

**JOB DESCRIPTION**

**JOB TITLE** Deputy Assistant Director of Nursing

**GRADE/BAND** 8b

**LOCATION**  Division of Surgery - Trustwide (Base PGH)

**RESPONSIBLE TO** Assistant Director of Nursing

**ACCOUNTABLE TO** Director of Nursing

Please note that the final divisional positioning of this post is still under discussion.

**1. JOB PURPOSE**

The post holder is responsible in union with the Assistant Director of Nursing for the quality and patient experience of services throughout the Division of Surgery, ensuring optimum standards of patient care via the effective and efficient management of human, financial and physical resources. The post holder will lead on a portfolio of work identified by the Assistant Director of Nursing, focused on improving the quality of care and patient experience across the Divisions supported by the Matrons and Ward- Department Managers.

The post holder will deputise for the Assistant Director of Nursing when necessary, undertaking any responsibilities, as delegated, and leading portfolios of work as required.

The post holder will be a key senior member of the senior management team within the division working closely with the Associate Directors of Nursing, Deputy Directors of Nursing and Heads of Clinical Service, playing a key role in the, development of services and service improvement. The post holder will have a key responsibility for the delivery of the Quality agenda throughout the Division of Surgery.

The Deputy Assistant Director of Nursing will provide nursing leadership and expert nursing advice throughout the Divisions, and will work closely with the Assistant Directors of Nursing to ensure that a high standard of patient care is delivered across the division and throughout the Trust.

The post holder will lead nursing practice in collaboration with the Assistant Director of Nursing and will be expected to develop innovative practice in relation to the provision of nursing services to patients. The post holder will be expected to work effectively within a multi-disciplinary team.

The post holder will be required to support the Assistant Directors of Nursing and Clinical Directors, to deliver the Clinical Governance programme for the Division.

The post holder will be part of the Senior Manager on call rota, and will be expected to be part of an on call roster, covering an identified shift in line with the current agreed on call process.

**2. JOB DIMENSIONS**

The jobholder will be expected to work with the minimum of supervision and co-ordinate his / her activities in order to ensure that an efficient service is provided.

**3. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

See attached Person Specification.

**4. PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

 **Professional Leadership/ Management**

* To direct, lead and motivate the Matrons and Ward Managers to ensure a high standard of professionalism, efficiency and effectiveness in the delivery of the Nursing service. This will include coaching and mentoring, resource planning, standard setting, performance management, team and individual development.
* Ensure that the Nursing function is proactive and influential in its contribution to the quality and experience of patient care.
* Establish a culture of continuous improvement and professional excellence.
* Develop and empower all members of the team to perform to high standards and innovate.
* Develop processes to ensure the professional development of nursing within the Division to deliver high quality, patient centered care.
* Provide line management, professional advice and support to Matrons within the Division.
* Contribute to the development of Nursing/Midwifery polices for the Trust.
* Contribute to the development of leadership skills within Specialist Nurses and Ward Managers.
* Deputise for the Assistant Director of Nursing when required, undertaking any responsibilities, as delegated.

**Clinical Quality and Safety**

* Develop a framework to ensure that nurses and midwives actively contribute to the

 development of clinical governance across the Divisions.

* Act as an advisor on matters relating to professional conduct and NMC issues, as required.
* Ensure that a culture is developed across the Division that supports the focus on patient experience, no harm and quality of care.
* In conjunction with the Assistant Director of Nursing implement systems to monitor the quality of nursing practice through audit and measurement of clinical risk, complaints, benchmarking and ensure changes to practice are introduced and monitored where appropriate.
* Develop a quality management framework for the Divisions and have responsibility for the on-going monitoring of indications.
* In collaboration with the Assistant Director of Nursing advise on and deal with issues of professional discipline, competence and conduct for nurses in accordance with Trust’s policy and professional guidance ensuring that the Director of Nursing is informed of any issues.
* To advise and participate in the investigation of critical incidents and complaints concerning nursing issues within the Division, as requested by the assistant director of Nursing. To advise on/take forward appropriate remedial action and ensure lessons are learnt and shared.

**Service Development / Improvement**

* Highlight areas where professional development changes need to be implemented and work with the Assistant Directors of Nursing to take corrective action.
* To oversee the development and implementation of patient pathways, protocols and policies relating to areas of responsibility as requested by the Assistant Directors of Nursing.

**Financial Management**

* Identify ways of making efficiencies to contribute the Divisional CIP.

