POST: Deputy Director of Nursing and Quality
ACCOUNTABLE TO: Director of Nursing and Quality
REPORTS TO: Director of Nursing and Quality

Key working relationships

Internal:
- Executive Directors and Deputies
- Associate Directors of Nursing
- Heads of Nursing and Midwifery
- Operational Managers
- Care Group Medical Directors & Clinical Leads
- Lead AHPs
- Matrons & Ward Managers
- Patient Representatives
- Senior Clinical Nurses and Midwives

External:
- Trust Development Authority
- Clinical Commissioning Groups
- Area Team
- Health Education West Midlands
- West Midlands Quality Review Service
- Local Authorities
- Local Health Boards
- Healthwatch
- Community Health Council
- Care Quality Commission

BAND: 8d
HOURS: Full time 37.5 hours per week

ROLE SUMMARY

The Deputy Director of Nursing is a key strategic post which requires visible, credible and inspirational leadership across the full range of the nursing and quality portfolio. An absolute commitment to outstanding clinical practice and strong professional values will drive improvements to quality of care through the development of the Quality Improvement and Nursing & Midwifery Strategies.

Through strong partnership working the postholder will deputise across the full range of the nursing and quality portfolio with full delegated authority in the absence of the Director of Nursing & Quality.

The post holder will provide an expert level of strategic and operational leadership across nursing and the wider Trust and will steer the successful achievement of the Nursing, Midwifery and Quality Portfolio.

In partnership with the senior nursing team, positively influence the culture of nursing within the organisation, ensuring that the profession has a strong voice in developing improvements to patient care.

Forge positive relationships with peers to support balance across the professional, performance, finance and workforce agendas.

Represent the Trust at key regional and national events, delivering projects and presentations where necessary.

As a Senior Manager the post holder will also participate in the Senior Management on call Rota.

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KEY RESPONSIBILITIES

Deputising for the Director of Nursing and Quality

- Deputising at local, regional and national meetings, as requested, ensuring the organisation and profession is represented operationally and strategically.
- Deputising at board sub-committee and board level meetings as required
- Developing and presenting board level papers
- Ensuring that professional issues both local & national that impact on the organisation are raised and addressed.
- Making decisions on behalf of the Director of Nursing & Quality at meetings as required.
- Providing expert professional and operational advice and guidance at a senior level.
- On a weekly basis have full delegated authority when the DNQ is away from the Trust.

The post holder will be encouraged and have the opportunity to undertake a range of activities at corporate level that will develop the skills required to become an Executive Nurse Director.

Professional Leadership and Strategy

- Maintain clear and frequent visibility of uniformed presence in clinical areas at least weekly and support the senior nursing team to achieve the same standard.
- Lead the review; on behalf of the Director of Nursing & Quality of the Quality Improvement Strategy ensuring full care group and patient engagement in the process and on an annual basis lead the development of the Quality Account.
- Lead the annual review of the Monitor Quality Governance Assurance Framework, ensuring appropriate governance processes are followed.
- Respond promptly to issues relating to Nursing that require a response on behalf of the organisation for example, dealing with the press and external organisations.
- Lead the development with the support of the Senior Nursing & Midwifery Committee of the Nursing and Midwifery Strategy.
- Chair Trust meetings on behalf of the Director of Nursing & Quality such as, Nursing and Midwifery Forum, Ward Manager Meeting, Infection Prevention and Control Committee.
- Have an integral role in influencing the Trust priorities through strategic objective setting and development of the Quality Account
- Ensure nursing and midwifery risks and related items on the Board Assurance Framework and corporate risk register are monitored, reviewed and updated.
- Ensure the appropriate contribution of nurses and midwives to the development and implementation of the national IM&T programme across the Trust.
- Ensure that Nursing and Midwifery contributes to the delivery of the Trust Strategic plans and annual priorities.
- Work as a nurse in the clinical environment at least once per month, setting a standard for the image of nursing and midwifery and for care delivery. Record patient stories to share with the Trust Board and sub-committees as required.
• Attend statutory training for clinical staff and ensure that fundamental clinical skills are maintained in order to maintain credible clinical practice standards

• The post holder will act within the NHS Code of Practice for Managers (2002), working to the Nolan principles for public life.

• As a senior manager of the Trust, act as a role model in living and promoting the Trust Values.

• Become a Lean Leader by undertaking the Lean for Leader programme

• Progress to Advanced Leadership through the Trust Programme.

**Management**

• Line manage (including recruitment, development, performance and absence management), provide leadership and direct the work of a diverse team.

• Meet with line reports on a one to one basis, ensuring that within the individual’s portfolio, agreed programmes of work are implemented effectively and to provide the leadership and direction thereby supporting the achievement of service, trust and personal objectives.

• As an experienced clinician lead investigations into Serious Incidents as required.

• Following HR disciplinary investigations undertake the role of Nurse Advisor/Dismissing Officer to the hearing panel advising on appropriate disciplinary action, if deemed appropriate.

• Provide expert advice in relation to professional disciplinary matters guiding the Associate Directors of Nursing and Heads of Nursing and Midwifery in their decision making regarding appropriate action.

• Participate in the operational work of the Trust by supporting clinical teams in:
  • Maximising capacity across the trust
  • Making decisions that ensure that the needs of both emergency and elective patients are considered and balanced
  • Liaising with Care Group Management teams
  • Liaising with external organisations

• Frequently participate in the Senior Manager on call rota giving advice to the Clinical Site Manager, as required and make decisions on behalf of the organisation.

