

SINGLE CORPORATE SERVICES

Governance and Risk Corporate Governance

Job title:	Associate Director of Quality Governance	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Deputy Chief Nurse	
Accountable to:	Chief Nurse	
Pay Band:	8c	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

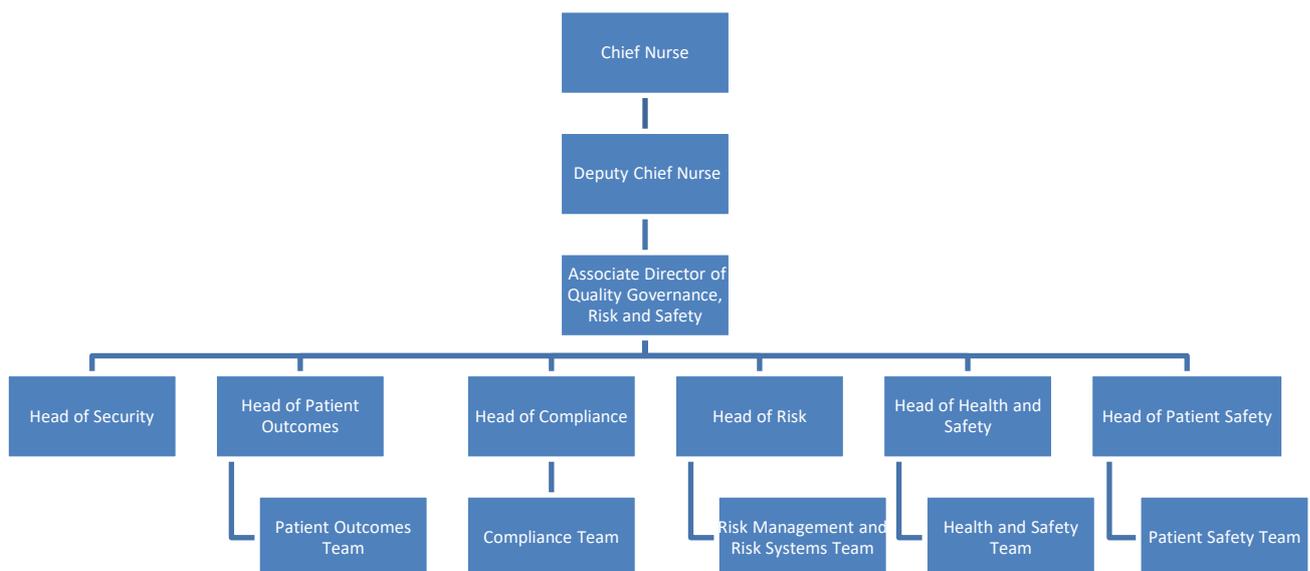
As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

To ensure both Trusts meet their legal and regulatory obligations associated with quality governance requirements and to ensure that there are robust arrangements in place to continue to be well led organisations. This includes assurance and escalation as necessary.

Organisational Chart



Key Responsibilities

In collaboration with the Chief Nurse and Medical Director, provide visible senior leadership to ensure that there are effective Quality Governance, Health, Safety, Security and Risk, strategies within the Trust, with processes, systems, training and enabling tools for staff to implement these strategies locally. This will ensure safe and effective care for patients, staff and visitors.

Be an experienced, visible, inclusive and collaborative clinical leader, ensuring delivery of the Group's vision to deliver safe, personal and effective care to all.

Support the Chief Nurse and Medical Director to deliver the Quality and Clinical Strategy and lead on the development and monitoring of Trust quality performance indicators, including the production of Quality Accounts.

Provide senior level leadership and direction to the Quality and Clinical Governance, Health Safety and Risk. Provide expert advice to the Executive Team/Board on all matters relating to Quality Governance, Health, Safety and Risk.

Lead the Quality and Safety Reviews in conjunction with the Chief Nurse, Medical Director and Chief Delivery Officer.

Lead the continual development and evolution of the Trust safety learning system (DATIX/DCIQ).

Work collaboratively with patient experience services, quality improvement and senior nursing and medical teams to foster and embed a culture of safety, learning and continuous improvement across the Trust.

