

JOB DESCRIPTION

1. JOB DETAILS

POST:	Associate Director of Acute Nursing Midwifery and Allied Health Care Professionals
BAND:	8D
ACCOUNTABLE TO:	Director Of Nursing, Midwifery and Allied Health Care Professionals

2. JOB SUMMARY

The Associate Director post will provide visible, professional and purposeful leadership to the Trust and specifically, the Acute Nursing workforce across the 3 Trust sites.

This post will provide nursing professional nursing advice to the Director of Nursing, Midwifery and Allied Health Professionals, working with The Heads of Nursing to implement and monitor measures to ensure the delivery of high quality, safe and effective care and robust 'ward to board' governance processes.

Knowledge of, and attention to, national and local standards and best practice requirements will be vital as they will be accountable to the Director of Nursing, Midwifery and Allied Health Professionals for the standards of professional care delivery across adult community nursing services. Specifically, evidence-based practice and relevant statutory and regulatory standards.

The post holder will be responsible for the development and implementation of policy and strategy ensuring national and best practice is interpreted and included within these.

The post holder will represent the Trust and Director Of Nursing, Midwifery and Allied Health Care PROFESSIONALS / Chief Nursing Officer at appropriate internal and external forums and committees. Working closely with other senior nursing, midwifery and allied health professional colleagues, the Associate Director will lead on specific Trust wide initiatives and support the implementation of key projects and programmes of work; including formulation of detailed strategic plans relating to nursing impacting across the organisation.

Working in partnership with managers and clinicians, the post holder will lead the acute nursing agenda supporting the Director of Nursing, Midwifery and Allied Health Professionals on all matters relating to the experience & improved outcomes of patients and their families.

The role will hold the corporate NMAHP portfolio for:

- Clinical Quality - responsible for leading and managing the development and delivery of the Quality Improvement Programme for Nursing, Midwifery and Allied Health Professionals so that research, innovation, best practice, quality improvement thrives across both Trusts. Driving and supporting the Ward to Board agenda; including ASPIRE Ward Accreditation programme.

- Strategic Workforce Development- supporting the development and monitoring of an integrated non-medical workforce work programme supported by the Director of Midwifery, Head of Education, Associate Director of Mental Health Nursing / Learning Disabilities and Associate Director Of Community Director of Allied Health Professionals. They will lead on advanced practice across RCHT and CFT on behalf of the corporate nursing team.

The post holder will work in partnership with local, regional and national boards and other agencies report, manage and improve national Safer Staffing initiatives and utilisation of the national staffing guidance tools.

