Working relationships
1. Establish and maintain effective communication with staff, patients/clients, and visitors
2. Discuss treatment/management of condition with patient and relatives as part of on-going education of patients and their families.
3. Organize and attend regional/departmental meetings as required
4. Liaise appropriately with the department manager/health facility management ensuring open and effective communication is maintained.
5. Effectively work in a team with staff in the region/department and other health workers.

Personal and People Development
- Develop and maintain continuing personal and professional development to meet the changing demands in the area of midwifery service delivery.
- Monitor own performance against agreed objectives
- Coordinate performance appraisal of staff in the region/department.
- Lead in the identification of training needs for the midwives in the region/department.
- Coordinate education and development for the midwives in the ward/unit. This may include making input into in-service and staff development programs, orientation and induction of all new staff in the region/department.
- Lead in the clinical supervision of the midwives and students in the region/department.
- Ensure Continuing Professional Development (CPD) of the staff in the region/department.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management
- Be responsible for effective day-to-day management of the region/department.
- Ensure regular availability of supplies and other logistics in the region/department.
- Coordinate and supervise roster planning and monitoring and documentation of all leave for the staff in the region/department.
- Plan and budget for the activities of the region/department.
- Prepare and submit regular reports on the activities in the region/department.
- Ensure complete and accurate documentation on the activities in the region/department.
- Promote a positive image for the region/department.
- Devise improved job methods for increasing efficiency in the region/department.

Research
- Lead in Clinical Audit where applicable
- Participate in clinical audit.

Health Safety Responsibilities
- Take care of own safety and ensure the safety of other staff and that of clients/patients in the region/Department.
- Ensure that GHS and facility safety policies, arrangements, assessments, etc are disseminated to all nursing staff in the region/department.
- Ensure adherence to the health and safety policies, guidelines/protocols in the department (e.g., the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.
- Collaborate with relevant stakeholders to conduct planned preventive maintenance of plant and equipment in the region/department.
**Quality Management**

- Participate in the development of quality management systems for monitoring quality and for investigating incidents and complaints in the assigned region/Department.
- Ensure that midwives in the region/Department comply with quality management guidelines.
- Participate in the monitoring and evaluation of midwifery practice in the region/Department.
- Keep up-to-date with quality developments relevant to area of work and related services and ensure their dissemination to staff.
- Identify and investigate poor quality promptly, identifying contributing factors and agreeing on methods for addressing them.
- Be actively involved in clinical supervision and peer review.

**Further Information**

- The post holder must at all times:
- Work in accordance with the GHS/NMC Code of Professional Conduct and Disciplinary Procedure.
- Strictly adhere to the provisions of the Patient’s Charter.
- Participate in National Health Programmes

*This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.*

**Person Specification**

**Chief Midwifery Officer**

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<th>Desirable</th>
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<tr>
<td>Educational Qualification and Experience</td>
<td>Bachelor's Degree in Midwifery or its equivalent qualification with a valid PIN from the Nursing and Midwifery Council of Ghana plus five (5) years continuous service on the grade of Deputy Director of Midwifery Service</td>
<td>Master's Degree in Midwifery or related field</td>
</tr>
<tr>
<td>Skills and Abilities</td>
<td>Good writing and verbal communication skills. Leadership skills; Demonstrated ability to work on own initiative. Excellent problem-solving skills Computer skills Good negotiation and advocacy skills Ability to inspire and motivate others</td>
<td></td>
</tr>
<tr>
<td>Personal Attributes</td>
<td>Flexible attitude and committed to the needs of the Service Proactive Team player</td>
<td></td>
</tr>
</tbody>
</table>