NHS
Portsmouth Hospitals University
NHS Trust

Job Description

Title: Maternity Governance Lead

Reports to: Head of Midwifery

Accountable to: Director of Midwifery

Job Purpose:

The role of Maternity Governance Lead is to work closely and on behalf of the maternity senior leadership team providing leadership and co-ordination of patient safety and clinical quality governance within the Maternity and in doing so support the Maternity's delivery of high quality, safe services and in compliance with regulations.

To support the maternity team to provide integrated governance agenda to ensure that the maternity meet the requirements of the trust's framework and to work closely and report as required and to be accountable to the Director of Midwifery, reports to the Head of the Midwifery and works closely with the corporate Associate Director of Governance regarding governance, compliance quality, and safety.

Collaborate with the Governance lead on the IWT to align processes and reporting.

Provide senior clinical leadership in the maternity and participate on the Senior Manager on Call for Maternity services.

Key Responsibilities

In addition to the expectations detailed in the shared core functions the post holder should ensure the following:

- To act on behalf of the Director of Midwifery to ensure that governance strategies are embedded and consistent across the service highlight/ support actions regarding emerging themes or trends which may have a detrimental impact on achievement of good governance and the delivery of key quality objectives relating to the Trust's strategic objectives and the Delivering Excellence programme
- Lead the PRMT
- Be responsible for leading the provision of the governance, quality and safety agenda within the Maternity provide advice and senior leadership to the maternity services
- Provide senior leadership in Maternity services by contributing expert governance advice, information, and guidance on behalf of the senior management team within maternity
- Be responsible for developing effective relationships across the service and in particular with the wider senior leadership team including the lead obstetrician for governance to enable the delivery of effective governance support
- Work closely with other Governance Leads in particular the lead in maternity on the Isle of Wight and the senior leadership team within the maternity service to ensure that structures and systems

are in place that enable improvements in the delivery of safe effective patient care to both mother and babies.

- Provide leadership support for other Governance lead on the Isle of Wight in their absence
- Responsible for the implementation of systems which promote organisational learning within all staff groups to ensure continuous quality improvement
- Lead on the delivery and oversight of robust governance systems, and processes to assess and evaluate the quality of clinical and non-clinical services, against agreed standards e.g., Care Quality Commission (CQC) Maternity Incentive Scheme, Saving Babies lives identifying areas for further improvement
- Ensure oversight of governance, quality, and safety for the Director of Midwifery across the whole maternity highlight matters for escalation to the Divisional Team
- Support the development of a culture of good governance within the Maternity through effective communication systems with staff and by working with staff to develop expertise and to ensure effective dissemination of information through the Maternity service
- Produce reports as required on behalf of the Director of Midwifery, Maternity and Neonatal meeting, PSIF meetings, Divisional Governance Board through to Trust Leadership and Sub Board Committee
- Ensure Maternity has a clearly defined clinical audit programme in place which includes all specialties and monitor plans and actions required
- Ensure the Maternity has a clearly defined annual clinical audit programme in place which includes all specialties, and all outcome action plans for completed clinical audits are monitored
- Ensure all national clinical audits required for the Trust Quality Accounts, which are relevant to the services the division provides, have an appropriate designated lead and participation is confirmed and data submission is monitored
- Ensure that findings from clinical audits and evaluations inform service development and improvement
- Analyse national surveys, national reports and recommendations and coordinate the development of action plans in conjunction with wider maternity service
- Ensure that lessons learnt from all incident Reports/ Serious Incidents/ complaints and claims are identified implemented and monitored across the Maternity
- Analyse, interpret, and make recommendations on highly complex and sometimes conflicting data, and formal reports relating to risk, patient safety, complaints, claims, inquests, infection control, clinical and quality indicators, and corporate performance to identify service improvements
- Ensure the Maternity Risk Register is maintained and managed effectively across the service and complete deep dive reports for the joint risk committee for consideration of escalation of risks to the Executive teams
- Work closely with the Governance and Risk team, the Patient Safety team, and the Patient Experience team to support the Division with all aspects of good governance
- Represent the Maternity Team at meetings associated with Governance and Quality Improvements
- Contribute to the strategic direction of the Trust through Delivering Excellence Every Day and providing representative team input, understanding and knowledge of the health service arena, including current and future focus
- Support Trust Directors and CEO to make the Trust's contribution and performance visible to key internal and external stakeholders and gain their support
- Work closely with other senior colleagues to ensure an integrated approach to Trust service provision
- Lead the Maternity with the wider team to develop and maintain high standards of good governance to enable the Maternity to meet their objectives of promoting the highest standards of healthcare and the Delivering Excellence Everyday Trust strategic aim

