

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1. Job Details

Job Title: Head of Nursing

Band: 8b

Directorate: Clinical Board

Base:

Essential Requirements

- Registered Nurse
- Current Registration with NMC
- Able to work autonomously with minimum direction.
- Masters Degree or evidence of Masters Level Study
- Evidence of progressive career development
- Evidence of continuous professional development
- Experience in Matron role or equivalent in acute or community setting
- Evidence of staff management, including managing recruitment, performance monitoring, appraisal, induction and mentoring
- Thorough knowledge and understanding of Professional Nursing Issues (at a local and national level), key government legislation, Clinical Governance, patient safety, quality and Service Improvement
- Highly developed interpersonal and communication skills
- Ability to provide vision and leadership.
- Budget management experience
- Evidence of leading change management processes

Desirable Requirements

- Evidence of successful management of major projects.
- Successful management complex organisational or service change.
- Thorough knowledge and understanding of other clinical and non-clinical support services.

2. Job Purpose

The role of the Head of Nursing is to provide senior visible expert clinical and professional leadership for nursing to the clinical board. As a core member of the clinical board triumvirate they will work collectively with the Director of Operations and Clinical Board Chair in the delivery of safe and high-quality patient care. The Head of Nursing is operationally responsible and accountable for the leadership and delivery of nurses and the professional standards of nursing within the Clinical Board. This will include providing specialist professional expertise, advice and insight to the Clinical Board Chair and Director of Operations.

The Head of Nursing will set standards in conjunction with the senior nursing team which strive for excellence in nursing practice to deliver exceptional patient care. The post-holder will provide clinical leadership to inspire, motivate, and empower nurses and will personally quality assure the delivery of care and clinical standards in line with organisational and national policy and practice. This will include supporting the development and delivery of a coherent clinical quality governance and assurance framework which promotes shared learning to ensure a change and improvement in practice.

As a member of the Clinical Board Triumvirate, the Head of Nursing will lead effective nursing input into the development of the Boards strategy, policy, and business planning cycle. The post holder will contribute to initiatives and plans across a range of issues, particularly with respect to continuous improvement in patient care delivery and clinical quality.

The Head of Nursing will professionally report into the Executive Chief Nurse via the Deputy Chief Nurse and Associate Directors of Nursing and will support in the operational delivery of trust wide strategic programmes of work relating to clinical standards and professional practice. The Head of Nursing will lead and contribute to the visibility, ownership and delivery of the Nursing, Midwifery and Allied Health Professional strategy 2022 in clinical practice within their area(s) of responsibility. As the senior operational nurse leader, the Head of Nursing will identify and promote priority areas for action including the completion of high impact actions annually.

Based on the varying size and complexities of the Clinical Boards, the role will vary in practice and the Head of Nursing may retain operational Matron responsibility for a designated clinical service.

3. Organisational Arrangements

Reports and is accountable to:	Director of Operations
Professionally reports to:	The Executive Chief Nurse, via the Deputy Chief Nurse and Associate Director of Nursing
Professional Accountability for:	Nurses and Nursing within the Clinical Board

4. Knowledge, Training & Experience

- Required to demonstrate all aspects of the essential criteria for the role.

5. Skills

Communication and Relationships

- High level interpersonal skills
- Demonstrate self-awareness of own interpersonal and communication skills.
- Establish and maintain innovative methods for communication across Nursing, other professional groups within the clinical board.

- Support Matrons by acting as a role model and by providing support, motivation and mentorship.
- Provide direct support, reassurance and counselling for individuals, staff groups or patients as appropriate.
- Advise, teach or train staff.
- In sensitive or contentious situations, which may be highly emotional, communicate information and support individuals (staff, patients, public).
- Prepare and present information to the Clinical Board which requires the ability to clarify and articulate complex information in a concise and straightforward manner.
- Organise and chair meetings which support the activity and development of the Clinical Board

Key Relationships

- Internally with:
 - Director of Operations, Clinical Board Chair and other members of the Clinical Board
 - Executive Chief Nurse, Deputy Chief Nurse, Associate Directors of Nursing and other members of the Corporate Nursing Team
 - Key representatives in other Clinical Boards
- Externally with:
 - Patients, Relatives and the Public
 - Senior staff in other NHS organisations
 - Professional organisations
 - Academic Institutions

Analytical and Judgement

- Provide Expert Nursing and/or managerial opinion to others as required and on a frequent basis.
- Analyse/interpret complex data/information or situations to facilitate progress in major work streams.
- Use professional judgement to deal with a wide variety of situations relating to nursing often without obvious solutions.
- On behalf of the Clinical Board, work with the Executive Chief Nurse Team to review national and local policy in relation to professional nursing practice. Lead and co-design plans for implementation and assurance through delivery.
- Analytical skills in relation to patient, organisational and staffing issues.