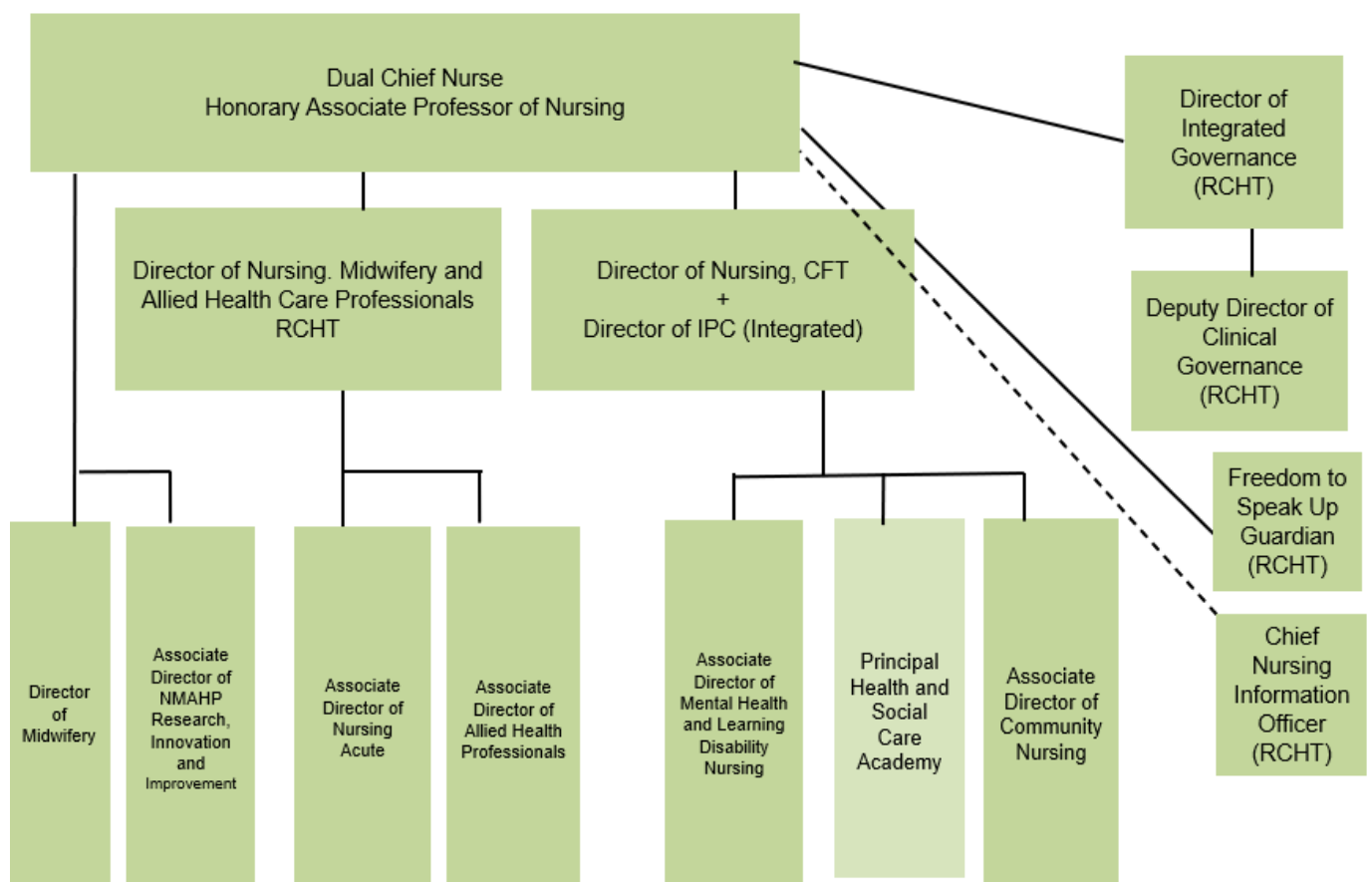
This senior leadership role will adopt the principles for managing successful improvement and change programmes, ensuring they are led by evidence and knowledge of best practice at regional, nationally and internationally level and utilise impact assessments, measurements and ongoing evaluation whilst exploiting multiple means of digital communications to sustain impactful change.

3. DIMENSIONS

Scheme of delegation for this post:

- Level D

4. ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

Communication and Working Relationships

- Provide professional visible leadership to all nursing staff across the Trust and support the non-medical workforce leadership of the Trust; enabling their expert contribution to adult community nursing strategy contribution to be included in the Non-Medical Workforce Vision and Framework.
- Where required, work clinically with teams; supervising colleagues and providing training and direction.
- Provide expert professional nursing advice, working in partnership with the senior managers on Trust priorities e.g. professional ethos, workforce, education and training.
- Present a variety of information, some of which could be highly sensitive and complex to large and small groups, both internal and external. This could be related to organisational change, development or fitness to practice.
- Role model and promote a culture that reflects the values of the profession, organisation and the NHS more widely, applying relevant national initiatives and strategies and specifically:
 - CNO 'Leading Change – Adding Value'
 - Nursing, Midwifery and Allied Health Professionals Workforce recruitment and retention strategy
 - Safe Staffing – application of national staffing tool/s
 - National Patient Safety Strategy and Reducing Harm agenda
 - Community of Practice and Research agenda
 - 4 hour/4care/4 patients Trust Flow Programme
- By being the lead, support the Director of Nursing with professional leadership to the community non - medical workforce (from un-registered to advanced practice) and safer staffing criteria.
- Ensure you both receive and undertake clinical supervision and embed the ethos within the Trust.
- Promote the continuing professional development of all nursing staff and foster a culture which encourages them to be innovative and challenging in the interests of patient care and to take on professional leadership for the delivery of high standards of care.
- Lead on the inclusion of the 'patient / carer' voice within adult nursing services in order to provide client centred care.