Be an active member of the Safety Committee, Risk Management Committee, Patient Outcomes Committee, Learning Response Approval Group, Safe at Work, Mortality Surveillance Group, Patient Engagement and Experience Group, and Chair the Health and Safety, and Risk Management Group. Providing senior leadership and triangulation across all the governance groups.

Maintain strong working relationships with commissioning bodies, and arm's length bodies and regulators including NHSI, NHSE, ICB and the CQC.

The post-holder is expected to have significant experience of working in a senior management position in a complex organisation. The post-holder will possess a comprehensive understanding of quality governance, health, safety and risk and the requirements of our external regulators and will need to be a dynamic and transformational leader with experience of developing corporate policy, strategy and preparing and presenting Board level papers.

The post-holder will ensure that the Trust complies with statutory, regulatory, contractual and best practice requirements in relation to quality governance, health, safety and risk with effective assurance monitoring processes in place, ward to Board integrated reporting and risk escalation processes.

The Quality Governance, Health Safety and Risk deliver the following functions:

- Patient safety monitoring, management and learning
- Risk management (both clinical & non clinical)
- Clinical Audit and Patient Outcomes
- Effectiveness agenda including mortality, NCEPOD and NICE

- Health and Safety

Key working relation relationships

- Chief Executive
- Executive Directors
- Deputy Chief Nurse
- Non-Executive Directors
- Site and lead Directors of Nursing
- Divisional Directors of Operations, Medical and Nurse Directors
- Director of Quality Improvement and the Quality Improvement Team
- Quality and Clinical Governance Team
- Health Safety and Risk Team
- Patient Experience team
- Legal Services Team

Roles and Responsibilities

Patient Safety

- Ensure that the Trust has effective systems for incident reporting, Duty of Candour and incident investigation, in line with the Patient Safety Incident Response Framework and Regulation 20 of the Health & Social Care Act 2008, ensuring that patients, relatives and their carers are appropriately involved when things go wrong with their care, and that a proportionate learning response is undertaken and learning is extracted and embedded into the organisation.
- Ensure there is appropriate training and development in place with regard to incident review and investigation for senior managers and clinicians.
- Liaise with Commissioners, NHSI, MHRA and other relevant bodies regarding incidents reported under the Strategic Executive Information System (StEIS). Liaise with the Communications Department regarding handling of media enquiries.
- Ensure external reporting systems are in place to the National Reporting & Learning System (NRLS) and that a culture of reporting and a just culture are fostered within the Trust.
- Development of the Trust's safety priorities, as part of the Trust's Quality Strategy liaising with lead clinicians to ensure these are being implemented and monitored.
- Ensure there are appropriate systems in place for learning from incidents within the Trust, and team are empowered to embed changes via Trust Quality Management System (DEED).
- Ensure there are appropriate systems in place to manage safety alerts within the Trust, including receipt through Central Alerting System (CAS), appropriate distribution, assurance, monitoring, risk escalation and audit of practice.
- Contribute to specific serious incident management, particularly in respect of the identification and sharing of learning, employing improvement methodologies in the training and development of staff.
- Advise the Trust Board on the requirements for training and development related to patient and staff safety.
- Liaise with primary and tertiary services to ensure that cross-boundary quality governance systems are robust.
- In conjunction with the Associate Medical Director for Patient Outcomes, provide oversight and lead the Mortality Review and Surveillance agenda

- Lead the ongoing programme of safety and quality development with the completion and embedding of the national PSIRF (Patient Safety Incident Reporting Framework) programme in the Trust.