**Management and Leadership**

* Jointly agree quantitative and qualitative objectives (in line with Divisional strategic objectives) for staff within lines of responsibly and demonstrate that they have had an annual KSF appraisal and personal development plan.
* In Collaboration with the Assistant Directors of Nursing, provide quality assurance for appraisal process across nursing within the Division.
* To ensure all staff within areas of responsibility have completed mandatory training in line with the Trust policy.

**Education and Development**

* Be a role model for all staff by demonstrating self-education to improve one’s knowledge and improve practice.
* Ensure staff operate within education policies and guidelines – contribute to their development / review.
* In liaison with other members of the multidisciplinary team, share educational

resources / teaching programs.

**Research**

* Provides assurance of evidence based nursing care and takes corrective action where required.
* Interprets the results of clinical audits and suggesting corrective action where required.
* Promote and encourage nursing contribution to research and raise the profile of nurse led research at specialty level.
* Actively seeks research / knowledge-based innovations / practices that need to be considered for implementation.

**Health and Safety/Risk Management**

The post holder must comply at all times with The Mid Yorkshire Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust’s Risk Incident Reporting System.

**Equality and Diversity**

The post holder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc.

**Training and Personal Development – Continuous Professional Development**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

**Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

**Infection Prevention and Control**

All staff have a personal responsibility to comply with Trust and Departmental Infection Prevention and Control policies to protect their own health that of patients, visitors and other employees and to prevent Health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control training as provided by the Trust.

All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

**Safeguarding children and adults**

All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust.

**Patient and Public Involvement**

All staff will be expected to comply with S.11 of the Health and Social Care Act 2001.

**5. COMMUNICATION & WORKING RELATIONSHIPS**

The jobholder should have excellent communication skills. The role involves communicating amongst members of the multi-professional team. Is able to work across professional boundaries within the Trust and externally.

**6. SPECIAL WORKING CONDITIONS**

This is a job outline only. It is expected that the post will develop as the jobholder progresses and other duties as appropriate to the grade of the post will evolve.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Hospitals NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Hospitals NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Hospitals NHS Trust
3. In the entrances of any The Mid Yorkshire Hospitals NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Hospitals NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Hospitals NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

THE MID YORKSHIRE HOSPITALS NHS TRUST

**PERSON SPECIFICATION**

|  |
| --- |
| **POST TITLE: Deputy Assistant Director of Nursing POST REF NO. LOCATION:**  |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Registered Nurse
* ENB 659 or equivalent teaching qualification
* Evidence of current CPD
* Evidence of further study/knowledge at Masters level or equivalent
 | * Post registration qualification in an area of clinical specialty
* Degree or equivalent qualification specific to a clinical specialty
* Management qualification
 | Application Form/Interview  |
| **Experience** | * Significant relevant leadership/management role in a large complex healthcare organisation
* Significant experience of leadership and management within a theatre environment.
* Significant post registration experience
* Experience in leading and managing staff
* Experience of clinical audit/R&D processes and practice
* Experience in strategy and policy development
* Experience in workforce planning and role redesign
* Experience in developing a quality improvement programme within a multi-professional environment
* Proven experience in managing and implementing change
 | * Previous experience in the clinical specialty- Theatres, critical care and or anesthetics.
 | Application Form/Interview  |
| **Knowledge and Awareness** | * Comprehensive knowledge of professional and NHS issues and policy and the ability to interpret policy at a local level.
* Understanding of Information Governance and Confidentiality
* Comprehensive knowledge and understanding of application of relevant National Guidance eg. National Service Frameworks, NICE etc.
* Comprehensive knowledge of the NHS national targets and priorities
* Understanding of the Trust’s objectives and priorities and the ability to work across operational boundaries
* Evidence of current CPD
* Recruitment and Selection, Appraisal and other HR/People Management related training
 | * Management Development Training
 | Application Form/Interview  |
| **Skills and Abilities** | * Excellent interpersonal and communication skills
* Ability to demonstrate high emotional intelligence and leadership skills
* Able to resolve conflict and overcome resistance
* Innovative with clinical credibility
* Report writing/presentation skills
* Computer literate – ability to use Word/Excel/PowerPoint etc.
* Organised approach to work with ability to prioritise and delegate
* Mentoring and counselling skills
* Change management skills
* Excellent time management and organisation skills
* Ability to manage, motivate and empower others
* Ability to analyse information/data and provide written reports
* Ability to analyse information/data and provide written reports
* Ability to work as part of a team
 |  | Application Form/Interview  |
| **Other** | * Able to fulfil Workplace Health and Wellbeing requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses in compliance with Trust policy
 |  | Health declaration, Health Screening |