Management and Personal Development

- Professional responsibility for the adult general services across Cornwall and IOS providers and services and specialty Consultant Practitioners.
- Supporting the Director of Nursing, Midwifery and Allied Health Professionals take a Trust wide lead on non - medical education and professional development. This should be triangulated with workforce numbers and skill mix to ensure a workforce that is up to date and planning for the present and future.
- Ensure a high-quality experience in nurse education / placements in partnership with our organisational learning and development provision with our academic partners. This includes working with the senior non - medical teams to develop and sustain strong links with the Clinical School, Higher Education Institutes and Universities.

- Lead on the development of nursing careers working with the Director of Nursing, Midwifery and Allied Health Professionals to implement purposeful and fulfilling careers at both Trust and pan Trust wide.
- Chair or support, as required, professional forums and networks and, in partnership with HR, support the mechanisms in place to act on, staff / patient / client/ carer feedback and experience in order to make the necessary changes to support quality care delivery.
- Support the senior corporate nursing team to ensure that robust mechanisms are in place for clinical supervision and revalidation within nursing specialties.
- Promote the Trust as an 'Employer of Choice' for the non - medical professions.
- Authorised signatory for a delegated service budget
- Appropriately utilise the revenue budgets as required ensuring expenditure and income is within the financial plans and budget and to ensure compliance with standing financial instructions.
- Budget holder for designated budgets
- Contribute to the achievement to the Trusts efficacy and cost improvement plans

Strategic Development, Planning and Organising (including Research, Development and Quality Improvement)

- Promote a shared learning environment; work collaboratively with all professions, the people who use our services and families to maintain an environment that learns from our experiences to ensure continuous improvement in the care we deliver. Safe and high quality care provision being our relentless focus.
- Take the lead responsibility and clinical accountability for standards of care delivery monitoring and improving, where required clinical and professional standards through peer reviews and audit (e.g. ward accreditation).
- Supporting the Director of Nursing, Midwifery and Allied Health Professionals:
 - Monitor and report on progress against relevant quality / safety standards and participate in assurance and review processes. This will include a particular emphasis on those related to quality, safety and patient experience, CQC and other regulatory requirements;
 - Work in partnership with relevant leads on matters relating to quality / safety and along with managers, provide clinical representation at relevant Clinical Quality / Safety Review monitoring meetings;
 - Work with the relevant internal / external partners and agencies to ensure the effective safeguarding of children and adults who come into contact with the organisation. Embed this culture with teams, working with the Leads for Safeguarding;
 - Contribute to the development of policies and protocols as required and, ensuring effective communication and application of standards and metrics contained within them;
 - Participate in activities required to ensure achievement of quality / safety standards within nationally recognised accreditation schemes, commissioning contracts and any related requirements CQUINS.
- Participate as an active member of the RCHT Clinical School, leading key initiatives.
- Develop and deliver research, development and innovation initiatives / programmes which support the objectives of the broader organisation and / or specialty field, impacting across the NHS.

- Critically appraise the outcomes of research, evaluation and audit, translating them into practice.
- Lead on a wide range of quality improvement initiatives, translating evidence and knowledge into practice.
- Support the Director of Nursing, Midwifery and Allied Health Care Professionals and research consultants in the implementation of the nursing, midwifery and allied health professionals Research Strategy
- Engage with nurses across community nursing in leading both research projects within and providing essential support to other colleagues in multidisciplinary projects
- Work closely with other external organisations in the delivery of partnered research projects across services
- Actively promote at a local, regional and national level, the research activities of our healthcare staff, highlighting exceptional clinical practice and development
- Actively secure funds for research projects, to assist in the delivery of income generating activities across service lines
- Ensure all research has the approval of the ethics committee.