Risk Management and Health and Safety

- Ensure a strategic approach to the development and implementation of clinical risk management throughout the organisation. The post-holder will develop systems to ensure that strategic risks are identified and reports to the Board through the assurance framework.
- Lead the continual development of the quality governance agenda, ensuring that each division continues to advance their quality governance, risk management and health and safety development plans and develop systems for monitoring progress through divisional boards.
- Ensure the quality, consistency and timeliness of quality governance, risk, and health and safety information provided to the clinical divisions, executive management team, Quality Committee, Trust Board and commissioners is maintained and continually evolved.
- Prepare quality governance, risk management and health and safety reports as required to provide assurance and demonstrate effective monitoring.
- On behalf of the Chief Executive, be responsible for development of the Trust's Risk Management Strategy within the Trust, ensuring that it aligns to best practice and fosters and develops a culture of risk maturity within the Trust.
- Ensure there is appropriate training and development in place with regard to risk management, health and safety for Board, senior managers and frontline staff.
- Ensure that there is an effective risk registers in place with risk escalation processes to inform the Trust's risk register.
- Along with the Chief Nurse ensure that the Trust effectively monitors its risk management processes.
- Responsible for the development, oversight and implementation of the Trust's Health & Safety Strategy within the Trust;
- Lead for ensuring that the Trust has in place policies, procedures and systems to comply with Health & Safety Legislation, and where this is not in place, escalate to the Chief Executive, as the Accountable Officer.
- Establish and test assurance arrangements to demonstrate the Trust complies with Health & Safety Care Act 2008/2010 and with Health & Safety at Work Act 1974 and related regulations.
- Responsible for all Trust reporting in relation to the Health & Safety Executive (HSE) (e.g. RIDDOR) and for coordinating on-site inspections by the HSE.

Patient Outcomes

- Responsible for the clinical effectiveness agenda which includes the following:
 - Clinical Audit
 - Evidence based practice
 - Policy oversight
 - NCEPOD
 - Mortality Review Process

Corporate Leadership

- Chair the Health Safety and Environmental Risk Group.
- Represent the Trust Board at external quality governance meetings as required.
- Ensure effective budget management for those budgets directly managed and contribute to business and financial planning and ensuring corporate and financial governance.

- Provide line management and development of the Quality and Clinical Governance, Health, Safety and Risk, ensuring this resource is used appropriately across the organisation for maximum impact.
- Participate in the work of the wider Nursing Directorate to support patient safety and experience initiatives and the governance and risk agendas.
- Abide by the code of conduct for NHS Managers and behave at all times in a way that is consistent with and actively supports the Trust and NHS values.
- Motivate and enthuse staff at all levels of the organisation to participate with the quality governance, risk, health and safety agenda.
- Provide a mentorship role to staff within and external to the organisation.
- Prepare detailed and high quality reports for relevant internal and external committees up to and including the Board of Directors.
- Prepare and present information in a clear and easily understandable format to wards, departments and divisions.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

Communication and Working Relationships

The post holder will be providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding and/or presenting complex, sensitive, or contentious information to a large group of staff.

Analytical and Judgement

Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

The post holder will be responsible for formulating long-term, strategic plans, which involve uncertainty, and which may impact across the whole organisation.

Physical Skills

The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

The post holder is responsible for budget setting for several services.

Management/Leadership

The post holder is the line manager for multiple services, with responsibility for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment

and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

The post holder has occasional requirement to use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD).

Research and development

Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to: Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- **Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.**
- **All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.**
- **All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.**
- **To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.**
- **Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.**
- **Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.**
- **Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.**
- **Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures**
- **Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.**
- **Ensure that you 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.**
- **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**
- **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.**
- **Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.**
- **Perform any other duties that may be required from time to time.**

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.

Person Specification

Job title: Associate Director of Quality Governance

Band: NHS AFC 8C

Division: Corporate Nursing and Governance

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Criteria	Essential	Desirable	How criteria will be assessed
Trust Values	<ul style="list-style-type: none"> Putting patients first Responsive to patients and staff Open and honest Unfailingly kind Determined to develop 		
Education and Qualifications	<ul style="list-style-type: none"> Evidence of professional CPD Registered Nurse/Midwife/AHP 	<ul style="list-style-type: none"> PRINCE 2 Project Management (Foundation or Practitioner certificate) Evidence of training or qualification in Health and safety, Patient Safety, Governance and Risk 	
Experience	<ul style="list-style-type: none"> Preparing and implementing complex change strategies Evidence of successful negotiating/influencing skills at senior level Strong record of working collaboratively and successfully with a range of multi-agency colleagues and stakeholders, internally and externally. Understanding and extended experience working in Corporate Governance. High level understanding of NHS Policy and National Priorities. 		



	<ul style="list-style-type: none">• Effective budget management experience.• Effective people management and development experience• Project management experience• Highly developed understanding of regulatory and performance management frameworks.		
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