**Quality**

• Support the Director of Nursing & Quality to manage performance in relation to the delivery of high standards of quality across the organisation.

• Instigate and ensure the development of effective mechanisms to ensure that standards of nursing practice are maintained and improved, for example Non medical prescribing and Patient Group Directions.

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• In conjunction with the Associate Directors of Nursing, Assistant Chief Operating Officers and care
group leads, lead the implementation of a high quality model of clinical governance within all care
groups to improve patient care.

• Take the lead role in organising and managing external visits, reviews and inspections of the
organisation

• On behalf of the Director of Nursing & Quality coordinate the nursing responses to investigations
by external bodies, for example the Care Quality Commission and the West Midlands Quality
Review Service.

• Ensure that nursing records are evidence based and fit for purpose and that good standards of
record keeping are achieved in all areas.

• To ensure that statutory regulations, codes of practice, local and departmental and health and
safety rules are adhered to.

**Workforce and Education**

• To lead on safe nurse staffing on behalf of the DNQ, ensuring that the Trust is compliant with all
guidance and regulatory requirements and to ensure that recruitment is focussed and effective.

• Oversee the development of the Nursing, Midwifery and Allied Health Professional post registration
educational programme, liaising with Higher Education Institutions and Health Education West
Midlands.

• To be the strategic lead for the Trust, supporting the Associate Director of Nursing Workforce
to liaise with Higher Education Institutions regarding Trust Quality framework, student experience
and clinical placement audits and facilitate a framework for effective management and continuous
improvement.

• Lead initiatives to ensure nursing clinical and professional standards are maintained and enhanced
for example Core Competency Framework, Nurses Handbook.

• Work with the Director of Nursing & Quality and the Workforce Director to develop new
progressive roles and career pathways in nursing for both registered and unregistered staff.

• Oversee the strategic development and implementation of the policy and processes for Nursing
Revalidation

• Lead the coordination and management of referrals to the Nursing and Midwifery Council.

**Research and Audit**

• Lead and participate in the Trust wide nurse research and audit agenda by:

• Liaising with higher education institutions ensuring nurse research is supported by academic
institutions.

• Nurse and AHP representative on the Trust’s R&D Committee engaged in the Trust’s R&D Strategy,
reviewing as well as developing research proposals with active management of clinical audit and
outcomes.
• Actively seek out and support research proposals for original nursing research. Work with the senior nursing/midwifery and clinical audit teams to set and deliver an annual audit and review programme to support continued improvements in patient care.

Operational

• Work closely with the Chief Operating Officer, Care Group Leads and Senior Management teams to ensure that nursing operational issues that impact on the Trusts ability to deliver its corporate agenda are identified and addressed, by ensuring shared achievable plans for delivery.

• Lead specific projects as requested by the Director of Nursing & Quality.

• On behalf of the Director of Nursing & Quality, lead developments to improve the patient environment.

• Oversee the management of the Corporate Nursing education budget, ensuring that it is optimally utilised and remains within agreed budget allocation.

• Develop and maintain an ethos of partnership with staff side colleagues.

Health and Safety

• To take reasonable care of Health & Safety and that of any person who may be affected by their actions or omissions at work.

• To cooperate with the SaTH Trust in ensuring that statutory regulations, codes of practice, local and departmental and health and safety rules are adhered to.

• The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his/her work methods are compliant with the Trust’s agreed policies and procedures and do not endanger other people of themselves.

• All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff.

• All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development.

• Any breach of infection control policies is a serious matter which may result in disciplinary action;

• All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Professional Development

• To participate in personal objective setting and review (Personal Action Planning), including the creation of a personal development plan. The post holder should take every reasonable opportunity to maintain and improve their professional knowledge and competence.
• In the context of the individual’s own knowledge, experience of authority, the post holder should assist peers and subordinates to develop professional competence in accordance with their needs and in the context of service objectives.

Confidentiality

• To ensure that confidentiality is maintained at all times in conjunction with the Trust’s Confidentiality Policy.

Infection Prevention and Control
The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

  • ensure that your work methods are compliant with the Trust’s agreed policies and procedures and do not endanger other people or yourself; and
  • be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
  • maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
  • Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance
The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust’s Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust’s Disciplinary Procedure.

  • Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

  • Disclosure of Information - The unauthorised use or disclosure of information relating to the Trust’s activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust’s employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

  • Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust’s recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review
As an employee of the Trust you have a responsibility to:
• participate in statutory and mandatory training as appropriate for the post; and
• maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
• take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
• Participate in the Trust’s appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults
• We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust’s procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
• As an employee of the Trust you have a responsibility to ensure that:
  o You are familiar with and adhere to the Trust’s Safeguarding Children procedures and guidelines.
  o You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility
The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement
• Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
• The Trust commitment to one continuous improvement method TPCS should be reflected in individual’s continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

This job description is not exhaustive and is intended to be a guide to the principal duties and responsibilities of the post only. It may be amended at any time with the agreement of the post holder and line manager.

I confirm that I have read and understand the duties and responsibilities contained within my job description and agree that it accurately reflects my roles and responsibilities within the Trust.

Signed post holder ............................... Date .................................

Signed Manager ............................... Date .................................