Championing the Experience and Voice of the people who use our services and their families

- Promoting a culture that makes real the concept of 'nothing about us without us' by firmly positioning the voice of the people who use our services and their families centrally, and in all aspects of our work.
- Participate in the delivery of the organisational strategy for improving the patient experience of care, working in partnership with families, friends and their representatives.
- Monitor the effectiveness and outcomes of mechanisms and opportunities within the Trust to proactively gain the views and involve people in decisions, from the people who use our services and their families such as community meetings, forums and surveys.
- Work with managers to ensure robust analysis of concerns, complaints and compliments within the Trust, monitoring and sensitively working with the people who use our services and their families to learn from and improve their experiences.
- Ensuring communication and contact is bespoke to the individual or group taking into account where barriers to understanding maybe prevalent and the use of empathy and constructive influence maybe beneficial.
- Role model our values and behaviours; ensure all aspects of our relationships with people reflect them.

Management

- Professional responsibility for the community nursing service across Cornwall and IOS providers and services and specialty Consultant Practitioners.
- Work with operational managers to affect improvements in service delivery and design.

- Work effectively with our partners, both statutory and voluntary, to achieve the best outcomes for the local population.
- Work in partnership with operational and clinical managers, utilising and allocating resources to best effect and with the shared aim of providing high quality care.
- Take on, as required, the lead management of appropriate programmes of work and associated resources both within and external to the Trust.

Staff Leadership:

- Support the Senior Nursing, Midwifery and Allied Health Professionals team to provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities.
- The Trust's success will be dependent on all leaders playing an active role to make sure the existing areas of good employment practice are universally embedded within the Trust.
- Senior Leaders will be expected to:
 - Understand the Trust's key priorities and those for your Corporate Team;
 - Translate these into key priorities for your areas of expertise;
 - Ensure clarity and effectiveness in developing and designing roles;
 - Promote an effective 'can do' ethos;
 - Complete annual appraisals in conjunction with other senior leaders as appropriate which reflect these priorities;
 - Support the senior team in ensuring staff have access to appropriate training and development;
 - Communicate regularly through meetings with teams and individuals;
 - Provide opportunity for two-way feedback;
 - Value and treat colleagues equally;
 - Support the DIPC with infection control issues;
 - Ensure management of staff is consistent with the Trust's HR Policies to the achievement of equality, equity and optimum performance;
 - Manage environmental, social and financial resources in a way that is consistent with the Trust's Sustainable Development Strategy;
 - Work with Safeguarding Leads for Adults and Children to embed the culture 'safeguarding is everyone's business'.

Effort and Environmental Factors

Physical Effort

Physical Effort – <i>please choose the highest level of physical effort the post holder is required to exert, the frequency and the length required.</i>		
<i>Light Physical Effort</i> <i>lifting, pushing or pulling objects weighing from 2 – 5 kilos;</i> <i>bending, kneeling or crawling;</i> <i>working in cramped conditions;</i> <i>working at heights, walking more than 1km at any one time</i>	<i>Occasional</i> <i>at least 3 times per month but less than half the shifts worked</i>	<i>Occasionally</i>

Mental Effort

Physical Effort – <i>please indicate the highest level of mental effort required by the post holder and the frequency and predictability of this.</i>

<i>Prolonged Concentration continuous for more than half of work time - appropriate where the post holder undertakes few duties other than concentrating on detailed, intricate and important tasks</i>	<i>Occasional</i>	<i>Predictable</i>
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Emotional Effort

<i>Physical Effort – Please indicate the highest level of emotional effort needed by the post holder and the frequency and type of exposure.</i>		
<i>Destressing or emotional e.g. imparting unwelcome news to staff, patients/clients or relatives, disciplinary and grievances, care of the terminally ill, dealing with difficult family situations, exposure to severely injured bodies/corpses</i>	<i>Direct directly exposed to a situation</i>	<i>Frequently occurs on half the shifts worked or more</i>