- Monitor compliance with regulatory standards and produce reports on Maternity compliance and information for key internal stakeholders at Maternity governance reporting to the Divisional Governance Board
- Represent maternity at meetings associated with Governance and Quality Improvement as appropriate
- Act as a key maternity governance link with the Trust Legal Team, facilitating effective communication, escalation and coordinated management of maternity matters with legal implications, while maintaining clear clinical governance accountability.
- Maintain clinical credibility by being visible and accessible to the wider maternity teams
- Coordinate and oversee "being open" and Duty of Candour within maternity is achieved as per policy when incidents occur and reporting compliance though Divisional Governance meetings
- Be the main point of contact for investigators when a Serious Incidents is declared and with MNIS investigations and ensure that those involved support the completion of this to allocated timeframes and submit for Divisional sign off before submission to the Patient Safety team
- Oversee the management of the complaints process and provide assurances regarding the quality and completion of responses
- Undertake at least one serious incident investigation in line with the PSIF structure a year to maintain competence in investigations
- Coordinate learning and its dissemination from incidents, complaints and claims and ensure that this is maintained within an auditable process and oversee the implementation of learning into practice
- Review and monitor follow up actions relating to Serious Incidents and near misses to safeguard patient and staff safety and inclusion on the Maternity and Divisional governance agenda
- Be responsible for the production and creation of written reports, briefing papers and evaluation report using computer software and IT packages to assist in the appropriate presentation of this information

Key relationships:

Key to the success of the role will be good communication skills and the development of effective relationships and synergies across clinical and corporate services. The post holder will have the expert knowledge to provide direction and advice by ensuring close working with:

- Trust Leadership Team
- The Chief Nurse and Corporate nursing team
- Divisional Directors, Divisional Directors of Nursing and Professions and Operational Directors
- Deputy Directors, incorporating a close working relationship with the Deputy Director of Governance & Risk
- The Governance and Risk Team
- Patient Safety Team
- Patient Experience Team
- Divisional Governance Leads in other Divisions
- Care Group Governance Administrators
- Clinical and corporate colleagues
- Trust Legal Team
- Clinical Commissioning Groups
- Internal and External Audit
- NHS England, NHS Resolution and NHSI Improvement
- Maternity and Newborn Safety Investigation Team

- Other regulatory bodies as required

Personal Development

- Ensure personal development objectives are agreed and reviewed annually with the Director of Midwifery
- Ensure continuing professional development is undertaken as agreed with the Director of Midwifery.

Other

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. Act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.
5. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date

Trust Organisational Expectations

The post holder will:

1. Proactively and positively contribute to the successful overall performance of the Trust.
2. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
3. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
4. Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
5. Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
6. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
7. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health
8. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.

9. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
    - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
    - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
    - Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.

Shared Core Functions

1. Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
2. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
3. Ensure that approved budgets are spent effectively and in accordance with agreed procedures
4. Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
5. Build and sustain effective communications with other roles involved in the shared services as required
6. Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
7. Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
8. Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
9. Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
10. Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
11. Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
12. Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

Organisational Chart

To follow

Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility.

Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click here for further information on the Management Essentials programme.

Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click here for further information on the Leadership Insights programme.

Person Specification

Qualifications
Relevant qualification

Nursing and Midwifery/ AHP/Pharmacy/Healthcare Sciences and current registration
First degree or equivalent experience in a health-related subject

Skills and Knowledge

- Excellent communication skills, both written and verbal
- Strong relationship development & management skills with senior management, peers, and direct reports
- Excellent analytical skills
- Keyboard skills
- Staff Management & development
- Conflict resolution skills
- Strong customer service skills
- Ability to work on own initiative
- Clinically competent
- Clinical decision-making skills
- Effective leadership skills
- Organisational skills and forward planning
- Flexibility
- Able to support development of others
- Coaching and mentoring skills

Experience

- Professional clinical knowledge and experience of clinical governance, risk management and quality improvement acquired through training to postgraduate level or equivalent applied learning
- Experience of engaging and influencing clinicians / practitioners at all levels within the Trust
- Experience of operating successfully at a senior level in a complex organisation
- Experience in managing an aspect of governance on a Trust / Division wide basis
- Experience of working across multi-professional boundaries to enhance knowledge of governance
- processes and cross - professional learning for improved patient experience

Personal Qualities

- Calmness and focus under pressure
- Inclusive, responsive, and flexible attitude/approach

Trust Organisational Expectations and Values

Working Together for Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations).

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships).

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity).

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence).

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff and respect diversity).

Job holders are required to act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: