

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Deputy Director of Nursing
<b>RESPONSIBLE TO:</b>	Executive Director of Nursing, Quality and Governance
<b>BAND:</b>	8d
<b>LOCATION:</b>	To be agreed with postholder and will be expected to travel to all Trust sites.
<b>HOURS OF WORK:</b>	37.5 hours per week
<b>DISCLOSURE REQUIRED:</b>	Yes, enhanced

## **JOB PURPOSE**

The Deputy Director of Nursing is primarily responsible for the provision of a high quality nursing service as well as leading on the governance of nursing standards and patient/service user experience agenda. The post holder is a member of the senior corporate nursing team. This will involve professional leadership to nurses, providing expert professional advice, contributing to the development of policy and strategy in relation to the nursing, and implementing and monitoring measures to assure the quality and safety of nursing practice. The post holder will work in close partnership with managers and other healthcare professionals to facilitate the delivery of a high quality service.

The post holder will lead on a number of initiatives as described within the job description.

### **1. Professional Leadership**

- Provides professional leadership to all nursing staff fostering a culture which values continuing professional development and strives for excellence in the delivery of patient care and quality improvement in line with the 6C's.
- Ensure a culture of nursing leadership, development and living the Trust values is embedded and promoted and act as a professional role model for all nurses at all times.
- Leads on the development and implementation of nursing standards and care aspects of the Trust's strategy, with particular reference to current national policy and statutory obligations.
- Provides advice as required on nursing, governance and patient experience issues, in accordance with local and national policy.
- Works collaboratively with other professional leads in developing a culture which embeds clinical quality and patient safety, and monitors its effectiveness to ensure continuous improvement.
- Participates in meeting the Trust's obligations to safeguard all individuals who the organisation comes into contact with (e.g. children, adults, learning disabilities and mental health).

## **2. Governance**

- Take lead responsibility for performance of clinical care and professional standards relating to nursing standards.
- Work in partnership with the CCG Quality Lead in monitoring safe and effective care to patients.
- Trust lead for all external nursing standards audits and reviews related to patient care and nursing practice and professional standards.
- Lead on clinical metrics as a method of monitoring quality, safety and patient experience, providing assurance on data quality on the level of nursing care provided.
- Contribute to CQUINs, Clinical Indicators and QIPP agendas, ensuring communication of performance reaches all nursing staff.
- Responsibility for the implementation and signing off of nursing/patient experience related policies and protocols

## **3. Service User/Patient Experience**

- Lead on the development, monitoring and evaluation processes by which public perceptions of the service can be measured and incorporated into service development and improvement.
- Lead trend analysis of complaints, concerns, compliments and comments and ensure that this is reported back to the service lines to reduce risk and improve quality, safety and patient experience.
- Participate in the Trust's Patient/Service User Experience strategy and develop mechanisms to ensure that learning from feedback results in improvements in service provision.
- Lead on ensuring compliance with regulatory and other standards with regards to patient experience/service user involvement.
- Trust lead for friends and family experience strategies addressing any variation in public perception of care provided.

## **4. Strategy**

- Lead on the programme of activity and lead on specific initiatives on related nursing and professional matters.
- Lead on the implementation and evaluation of the Trust's Nursing 6C's strategy and service improvements, paying special attention to the clinical standards and service improvements that will enhance patient/service user care, within and outside the organisation.
- Assist the clinical leads in balancing the challenges of providing high quality, safe services, with excellent outcomes and in a way that delivers efficiencies and meets the expectations of patients and the public.
- Deliver improvements in patient experience through making the patient central to all activities of the Trust and 'championing' the patient/service user experience with compassion.
- Lead on the preparation for any external nursing standards assessments.
- Ensure relevant actions from the Francis Report are fully integrated into nursing and patient experience strategies going forward.
- Deliver improvements in nurse education/placement experience in partnership with HEIs and LETBs.

## **5. Management**

- Lead the senior nursing team, which promotes leadership attitudes and capability at all levels.
- Management of
  - Infection Control Team

- Patient Experience Team
- Non Medical Education Team
- Line manager key members of the Corporate Nursing Team as designated.
- Provide clinical leadership capability for nursing across all Trust services.
- Take responsibility for issues outside immediate sphere of responsibility as required.

## **6. Delivery**

- Lead on the delivery of a bi-annual Nursing Strategy including bi-annual Nursing Conference.
- Lead on the review of workforce plans for nursing including skillmix, staffing and dependency levels.
- Publish staffing data bi-annually.

## **7. Resources**

- Appropriately utilise the revenue budgets as required ensuring expenditure and income is within financial plans and budget and to ensure compliance with Standing Financial Instructions.
- Work with Finance leads on managing the financial implications and risks of underperformance against quality targets.
- Budget holder for designated budgets.
- Contribute to the achievement of the Trust's efficiency and cost improvement plans.