Working Conditions

<i>Working conditions – Please indicate the highest level of unpleasant working conditions the post holder experiences and the frequency of exposure.</i>	
<i>Unpleasant conditions includes direct exposure to dirt, dust, smell, noise, inclement weather, extreme temperatures, controlled chemicals/samples, verbal aggression, being in the vicinity of, but not directly dealing with, body fluids, foul linen, fleas, lice</i>	<i>Occasional</i>
<i>Is there an occasional requirement for the post holder to use road transportation in emergency situations?</i>	<i>No</i>
<i>Is there a frequent requirement for the post holder to use road transportation?</i>	<i>Yes</i>
<i>Is there a frequent requirement for the post holder to work outdoors?</i>	<i>No</i>
<i>Is there a requirement for the post holder to use Visual Display Unit (VDU) equipment more or less continuously on most days?</i>	<i>Yes</i>

6. MOST CHALLENGING PART OF THE JOB

The most challenging part of the job is the competing priorities which change at pace in a pressurised system/s.

7. OTHER

- The post holder must comply with all Trust policies and procedures.
- The post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in Trust premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post-holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.

8. JOB DESCRIPTION AGREEMENT

Job holder's signature:

Date:

Head of
Department signature:

Date:

Title:

Please note: This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the

Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in Trust uniform and/or wearing a Trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.

Person Specification For The Post Of: Associate Director NMAHP Clinical Quality and Strategic Workforce Development

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	Relevant Master's degree Management qualification or equivalent relevant experience QI methodology qualification or equivalent clinical quality improvement methodology Registered practitioner		

<p>EXPERIENCE</p>	<p>Evidence of continuing personal and professional development</p> <p>Extensive experience in a senior management role within an NHS setting including regulated health and social care activities</p> <p>Management experience within an operational environment, including e.g. service provision, finance, management and service</p>		
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	<p>improvements.</p> <p>Management of change/quality improvement within a large complex organisation</p> <p>Experience of multi-disciplinary and multi-agency working</p> <p>Experience of developing strategy documents and board level reports</p> <p>Extensive experience in developing & delivering quality standards and other key performance measures e.g. CQUINs with commissioners</p> <p>Experience in leading and managing complex teams</p> <p>Evidence of Leadership development</p> <p>Extensive experience in QI methodology and implementing rapid but sustainable change in clinical practice</p>		
<p>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</p>	<p>Ability to prioritise and manage own workload</p> <p>Able to identify learning opportunities</p> <p>Able to organise</p>		<p>Application Form Interview</p>

	<p>own learning and development</p> <p>Ability to manage change</p> <p>Able to develop others within the team</p> <p>Excellent verbal and non-verbal communication skills</p> <p>Ability to develop effective interpersonal relationships with colleagues across health and social care settings</p> <p>Able to present information to professional groups</p>		
DISPOSITION / ADJUSTMENT/ ATTITUDE	<p>Able to respond to problem situations and to ensure effective interventions are put in place</p>		<p>Interview</p> <p>References</p>
TRAINING	<p>Mandatory training</p> <p>Evidence of continuing professional development</p> <p>Willingness to undertake training as required</p> <p>Able to develop and support all grades of staff</p>		<p>Application Form</p> <p>Interview</p>

<p>ADDITIONAL CIRCUMSTANCES</p>	<p>A criminal record check satisfactory to the organisation</p> <p>OH clearance</p> <p>Post-holder must comply with professional code of conduct and / or code of conduct for NHS managers where applicable.</p> <p>Able and willing to travel and attend local, regional and national meetings</p>		<p>Application Form</p> <p>Interview</p> <p>References</p> <p>DBS</p> <p>OH Clearance</p>
	<p>Flexibility around working times and commitments</p> <p>Car driver with full UK licence to drive Trust vehicle (if required)</p>		