DIRECTOR OF NURSING AND QUALITY ASSURANCE

JOB DESCRIPTION

Accountable to
Chief Executive

Reports to
Chief Executive

Location
Trust Headquarters

Job Summary
The Executive Director of Nursing and Quality Assurance has Board level responsibility for the professional leadership of the Nursing and Allied Health Professionals (AHP) workforce, ensuring that the care provided by Nurses and AHPs is delivered with compassion, embodies quality and fulfils the Trust purpose of delivering safe, effective and personal care to every service user, every time.

The post holder has specific responsibility for service user safety, experience and Quality Assurance including external regulatory standards, and holds the executive responsibility for Infection Prevention and Control.

As an Executive Director of the Trust Board the Executive Director of Nursing and Quality Assurance will inspire confidence through their knowledge and expertise and ensure that the Board of Directors keep quality of care with compassion at the core of decision making.

All Directors are expected to demonstrate highly visible leadership working as part of a cohesive, multi professional senior team, contributing to the overall strategic direction and leadership of the Trust, and when necessary taking lead responsibility for corporate issues outside their immediate sphere of responsibility.

As the Trusts most senior nurse the post holder will be expected to undertake clinical sessions to maintain their clinical practice.

Relationships with the Executive Medical Directors and the Director of Operations are of particular importance.

As an Executive Director of the Trust Board and a member of the team the post holder will:

- Work with senior colleagues to continuously improve the quality and delivery of service to service users in pursuit of the Trust purpose: to deliver safe, effective and personal care to every service user, every time.
- Play a full and active role as a Board member; and as a member of the Executive Team, contributing actively to Board assurance
processes via its committees, corporate reports and Board intelligence.

- Drive the strategic development of the Trust’s services in accordance with local health needs, business development and education and research priorities.
- Be a role model for effective leadership in the Trust driving a positive ‘can-do’ culture and actively promoting respect, openness, participation and team working.
- Support the Chief Executive in the discharge of statutory responsibilities and ensure that all activity, finance and service objectives are met in compliance with the Trust’s Standing Orders, SFIs and Scheme of Delegated Authority and employment legislation.
- Work with senior colleagues to promote the Trust within the wider community, building sustainable relationships with key partners.
- Play a full and active role in the overall management of the Trust.
- Adhere to the standards laid down in the NHS Code of Conduct for managers and at all times act in a manner that reflects and promotes the values of the Trust.
- Represent the Trust at regional, national and international level.
- Participate in the personal development review process.
- Participate in the Directors’ On-Call rota.

**Professional Leadership**

- Provide highly visible and inspiring leadership for Nursing and AHP staff throughout the Trust, championing a professional and open culture that empowers staff to consistently deliver quality care with compassion acting as a role model for the behaviours and high professional standards expected.
- Provide strong and effective Nursing input to the development and implementation of the Trust Strategic Direction.
- Provide professional Nursing and AHP leadership and advice to inform corporate decisions and ensure that the views of Nurses are available to the Trust Board.
- Champion the need for continuous improvement and excellence in Nursing and AHP services, leading on the development and implementation of a visible strategy which represents the best of Nursing and AHP practice consistently implemented in the interests of service users.
- Ensure the maintenance of professional standards of care in line with the Nursing and Midwifery (NMC) Code of Professional Practice.
- Work collaboratively with the Executive Medical Directors and Director of Operations to develop a culture of quality care with compassion to underpin the Trust’s long term quality strategy and plan.

**Quality: Safety and Experience**

- Ensure robust systems and processes for quality governance are in place to provide assurance that the essential standards of quality and safety are delivered to service users.
- Ensure effective systems are in place to comply with the requirements for regulation, including the essential standards of quality and safety
for Monitor, CQC and NHSLA risk management standards.

- Ensure systems are in place to ensure that the standards of nursing and AHP care deliver safe, effective and compassionate care to every service user, every time.
- Oversee a programme of improvement for service user safety and provide assurance on delivery.
- Ensure that service users are fully and effectively involved and engaged at all levels of care delivery within the Trust.
- Work in partnership with the Executive Medical Directors to ensure the integration of learning from complaints, incidents and claims.
- Provide senior clinical involvement and assurance to the Trusts delivery and use of the Mental Health Act.

**Quality Assurance**

- Provide highly visible leadership and assurance to the implementation of the Trust Quality Agenda.
- Provide expert nursing advice and opinion to members of the Trust's Risk Management team.
- Visibly promote and support service user care improvement through the implementation and audit of the Trust's Quality Strategy.
- Lead on and further develop the Trust's strategy for Public, Service User and Carer Involvement.
- Lead the provision of services for effective management of service user complaints and ensure that public and service users' perceptions are used to improve services.
- With the Director of Human Resources, lead the development of a diversity strategy for service users and all staff groups.