## **8. Service Improvement**

- Contribute to local service improvement projects and/or participate in service line or Trust-wide development of programmes that contribute to modernisation of services providing both professional and clinical advice as necessary.
- Work collaboratively with external partners in the development of patient pathways and services in relation to the services provided by the Trust.
- Work effectively with the service line clinical leads and other agencies to design and implement innovative methods of service delivery to promote improved patient care and a more responsive service ensuring patient and public involvement is an integral part of service development.

## **9. Education and Training**

- Lead on the strategic development and implementation of programmes of education across the Trust, working in collaboration with academic partners.
- Lead on the development and provision of a portfolio of educational programmes which include accelerated development programmes, return to practice, adaptation and other programmes as identified by service requirements.
- Lead on the development and implementation of the Trust's agenda, strategy and delivery of multi-disciplinary programmes, integrating these to the maximum extent possible with the programmes of academic partners.
- Provide support and advice to ensure that there is an appropriate and effective correlation between service and training needs.

## **GENERAL**

This job description is intended as a basic guide to the responsibilities of the post and is not exhaustive. The post holder may be asked to undertake duties that are in line with the level of role.

The job description will be subject to regular review and amendment as necessary in consultation with the post holder.

The following job description clauses have been agreed by the Joint Staff Committee (JSC). These clauses apply to the job descriptions of all employees and form part of the overall contract of employment

### **Equal Opportunities Statement**

This organization acknowledges the right of all people to equality of opportunity. It is the policy of the organisation to ensure that no users of its services, its employees or job applicants are unfairly discriminated against on the grounds of their race, creed, colour, ethnic origin, marital status, HIV status, disability, age, sexual orientation, religion or belief or criminal record nor disadvantaged by any conditions or requirements that cannot be shown to be justified

This organisation is committed to providing high quality and accessible services to all the people who live and work in Barnet, Enfield and Haringey. The organisation will work hard to ensure that the different needs and expectations of its diverse communities are met.

We welcome people of all backgrounds and encourage groups that are under-represented in our workforce. We regularly monitor the diversity of our workforce and have a strategy in place to ensure we have a workforce that reflects our community. We publish employment monitoring data each year as part of our Race Equality Scheme.

The organisation's recruitment and selection standards require each post has a current job description and person specification which has been evaluated to ensure staff receive the same rate of pay for performing similar tasks. All selection requirements and assessment exercises must be related to the person specification for that vacancy. Recruitment advertisements and literature will be written to avoid any form of discrimination and will be consistent with the job description. All applicants that meet the essential criteria on the person specification will be shortlisted.

We are proud to hold 'Positive about Disabled People' status, which is awarded by the Job Centre Plus to employers who demonstrate a commitment to recruiting and retaining disabled people.

## **JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES**

### **MOBILITY**

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

### **HEALTH and SAFETY**

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

### **INFECTION CONTROL**

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

## **RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

## **HEALTH PROMOTION**

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local policies that support the promotion of health and the prevention of ill health e.g. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

## **FLEXIBLE WORKING**

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

## **SMOKING**

As part of its responsibility for the promotion of health and prevention of ill-health this organisation is a non-smoking organisation. Staff are not permitted to smoke within or on any of the organisation's premises and are strongly urged not to smoke outside such premises in areas where they may be seen by patients and visitors.

## **EQUAL OPPORTUNITIES**

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

## **POLICIES AND PROCEDURES**

All employees, at all times are subject to the policies and procedures of this organisation

## **SAFEGUARDING CHILDREN & VULNERABLE ADULTS**

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.

Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

## **DATA PROTECTION**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

## **CONFIDENTIALITY**

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating

to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Justify the purposes of using confidential information.
2. Only use it when absolutely necessary.
3. Use the minimum that is required.
4. Access should be on a strict need to know basis.
5. Everyone must understand his or her responsibilities.
6. Understand and comply with the law.

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

### **Standards of Business Conduct for NHS Staff & Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

### **MANDATORY TRAINING**

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

### **SATISFACTORY CLEARANCES**

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the post holder must maintain satisfactory clearance status throughout his/her employment in the post.

### **PROFESSIONAL REGISTRATION**

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the post holder must maintain satisfactory registration status throughout his/her employment in the post.

## **ADDITIONAL CLAUSE FOR ALL MANAGERS**

### **RISK MANAGEMENT**

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed and that staff receive appropriate training, that a local risk register is developed and regularly monitored and reviewed. Significant level risk must be reported through the Quality

Improvement and Risk Committee (QIRC) network. Risk registers need to be submitted to the Support Services Manager or other nominated officer, on an annual basis.

#### ADDITIONAL INFORMATION FOR ALL STAFF

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

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Confirmed as accurate by post holder:

Date:

Confirmed as accurate by manager:

Date:

#### NHS VALUES

**It is recommended that where possible the NHS values below are reflected in job descriptions.** Please go to the NHS Confederation website for further information [www.nhsconfed.org](http://www.nhsconfed.org)

##### **Respect and dignity**

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

##### **Commitment to quality of care**

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

##### **Compassion**

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

##### **Improving lives**

We strive to improve health and well being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

##### **Working together for patients**

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

##### **Everyone counts**

We use our resources for the benefit of the whole community, and make sure that nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

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