Planning and Organisational

- Ability to anticipate and prioritise competing demands.
- Ability to develop, deliver objectives to deadlines.
- Ability to anticipate, plan and implement change.
- Ensure operational work plans for all areas of responsibility are developed, defined and delivered and contribute to the development of nursing and patient care.
- Plan and organise complex activities and programmes requiring formulation and adjustment.
- lead the team of matrons within the clinical board to develop and co-design the delivery of operational requirements in practice.
- Ability to anticipate and prioritise competing demands.

Physical Dexterity

- Standard keyboard skills and use of Microsoft office applications
- Able to move sites/attend off site venues for meetings.

6. Key Results Areas

Patient and Client Care

- Leads and supports comprehensive quality incident investigation within the clinical board in line with statutory requirements. Ensures datix/serious incident investigations are undertaken quickly, actions plans are implemented, and learning is shared within the clinical board.
- Works with the Clinical Board Chair to support the implementation of the Patient Safety Incident Response Framework in line with national and Trust priorities.
- Ensure effective systems are in place to maintain safe staffing levels and effective utilisation of the clinical workforce in line with trust guidelines and ensure the use of SNCT/acuity and dependency models are employed correctly throughout the Clinical Board
- Ensure nurses and nursing practice in the Clinical Board adhere to the NMC Code of Conduct and NMC/Trust guidance on professional issues and work with matrons to deliver consistent practice.
- Maintain the ability to participate in direct provision of patient care.
- Provide expert advice/opinion on Patient Care including responding to complaints. With the Head of Patient Experience, secure patient feedback both formally and informally and use evidence to triangulate feedback in practice to manage and mitigate risk
- On behalf of the Clinical Board and Executive Chief Nurse Team, develop and implement systems to ensure the safe delivery of patient care.
- Lead the implementation of the highest environmental standards of cleanliness and infection control and work collectively with other relevant departments e.g., Estates, Facilities Departments and provide assurance to ensure these are achieved consistently throughout the Clinical Board.
- Lead through and with the Matrons full compliance with all internal audit frameworks relating to clinical standards and patient care.
- Actively develop, promote and embed a culture of continuous quality improvement with and through the clinical board and across all clinical areas.
- Contribute to ensuring effective patient access and discharge by supporting PSCs, Nurses and other colleagues to develop and deliver flexible ways of working.
- Provide responsive leadership to operational pressure and challenges if required (e.g., during winter bed pressures) on site or across the Trust. Provide cross cover and nursing leadership across to other clinical boards as and when this is required.

Policy and Service Development

- On behalf of Clinical Board and Executive Chief Nurse Team, lead identified and delegated areas of policy, service development and implementation.
- Lead and facilitate the development of identified aspects of Trust Nursing policy, with associated education, audit and evaluation on behalf of the Clinical Board
- Working with Clinical Board Chair and Director of Operations, ensure nurses actively contribute to the Clinical Governance agenda within the Clinical Board. This includes the successful implementation of the Patient Safety Incident Response Framework
- Lead specific projects to ensure delivery of continuous improvement ensuring nursing and nursing professional practice remains dynamic and innovative.

- Contribute to the ongoing development of that strategy by actively promoting and supporting new ways of working consistent with patient centred care.

Financial and Physical Resources

- Contribute to the prudent management of the Trust's finances including responsibility as a delegated budget holder and contribution to the Trust transformation and cost improvement programmes.

Human Resources

Management

- Direct professional responsibility for nursing professional practice within the Clinical Board.
- Line management of departments specific to the portfolio including:
 - Managing performance including appraisals, statutory and mandatory training
 - Providing career and personal development advice
 - Recruitment and selection
 - Workload management
 - Monitoring sickness absence
- Actively participate in the implementation of the Trust's Disciplinary Procedure, including undertaking investigations as required.

Education

- Maintain own continuous professional development.
- Participate in the education of Nurses and any other staff group through one-to-one sessions, small group work, formal presentations and lectures within the Trust, for other external agencies and within the University as required.
- Ensure the development of an open learning culture that stimulates innovation in the delivery of patient care and empowers front line staff.

