

Job Description

Job title:	Maternity Governance Lead
Job band:	8A
Hours:	37.5
Department:	Maternity
Responsible to:	Head of Midwifery

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of excellent health care, improved health for all.

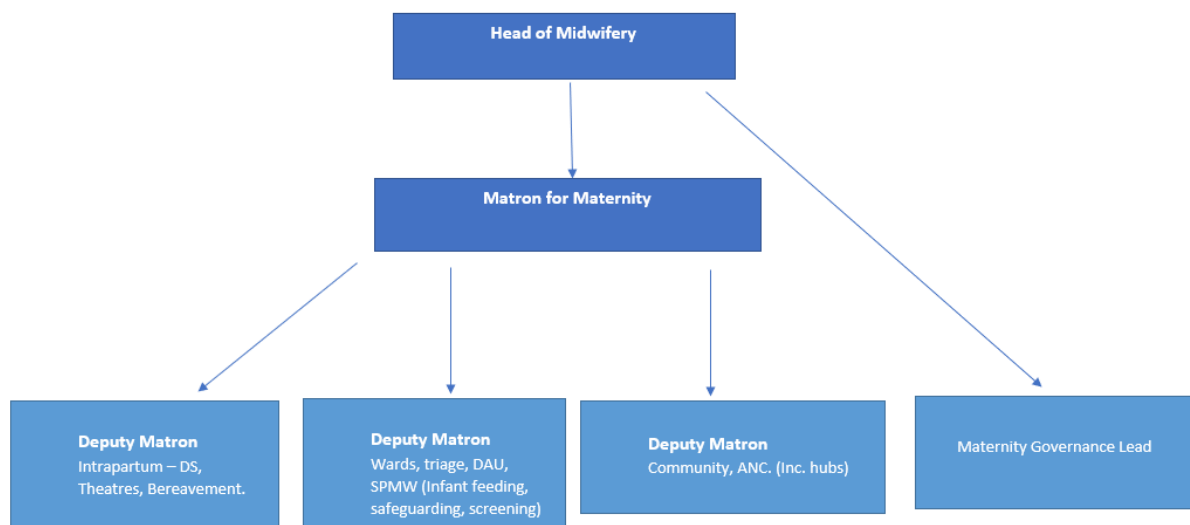


Job Summary

The Maternity Governance lead will report to the Head of Midwifery and is responsible through strong leadership and effective management to deliver the quality, risk and governance agenda required to ensure that a high standard of safe, evidence-based care is consistently delivered and evaluated. They will provide oversight of governance, standards, safety and compliance to drive the development of a patient safety culture and safety systems, working internally and externally to the Trust in networks to share good practice, drive improvement and ensure robust governance.

The Maternity Governance Lead will support quality improvement initiatives and implementation of local, regional and national recommendations. They will co-ordinate internal and external reporting requirements in relation to risk management, standards and governance. They will have a close working relationship with the Trust's governance team, representing the division and maternity issues at a senior level, and supporting the Trust wide risk and governance agenda

STRUCTURE CHART



Key Relationships

Internal

- Head of Midwifery
- Chief Nurse/DIPC
- Maternity Unit Divisional Management team

- Neonatal Management team
- Audit Team
- Audit Midwife
- Bereavement Midwife
- Maternity Matrons
- Trust Governance Team
- Maternity Patient Safety Champions
- Trust and Maternity Patient Safety Specialist

External

- Commissioners
- Public Health
- HSIB (to become MNSI)
- Maternity voice partnership
- Local Maternity system (LMNS)