**Infection Prevention and Control (IPC)**

- Have corporate responsibility for IPC throughout the Trust and provide assurance to the Trust Board that Infection Prevention and Control policies are fit for purpose.
- Oversee ICP policies and their implementation.
- Ensure effective systems for the prevention and control of infection are embedded across the organisation and audited.
- Act as the focal point for integrating prevention and control of infection within the Trust’s clinical governance/service user safety systems.
- Ensure that the Trust Board and Trust Executive are aware of issues concerning the prevention and control of infection and that these are considered when corporate decisions are taken.
- Lead the development and oversee the implementation of the Trust's prevention and control of infection annual programme.
- Produce an annual report on the state of healthcare associated infection in the Trust and act as an ambassador for infection prevention and control at a local and national level.

**Education, Training and Research**

- Develop strong links with providers of education and professional bodies to ensure appropriate integration between service and training needs.
- Actively promote nursing research, the development and utilisation of
evidence-based practice and the use of practice/service evaluation.

- Ensure effective collaboration with both Commissioners and providers of education.

**Workforce**

- Champion productivity improvements in the nursing and AHP workforce.
- Provide leadership to develop and implement nursing and AHP workforce modernisation, supporting and encouraging innovation in practice and the way services are delivered.
- Actively support the rollout of e-Rostering for the nursing and AHP workforce and new models to secure efficient staff deployment.
- Ensure that effective infrastructure and systems are in place to support Continuing Professional Development.

**Service Improvement**

- Challenge conventional approaches demonstrating a commitment to creating a ‘learning organisation’ to deliver continuous improvement.
- Be a lead change agent securing the highest levels of clinical engagement from nurses and AHPs and involvement in the development and delivery of services.
- Work with senior colleagues and staff to facilitate a service improvement culture that leads to improved clinical outcomes, service user experience and value for money.
- Ensure that Governance and Quality Management Strategies are implemented consistently across the Trust.
- Take lead responsibility for effective Quality and Performance Impact Assessment of all change and development activity across the Trust, working with the Director of Operations.
- With senior colleagues develop an environment where innovation can flourish.

**Communications**

- Work with the Director of Research and Development to market the Trust’s services and support the business planning process.
- Develop excellent relationships with the local community and key stakeholders, CCG’s, Universities, interest groups, other health organisations service user groups.
- Develop and maintain effective cross-disciplinary communications with other senior leaders.
- Work with the Head of Communications to improve and expand communication with staff, service users and partners.

**Key relationships**

Trust Board
Trust Executive
Clinical Cabinet
Delivery Executive
Nursing Staff  
Allied Health Professional  
External stakeholders

\textit{This job description will be subject to review and development as the post becomes established. The above is intended to be an outline of principal responsibilities only. The post holder is required to be flexible in developing the role in keeping with changing organisational priorities and circumstances. The above profile will therefore be subject to review and amendment as discussed with the Trust Chief Executive.}

\textbf{PERSON SPECIFICATION}

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<th>ATTRIBUTE</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<td>Qualifications and Training</td>
<td>RMN</td>
<td>RNLD</td>
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<td>Evidence of ongoing professional / academic development to degree level</td>
<td>RGN Post graduate / masters level of equivalent.</td>
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<td>Specialist training / experience</td>
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<td>Work Experience</td>
<td>Significant experience of working across services as senior nurse</td>
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<td>Experience of working across organisational boundaries</td>
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<td>Experience of leading trust wide projects and developing associated strategy and policy</td>
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<td>Previous experience of working in more than one clinical area</td>
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<td>Experience of leading service wide projects</td>
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<td>Skills and Knowledge</td>
<td>Sound knowledge of the national nursing agenda</td>
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<td>Understanding of nursing and nursing research in relation to the development of mental health and learning disability service</td>
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<td>Knowledge of the implications of the national</td>
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<td>modernisation agenda in relation to mental health and learning disability services</td>
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<td>Ability to assimilate highly complex information and present effectively to different audiences where barriers to acceptance need to be overcome through use of high level communication / interpersonal skills</td>
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<td>Ability to build purposeful relationships and command confidence of Trust nursing staff managers and other clinicians</td>
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<td>Sound, impartial and objective judgement</td>
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<td>Confidence to challenge unacceptable attitudes, performance and conduct</td>
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<td>Ability to calmly work to challenging and conflicting deadlines</td>
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<td>Clarity of vision</td>
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| Other factors | Able to be mobile throughout the areas covered by the trust and nationally as required. |