Leadership

- Provide professional leadership by:
 - Acting as a visible and accessible role model for Nursing and embed the 'Newcastle Way' across the Clinical Board
 - Provide mentorship and support to aspiring nurse leaders.
 - Contributing to the development and implementation of the Trust Nursing Midwifery and Allied Health Professionals Strategy
 - Representing nursing and articulating the nursing view in relevant situations.
 - Develop and implementing formal education and support to encourage high standards of leadership.
 - Delivering an active and responsive strategy for engaging nursing staff across the clinical Board
 - Contribute to the delivery of national policy e.g., 'the People Promise' as it relates to the Clinical Board

Information Resources

- With due regard for confidentiality manage information systems within own departments
- Advise others on confidentiality and information issues such as documentation in patients notes, disclosure of information to other staff or external agencies.
- Ensure appropriate provision of patient information.

- Ensure effective systems are in place across all areas of responsibility to capture data that demonstrates activity, achievement of objectives and progress against base line.
- Use IT software to create documents and reports.

Research & Development

- Proactively supports and enables the development and implementation of appropriate audits/research activities to support the development of an evidence base for nursing.
- Provide Nursing opinion on the research projects of others to ensure patient/staff safety, and appropriate hypotheses/methodology.
- Support other nurses to undertake research in practice.
- Use research findings wherever possible to support all aspects of the role.
- Proactively Conducts research in specialist area and leads the development of the NMAHP research agenda within the Clinical Board, ensuring high impact actions aligned to the NMAHP strategy are embedded in practice.

7. Freedom to Act

- Operates independently.
- Manages departments.
- Has the freedom to interpret broad professional and organisational policies and provides a supporting role in the proactive maintenance of relevant Trust policies and procedures?
- Take every opportunity to identify areas of potential risk and take action to minimise these.
- Manages own time and diary commitments.
- Works within the boundaries Trust Policies and Procedures
- Works in accordance with the Nursing and Midwifery Council's Code of Professional Conduct.

8. Effort and Environment

Physical

- Required to exert light physical effort.

Mental

- Required to:
 - Lead projects/work streams
 - Deliver high quality work to agreed deadlines.
 - Prioritise own workload and that of others.
 - Intense concentration for long periods
 - Cope with frequent interruptions/changes of plan
 - Frequently cope with complex and challenging situations

Emotional

- Frequently required to deal with all grades of staff, patients and the public with challenging behaviour and/or negative views of the service in highly emotional/distressing situations.

Working Conditions

- Occasional exposure to unpleasant working conditions.
- Required to be flexible in terms of hours worked to ensure service needs are met. Some out of hour's work will be required to ensure responsiveness to the needs of staff working shifts, patients and public.

Signed:
(Post holder)

Date:

Signed:
(Directorate Manager or equivalent)

Date:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Head of Nursing BAND: 8b DIRECTORATE:

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications & Education	<ul style="list-style-type: none"> Registered Nurse Current Registration with NMC Masters Degree or evidence of Masters Level Study 		Through application
Knowledge & Experience	<ul style="list-style-type: none"> Evidence of progressive career development Evidence of continued professional development Experience in Matron role or equivalent in acute or community setting. Evidence of staff management experience, including managing recruitment, performance monitoring, appraisal, induction and mentoring Thorough knowledge and understanding of Professional Nursing Issues (at a local and national level), key government legislation, Clinical Governance, patient safety, quality and Service Improvement Budget management Evidence of leading change management processes 	<ul style="list-style-type: none"> Evidence of successful management of major projects. Successful management complex organisational or service change. Thorough knowledge and understanding of other clinical and non-clinical support services. 	Through application and interview
Skills & Abilities	<ul style="list-style-type: none"> Able to work autonomously with minimum direction. Ability to provide vision and leadership. Highly developed interpersonal and communication skills 		Through Interview
Values / Behavioural / Attitudes			
Core Behaviours	<ul style="list-style-type: none"> Alignment to Trust Values and Core Behaviours Take personal responsibility to: <ul style="list-style-type: none"> engage with the Trust's Climate Emergency Strategy and Sustainable Healthcare in Newcastle (SHINE) initiatives. assist in embedding our sustainability values into everyday practice; and help ensure such practice is applied consistently by you and your colleagues 		

CANDIDATE:
SIGNED BY:
DESIGNATION:

REFERENCE NO:
DATE: