
Job Description

Job Details

Job Title: **Quality Nurse**

Division: **Surgery**

Base: **North Manchester General Hospital, Manchester Foundation Trust**

Full Time: **37.5 hours**

Band: **7**

Organisational Arrangements

Reporting to: **Lead Nurse**

Other accountabilities: **Head of Nursing**

Job Purpose

To provide advice and support to the ward teams to ensure the delivery of safe, patient centred and effective care, working in partnership with Lead Nurses, Specialist Nurses and relevant departments. By working within the boundaries of the National guidelines, policies and recommendations the post holder will ensure quality and standardisation of practice to enhance patient care, experience and outcomes within surgery.

Main Tasks & Overview of Responsibilities

- Undertake delegated responsibilities from the Matron and Lead Nurses
- Participate in improving quality.
- Support the senior management team in the delivery of the Trust clinical governance agenda.
- Contribute to the provision of effective communication within the surgical team.
- Undertake quality monitoring audits and follow up actions with individual ward teams.
- Identify learning and development requirements and facilitate provision of opportunities to address individual needs.
- Act as a leader and role model
- Represent the surgical division at designated meetings to provide nursing expertise and act as a communication link.

Communications and Relationships

- Maintain professional status and ensure that the NMC requirements for registration are met and adhered to.
- Maintain a Professional Profile
- Maintain good relationships, communications within all disciplines of the Trust and externally.
- Act as an advocate for the patient/client/and or carer where necessary
- To act as a link to ensure effective communication and feedback throughout the surgical division.

Analytical and Judgmental Skills

- Work in collaboration with the division to identify areas for development and improvement and take appropriate action to address any shortfalls/gaps.
- Involvement in the audit process, review findings and assist in action planning to address quality improvement.
- Support ward teams in reviewing how they organise care and provide advice and leadership by introducing new ways of working.

Planning and Organisational Skills

- Prioritise and plan own workload.

Responsibility for Policy/Service Development

- To review and monitor the quality of work in the surgical division, raise quality issues and related risk, bring to the attention of others where necessary.
- Contribute to multi-disciplinary team working to develop policy ensuring best practice guidelines are incorporated.
- Produce and/or participate or review of reports, procedures, policies, guidelines and other documentation to support quality in practice.
- Support the communication of changes in policy and practice development across the surgical division.

Responsibilities for Financial and Physical Resources

- Identify quality clinical developments demonstrating awareness of potential cost implications whilst ensuring best practice guidelines are adhered to and practice changed accordingly.

Responsibilities for Human Resources

- Take responsibility for pursuing professional development in accordance with agreed personal development plan.
- Assist in the supervision and assessment of all staff in relation to post course assessment.
- Act as an advisor and facilitator for individual personal development for all staff.
- Liaise with Learning and Development and specialist nurses to identify and address specific training needs.
- Create an environment for the acquisition of further knowledge and skills and monitor educational activities.
- Evaluate and reflect on strategies for staff development and support, changing behaviours accordingly.
- Contribute to and promote a culture that values staff, recognising and acknowledging achievement whilst positively addressing poor performance.
- Ensure, in collaboration with ward managers, staff attend/complete all mandatory training in order to comply with Trust objectives.

Person Specification

Specification		Essential/Desirable	Evidence
Registration	Registration with NMC	EE	Certificate (C) Interview (I)
Essential Qualifications	Frist Degree in Nursing or equivalent experience	E	C, I
	Teaching and assessing qualifications	E	
	Evidence of relevant involvement in trusts clinical governance objectives	E	I, R
	IT Qualification	E	C
Knowledge, Skills & Experience	Demonstrate and understanding and personal commitment to achieving the Trust quality agenda	E	Application (A) Interview (I) References (R)
	Awareness of CQC expectations and current status within surgery	E	A, I, R
	Excellent communication skills written and verbal	E	A, I, R
	Ability to identify, interpret and analyse complex situations and use judgement skills across a range of options	E	A, I, R
	Ability to work within a team and autonomously and be accountable for own actions	E	
	Demonstrate awareness of professional development requirements	E	A, I, R
	Demonstrate competence in supporting all grades of staff	E	A, I, R

	Experience in audit process	E	A, I, R
	Evidence of excellent organisation and time management skills	E	A, I, R
	Considerable clinical experience as a senior nurse	E	A, I, R

General and Corporate Duties

Risk Management

It is a standard element of the role, and responsibility of all staff of the Trust, they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management/Data Protection

As an employee of the Trust, you have a legal responsibility for all records (including patient, health, financial, personal and administrative) that you gather or use as part of work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult with your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and any other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts of omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Infection Prevention

As a member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of training in Infection Control and support the trust in the achieving the patient shared equipment and

are required to attend any mandatory compliance with the Health Act 20-6 (all measures known to be effective in reducing Health Care Acquired Infections).

Trust Policies

The Trust operates a range of policies eg, Human Resources, Clinical Practice (available on the Trust's internet). All Trust employees must observe and adhere to the provision outlined in these policies.

Equal Opportunities

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

Safeguarding

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

Freedom to Act

The post holder is guided by precedent, works within the constraints of terms and conditions of service, policies and procedures. Priorities are set but post holder manages own workload and works independently. Guidance is provided by the Assistant Director or HR & Workforce if required.

Partnership Working

- Interact with colleagues both internally and from partner organisations to ensure smooth co-ordination of meetings and events across organisations.
- Communicate effectively and professionally with representatives of External Agencies, Senior Managers and Clinicians from other partner/external organisations as and when required.

Equality and Diversity

- To recognise the importance of people's rights and interpret them in a way that is consistent with Trust procedures, policies and legislation.
- To challenge behaviour that infringes the rights of others.
- To identify and take action where necessary to address discrimination and oppression.