Principal duties and responsibilities

General

1. In conjunction with the Head of Midwifery ensure the effective implementation of a comprehensive and systematic approach to clinical governance.
2. Monitor and drive compliance to the management of maternity procedural documents, ensuring these reflect best practice and are reviewed and ratified within agreed timescales.
3. Responsible for driving the development, implementation and delivery of maternity patient safety initiatives based on local, regional, professional or national directives e.g. CNST, Ockenden report, East Kent report linking in with patient safety and governance as appropriate
4. In conjunction with the maternity team ensure delivery of CQC and all quality assurance agendas.
5. Ensure recommendations from internal/external reviews/accreditations /national or regional bodies are reported to the relevant governance group and ensure they have appropriate plans to address any issues e.g. NICE, HealthCare Commission, National confidential Enquiries, Royal Colleges etc
6. Ensure the maternity unit completes a gap analysis against any reports from national audit, peer/specialty reviews, regional bodies etc which are reported through the relevant governance groups and ensure they have appropriate plans to address any gaps and a framework that assures this has been embedded
7. Oversee the timely completion of externally required reporting including

perinatal mortality tool, MBRRACE, Each Baby Counts, HSIB etc

8. Ensure appropriate horizon scanning of national and international publications / recommendations relating to governance, safety, the compliance agenda including NHS Risk Management, national standards and drivers or equivalent
9. Attend meetings as required, presenting papers and ensuring that governance issues are raised and addressed relating to field of responsibility
10. Represent the Trust at local, regional, national meetings as required
11. Identify, develop, implement and evaluate maternity unit quality/risk improvement projects based on local need or national/regional directives.
12. Develop, monitor and ensure delivery of maternity unit training for all levels of staff across governance and its component elements. Producing presentations and communications for internal and external audiences

Risk Management

13. Management of a robust reporting framework within the maternity unit ensuring compliance with the Trust Governance reporting framework and templates
14. Promote and manage a positive culture of risk management from ward to board.
15. Development and maintenance of the maternity unit operational risk registers, ensuring all risks to achieving strategic objectives are identified, mitigated and managed to the lowest practicable level.
16. Provide guidance, advice and challenge on all risk-related matters, clinical and non-clinical and advice on the evidence requirements for compliance of national and local standards.
17. Develop and oversee training programmes to ensure staff have the relevant skills and knowledge to manage risk effectively.

Incident / Complaints Management

18. Lead on the development and management of the departments Incident Management and patient safety culture, ensuring alignment professional and external requirements. This includes evidencing learning and continuous quality improvement from when things have gone wrong and incidents.
19. Coordination and assurance of a learning culture across the maternity unit which learns from adverse events/complaints, shares learning, embeds changes in practice and drives improvement.

20. Monitor and management of compliance to patient safety investigations to achieve timescales and assure reporting requirements are met. In addition that in-depth investigations are completed (RCA/Complaints), learning is identified and embedded operationally and all relevant statutory and non-statutory requirements are met
21. Ensure the maternity unit has in place robust processes for the identification, reporting, escalation, management and learning from all patient safety incidents and near misses
22. Promote the development of an open culture across the maternity unit placing emphasis on being open and transparent with a focus on continuous improvement

Management

23. Line Manage the Team members in the Maternity Governance (e.g. Appraisal and Development Plans, Annual Leave Management, Time Owing, Conduct, Performance and Grievance Management)
24. Lead on the establishment of appropriate objectives / Key Performance Indicators for members of the maternity governance team.
25. Recruit and manage the performance of staff within the team and promote positive employee relationships and team working.
26. Responsible for budgets allocated other areas of responsibility ensuring efficiency and effective use of resources. Act as an authorised signatory, identify and implement cost improvement programmes as required
27. Involvement in the full HR functionality such as hearings, appeals and complex investigations as required.

Personal

28. Provide strong, visible professional leadership
29. The post-holder will work using their own initiative and without supervision identifying priorities, managing own workload and meeting required deadlines.
30. The post-holder is expected to manage their own time within contracted hours.
31. Maintain effective influencing skills engaging with staff at all levels, especially those of a senior professional level, within the Trust to encourage and support them to take an active part in implementing enhancements to new processes.
32. Required to accept responsibility for their own personal development and work towards further developing the role using recognised educational and learning opportunities as and when possible.

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There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder

Organisational Values

The post holder will:

Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and

vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

Prepared by:	Claire Macdiarmid
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Job evaluation completed:	
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