

Job Description

Job title	Patient Safety Lead
Grade	8a
Reports to	Deputy Director of Nursing
Accountable to	Deputy Director of Nursing
Directorate	Nursing
Department	Corporate

JOB PURPOSE

The post holder will lead the completion of specific projects to progress the implement of the National Patient Safety Strategy agenda across the Trust, specifically to support the introduction of the Patient Safety Incident Response Framework.

The post holder will support clinical leads to design, engage and implement projects to address knowledge or competence deficits, using quality improvement methodologies, human factors of change models and project management techniques, in response to individual organisational patient safety and quality improvement objectives.

The post holder will be highly visible, pro-active, and accessible. They will act as an expert clinical and quality resource: ensuring the sustained delivery of high standards of nursing care to patients from a fit for purpose nursing, midwifery and allied health professional workforce.

The post holder will offer advice and support to service leads to achieve specific outcomes, promoting a quality culture in which continuous improvement in clinical care is both sought and achieved.

FREEDOM TO ACT

The post holder will have a degree of autonomy within role whilst working closely with the Deputy Director of Nursing. They will lead delegated patient safety improvement projects, to inform and improve specific policies and practice across the Trust.

1 DIMENSIONS

The post holder will have specialist skills underpinned by theory and knowledge in professional practice and clinical governance. They will be able to plan and organise their workload considering the complexity of the organisation and professions. They will be able to work in a variety of settings and with mixed ability groups. The post holder will be required to undertake highly complex and skilled tasks, requiring analysis, interpretation, and comparison of a range of options.

2 ORGANISATION CHART



3 COMMUNICATION AND WORKING RELATIONSHIPS

- To have a wide range of knowledge in approaches to communicating.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical staff within the Trust.
- To be able to communicate highly complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision
- Demonstrate a high level of interpersonal skills, self-awareness, and empathy in all communications.
- Handle sensitive and complex information in accordance with the Information Governance Policies which, on occasions, will be sensitive and/or complex.

Communicate within Trust and Integrated Care System:

- Head of Risk Management
- Matrons
- Divisional Heads of Nursing and Quality/Specialist Nurses
- Members of the Consultant body
- Allied Health Professionals
- Divisional Directors /Divisional Managers
- Clinical Effectiveness Team
- All members of the ward multi-professional team
- Practice Educators
- Patients and Families

4 KEY RESULT AREAS

Responsibility for Patients

- Being aware of the implications of the Scope for Professional Practice e.g., NMC.
- Ensure the Trusts Quality Improvement and Nursing and Midwifery Strategies are being adhered to across the Trust.
- Ensure documentation is appropriate, accountable, and defensible.
- Be responsible for fostering a culture which encourages staff to challenge and report sub -standard practice.
- Contribute to and support clinical effectiveness and innovative practice within the provision of care.
- Encourage and promote an evidence-based culture in staff using procedures and protocols of care within an inter-disciplinary approach.
- Respond promptly to emerging clinical needs, complaints, and incidents and develop and oversee appropriate action plans in line with clinical governance.
- Give highly professional guidance to assure quality and high standards of clinical care individually and collectively

Responsibility for Policy and Service Development

- Promote the adoption of innovative strategies and techniques.
- Responsible for proposing and drafting changes, implementation and interpretation of policies, guidelines, and service level agreements in conjunction with the Deputy Director of Nursing, where these link to an individual project.
- Determine and undertake action on behalf of the Trust in response to national policy and guidelines relating to explicit projects.

Responsibility for Financial and Physical Resources

- Be responsible for ensuring clinical indicators particularly those relating to patient experience are maintained and action plans developed to address any short falls identified.
- Contribute to the development and delivery of a corporate nursing and midwifery strategy.
- Participate in the development of Trust and local policies and be responsible for ensuring these are adhered to.
- Reflect the principle of continuous improvement through audit of care and patient/carer satisfaction.
- Initiate and implement change effectively in response to clinical or organisational demands.
- Assist in the monitoring of the performance of the wards/departments/services producing reports, action plans and monitor.
- Develop service models that ensure value for money and promote excellence.
- Monitor and review budgetary issues relating to explicit projects.

Responsibility for Staff

- To provide clear and consistent professional leadership to nursing staff throughout the Trust, advising, supporting, influencing leadership and development.
- Act as a role model at all times to staff being highly visible, accessible and approachable.
- To act as an effective interface between the front line clinical leaders and the Corporate Nursing team to ensure effective delivery of the Trust's quality agenda.
- To work flexibly across the Corporate Nursing and Quality team to lead projects on behalf of the Trust as appropriate.
- In conjunction with the Trust's senior nursing teams, support the continued development of nursing practice to take account of research and development within the framework of the nursing and midwifery strategy, other relevant strategies and the Trust Objectives.

