Regional Maternity Support Workers (MSWs) Programme

AIDE MEMOIRE

TRAFFIC LIGHTS SYSTEM

This traffic lights system is intended to assist staff & students in identifying those skills which can and cannot be undertaken by maternity support workers in the clinical setting.

October 2014
Red Skills: not to be undertaken by a maternity support worker

Amber Skills: will require the maternity support worker to undertake further training

Green Skills: ideal for a maternity support worker

This aide memoire should be used in conjunction with the Indicative Job Description, Appendix 1, & CNAC Operational Framework for Delegation Decision Making, Appendix 3, of the course document available in the ward environment or on the NIPEC website at http://www.nipec.hscni.net/

The HSC Clinical Education Centre acknowledges permission given by NHS Education Scotland (NES) to adapt their original document¹, for use in Northern Ireland to enhance delivery of the Regional Programme for Maternity Support Workers.

The Skills Passport operates on a traffic light system:

**RED SKILLS - NOT TO BE UNDERTAKEN BY THE MATERNITY CARE ASSISTANT**

**AMBER SKILLS - THAT WILL REQUIRE FURTHER TRAINING**

**GREEN SKILLS - THAT ARE IDEAL FOR A MATERNITY CARE ASSISTANT**

REMEMBER:
- Focus on the skills available in your own clinical area.
- Maternity care assistants must work within their sphere of responsibility.
- All clinical skills should be delegated and reported back to a qualified member of the multi-professional team.

IMPORTANT:
- Any maternity care assistant to whom a task has been delegated should be appropriately trained and supported to ensure that the activity can be undertaken competently.
- The registered practitioner is accountable for delegating the task and the maternity care assistant is accountable for accepting the delegated task.

Adapted from NHS Education for Scotland (2010). “Maternity Care Assistants in Scotland: A Skills Passport”
NOT TO BE UNDERTAKEN BY MATERNITY CARE SUPPORT WORKERS

- MATERNAL HISTORY TAKING/BOOKING
- DIAGNOSE PREGNANCY
- MONITOR PROGRESS OF PREGNANCY
- INTERPRETATION, DECISION MAKING AND PLANNING OF CARE FOR THE WOMAN AND HER BABY
- PROVIDE PRIMARY ADVICE AND INFORMATION INCLUDING TELEPHONE ADVICE
- GIVE ADVICE / INFORMATION ON PAIN RELIEF
- DIAGNOSE ONSET OF LABOUR
- MONITOR PROGRESS OF LABOUR INCLUDING MATERNAL AND FETAL WELLBEING
- ASSESS POSTNATAL OR POSTOPERATIVE RECOVERY
- SUPERVISE STUDENT MIDWIVES
- DISCHARGE AND TRANSFER OF CARE TO APPROPRIATE PROFESSIONAL
- SECOND PERSON ATTENDING A HOME BIRTH
- OBTAIN CONSENT FOR ANY INVASIVE PROCEDURES
NOT TO BE UNDERTAKEN BY MATERNITY CARE SUPPORT WORKERS

- ASSISTED DELIVERY
- FETAL BLOOD SAMPLING
- ANTENATAL ASSESSMENT OF A WOMAN
- ABDOMINAL EXAMINATION OF A WOMAN
- SPECULUM EXAMINATION OF A WOMAN
- VAGINAL EXAMINATION OF A WOMAN
- ASSESSMENT OF UTERINE ACTIVITY
- AUSCULTATION OF FETAL HEART
- DRAWING UP OF AN INJECTION
- RUN THROUGH AN INTRAVENOUS INFUSION
- REMOVAL OF SKIN STAPLES / SUTURES
- ADMINISTER ANY MEDICATION
- INSERTION OF A NASOGASTRIC TUBE
NOT TO BE UNDERTAKEN BY MATERNITY CARE SUPPORT WORKERS

- Attachment of a fetal monitor
- Interpretation of a cardiotocograph (CTG)
- Delivery of a baby
- Episiotomy
- Perineal repair
- Initial examination of the newborn
- Apgar score
- Postnatal examination of the woman
- Initial and discharge postnatal examination of the baby
- Supra pubic pressure during shoulder dystocia
- Rubbing up a contraction during post partum haemorrhage

In an extreme emergency and following training on a recognised obstetric emergency course, the MSW may be asked to perform emergency procedures under direct instruction and supervision of a midwife. Responsibility and accountability remains with the delegating qualified member of the Multi-Professional team.
There may be skills that require further training. These skills should be delegated and reported back to a qualified member of the multi-professional team, and performed in accordance with local and national policies and guidelines.