- To act as a resource person for the Trust on clinical and quality issues, providing accurate information, advice and support.
- To work co-operatively with senior clinical and corporate teams to enable the achievement of change and the improvement in performance, leading on projects as and when required.
- To facilitate staff to achieve their potential through participating in effective individual performance review, personal development plans.
- To lead and support on HR Nursing investigations as required.
- To oversee and manage the delivery of information and communication within the Trust relating to Nursing and Quality Initiatives.
- Support and lead on the planning and organising of nursing development events

Responsibility for Information Resources

- Responsible for the development, management and maintenance of patient safety systems and frameworks across the organisation relating to explicit projects.
- Responsible for supporting the development of IT systems relating to patient safety and clinical outcomes in relation to individual projects.
- Standard keyboard skills required.

Responsibility for Research and Development

- To support the Trust's Nursing Research agenda as required.
- To ensure that the learning experience for students is of high quality and fit for purpose.
- To encourage practice development and use of evidence-based practice at ward level.
- To encourage participation in research activities when opportunities arise.
- To provide clinical practice support, education and training to Nursing, Midwifery, Health Care Assistants and Allied Health Professionals on a wide range of nurse related subjects, initiatives and competencies.

Physical Skills

- Maintain up to date clinical skills as appropriate and required

Analytical & Judgement Skills

- Frequent concentration will be required when developing policies, undertaking research, preparing for training programmes etc.
- The role is required to undertake investigations into situations or people which require analytical skills in order to provide recommendations and judgements where there may be differences in opinion
- The role will be prone to interruptions due to the unpredictable nature of the work, for example if an investigation needs to be undertaken the post holder

would be required to play a key role in the management of the situation, giving advice etc.

Planning & Organisational Skills

- Following patient safety investigations, identify new opportunities for developments within and across the services, which may arise from changes to the internal or external environment.
- In conjunction with the Deputy Director of Nursing and Divisional Heads of Nursing/AHP leads coordinate quality initiatives.

Additional Key Result Areas

- Significantly contribute to the successful overall performance of the Trust.
- Support and help develop the Trust culture of collaborative, flexible cross-team working and commitment to delivering high quality services and outcomes.
- Set and maintain the highest personal and professional standards.
- Manage own time to achieve results and develop and maintain effective working relationships with others.
- Work with sensitivity and an understanding of the issues facing those working to deliver health services to the local and UK population.
- Comply with the Corporate Governance structure, in keeping with the principles and standards set out by the Trust.
- Maintain probity and manage Trust resources in a manner that represents appropriate use of public monies.
- As a role model to other members of staff, follow consistently high standards of infection control practice, especially with reference to hand decontamination and adherence to the Trust dress code.
- 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 they may learn relating to their employment and other members of staff.

5 ENVIRONMENT AND EFFORT

Physical Effort

- Occasional moderate physical effort is required for short periods; manoeuvring and moving patients when working alongside clinical staff.

Mental Effort

- Frequent concentration will be required when developing policies, undertaking research, preparing for training programmes etc.



- The role will be prone to interruptions due to the unpredictable nature of the work, for example if an investigation needs to be undertaken the post holder would be required to play a key role in the management of the situation, giving advice etc.

Emotional Effort

- Providing distressing information to patients and relatives will be expected of the post holder on occasions and could require considerable effort.
- The post holder will be expected to chair meetings with distressed relatives as a frequent part of the role.

Working Conditions

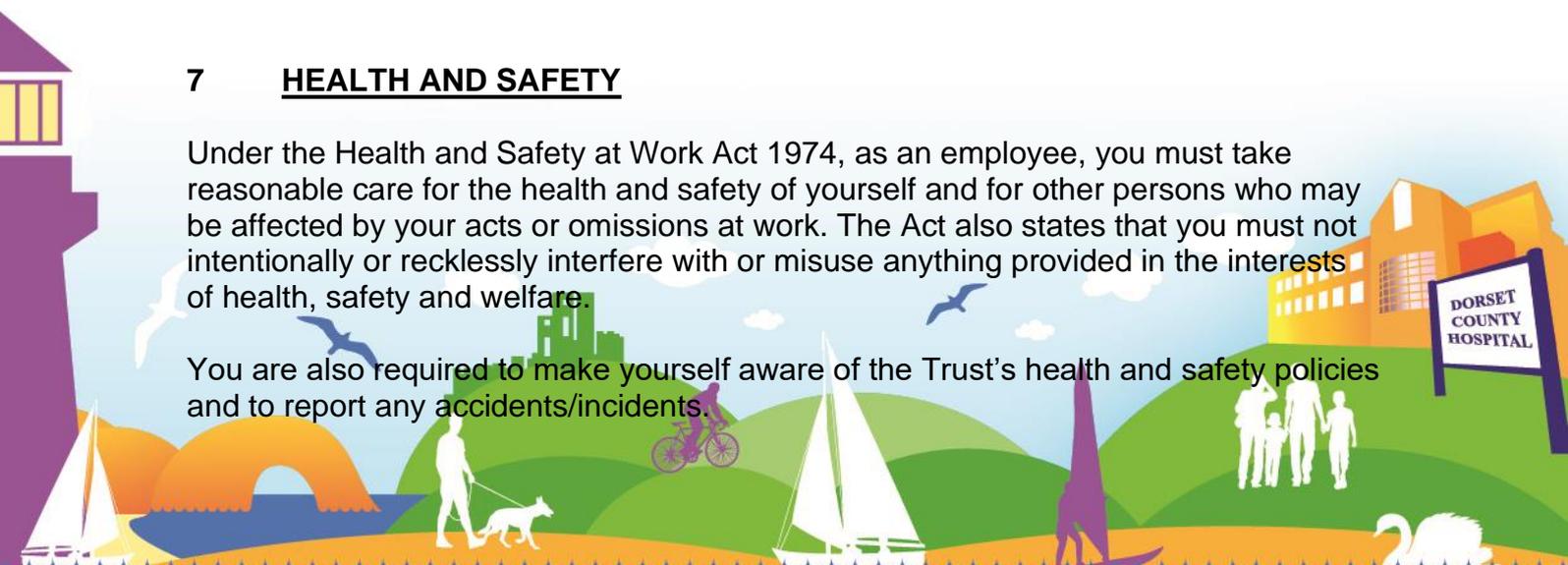
- The post holder will be exposed to highly unpleasant smells, bodily fluids when working on and visiting clinical areas.
- The post holder may be exposed to verbal aggression from relatives, patients or members of the public on occasions.

6 <u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u>					
(Please tick as appropriate)					
Patient contact	✓	Lone working	✓	Working in isolation	✓
Passenger / Client Transport		Exposure prone procedures		Patient Handling	✓
Strenuous Physical Activity		DSE user (defined in DSERe)	✓	Confined Spaces	✓
Night working		Food Handling / Preparation		Working at heights	
Working with vibratory tools		Noisy Environment Working		Safety Critical Work	
Working with respiratory irritants (including latex)	✓	Please specify Gloves			
Working with substances hazardous to health	✓	Please specify COSHH			
Other		Please specify			

7 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.



8 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

9 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.



PERSON SPECIFICATION

POST: Patient Safety Lead

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
EDUCATION, QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> Registered Nurse/AHP Masters Level Degree Qualification or equivalent experience Evidence of CPD and advanced skills in various areas Evidence of investigation training 		Application form Interview & Selection process Certificates
E, Q & T total score:			
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Experienced registrant working at a senior level Track record of successful clinical practice and clinical supervision of nursing practice Experience of implementing service change/reconfiguration and modernising services Broad clinical experience Developing policies and strategies Knowledge of the performance management agenda and Quality improvement tools and techniques Comprehensive understanding of local and national policy 		Application form and questions at interview
K & E Total Score			

<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> • Can demonstrate effective communication style • Can demonstrate highly developed verbal and non-verbal communication skills • Can demonstrate a high level of organisational skills and ability • Can demonstrate project management skills • Advanced presentation skills • Actively listens and engages • Exercise judgement involving highly complex facts or situations, which require analysis, interpretation and comparison of a range of options • Ability to work in a complex environment • Display strong collaborative leadership qualities • Results driven/outcome focused • System and process orientated • Adopts a lateral thinking approach to problem solving • Open and honest • Reliable and trustworthy • Emotional intelligence • Demonstrates personal resilience • Recognise limitations • Enthusiastic and self-motivated • Strong influencing, persuasion and negotiating skills • Strong Team Player 		<p><i>Application form and questions at interview</i></p>
<p>S & A Total Score</p>			
<p>Total shortlisting score:</p>			

Scoring

DORSET COUNTY HOSPITAL

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA

Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria although falls short on minor aspects

1 points = partially meets criteria but falls short on key aspects

0 points = does not meet criteria



Outstanding Care, Outstanding Careers