- **CUP FEEDING**
- **BEREAVEMENT SKILLS WHEN A BABY DIES** – COMMUNICATE WITH SENSITIVITY AND COMPASSION.
- **OBTAIN TEST RESULTS USING COMPUTER SYSTEM.**
- **OBTAIN A CAPILLARY SAMPLE OF MATERNAL BLOOD FOR GLUCOSE ESTIMATION.**
- **INTRAVENOUS CANNULATION (MIDWIFE TO FLUSH AND ATTACH INTRAVENOUS LINE)**

Theatre Duties: Support the midwife by assisting with theatre duties, where appropriate as follows:

‘Local guidelines in respect of working arrangements for theatre will determine if maternity support workers undertake these duties, course document, appendix1, job description.’.
• Communicate effectively with the multi professional team
• Support the woman and her partner alongside the midwife
• Assist in positioning of women for procedures
• Assist with preparing, cleaning and setting up the theatre environment
• Prepare appropriate equipment
• Assist with application & connection of equipment e.g. diathermy/suction
• Assist with setting up instruments using an aseptic technique
• Assist with checking of swabs, needles and instruments during and post procedure
• Handle, package and send specimens
• Assist with documentation e.g. swab/instrument check
• Assist with monitoring and ordering surgical, general and sterile service stores
Skills should be delegated and reported back to a qualified member of the multi-professional team, and performed in accordance with local and national policies and guidelines.

**SPECIFIC SKILLS/TASKS THAT ARE IDEAL FOR MATERNITY CARE SUPPORT WORKERS**

**General Housekeeping/General Duties:**

- Clean and make beds
- Clean equipment
- Restock and order equipment and resources
- Report faulty equipment
- Prepare room/clinical area depending on individual needs
- Clean room/clinical area according to infection control policy
- Manage blood spillages according to infection control policy
- Dispatch laboratory specimens using correct procedure and documentation
- Fill birthing pool to required temperature
- Maintain cleanliness of pool
- Assist with cleaning and checking adult & neonatal resuscitation equipment
Skills should be delegated and reported back to a qualified member of the multi-professional team, and performed in accordance with local and national policies and guidelines.

**Care of the woman**

- Calculate Body Mass Index (BMI) including accurate measurement of height and weight
- Give smoking cessation advice
- Assist woman with shower/bath/bed bath
- Assist woman with personal & oral hygiene
- Chaperone staff as required
- Obtain specimen of urine and perform urinalysis
- Care for a woman with an indwelling urinary catheter to include removal
- Record oral fluid intake and fluid output
- Care and removal of intravenous cannulae
- Apply a TENS machine
- Obtain venous blood samples ensuring correct procedure and documentation

**Care of the woman**

Describe normal range of maternal vital signs:

- Temperature
Undertake maternal vital signs:

- Temperature
- Pulse
- Respiratory rate
- Blood pressure
- Oxygen Saturation

Record maternal vital signs accurately

- Temperature
- Pulse
- Respiratory rate
- Blood Pressure
- Oxygen Saturation

Care of the woman

- Assist and promote skin to skin contact
- Measure and apply TED stockings
• Verbally report lochia/blood loss
• Promoting the importance of postnatal exercises
• Assist the midwife with postnatal transfer of electronic documentation. The midwife maintaining responsibility for completion of the transfer process
• Provision of advice in relation to breastfeeding, chosen feeding method, health promotion and accurate documentation in maternal notes. Ensure accuracy in reporting back to the midwife.

Prepare equipment and assist the health professional with:
• Ultrasound scan
• Transvaginal scan
• Placing the woman in lithotomy position

Infant feeding in accordance with UNICEF Baby Friendly Initiative recommendations:

Breastfeeding:
• Promote breastfeeding
• Inform parents about the benefits of breastmilk
• Assist the woman to breast feed
• Provide the woman with advice and support

1 MSWs role does not document pv loss, and must report promptly any abnormal pv loss
• Assist with positioning and comfort of the woman
• Assist with positioning and attachment of baby
• Assist with hand expression
• Assist woman with use of breast pump
• Promote skin to skin contact

Artificial feeding:
Offer information advice and support re:
• Preparation of artificial feeds
• Principles of sterilisation

Parenting skills:
• Assist with parenting skills
• Demonstrate a baby bath to include daily care of the baby (top and tail, nappy change)
• Help parents understand and read baby’s cues
• Promote close and loving relationships between parents and their baby
• Demonstrate eye care and cord care of a baby
• Reinforce current information for general wellbeing and safety of the newborn baby in the home
• Identification and security of baby
• Weigh a baby

Be aware of the needs of vulnerable families
Report to the midwife any concerns/worries about parenting.

**Care of the baby**

- Identification and security of baby
- Weigh a baby

**Describe normal range of vital signs:**

- Temperature
- Respiratory rate
- Heart rate (apex)

**Undertake vital signs:**

- Temperature (axilla) using appropriate thermometer
- Respiratory rate
- Heart rate using neonatal stethoscope (apex)

**Record vital signs of baby accurately:**

- Temperature
- Respiratory rate
- Heart rate (apex)

**INFORM THE MIDWIFE OF ANY CHANGES OBSERVED IN DAILY CARE OF THE BABY**

**MSW role in an emergency:**

- Know emergency contact numbers and know how to get appropriate help
• Obtain emergency equipment
• Scribe/document as appropriate
• Assist with placing woman in McRobert’s position (Shoulder dystocia)
• Assist with placing woman in knee chest position (Cord prolapse)
• Manoeuvre the bed e.g. head tilt
• Assist with resuscitation of the baby
• Care for the partner and baby
• Be involved in skills drills training

Documentation:

• Maintain written and electronic records as appropriate