

Job Description

JOB TITLE: Governance, Quality & Safety Nurse

DIVISION: MEDICINE

GRADE: BAND 7

REPORTS TO: Divisional Quality & Safety Lead

ACCOUNTABLE TO: Divisional Nurse

VALUES AND BEHAVIOURS



ABOUT NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham; we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70-bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

JOB SUMMARY

To work alongside and support the Divisional Quality & Safety Lead in providing a high quality service to all key stakeholders and users across the organisation. Deputising at meetings where appropriate and working alongside other governance, quality & safety nurses within the Medicine Division.

To provide specialist advice to the ward areas regarding legislation, guidance and the regulatory framework relevant to the management of clinical risk and to improving clinical standards and patient safety.

To lead on the identification of risks associated within specialities; develop and implement action plans, attend local / speciality and divisional meetings, reporting progress on an ongoing basis.

To provide guidance and support in the implementation of clinical standards (quality) initiatives in line with the Trust's clinical risk management and Health and safety framework.

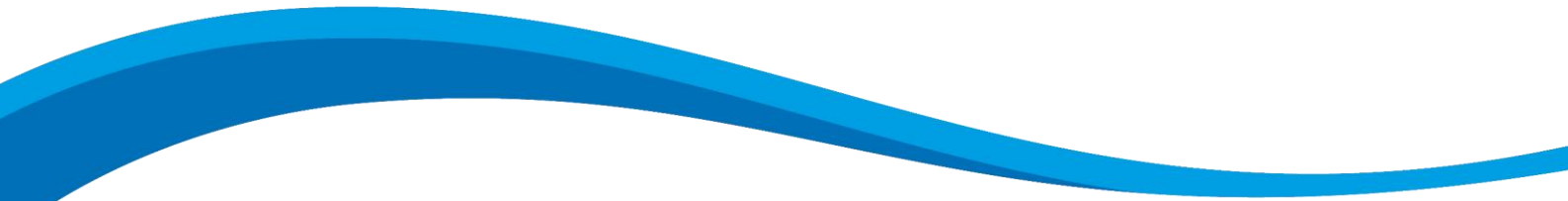
To lead on the investigation and analysis of incidents associated or related to the speciality or its work streams, developing and implementing actions plans, providing feedback, quarterly reviews/reports as appropriate.

To support the implementation of clinical audit and other clinical effectiveness process such as benchmarking and dashboarding as a mechanism for improving quality, risk and safety.

To lead the analysis and reporting of the findings of the above mentioned audits, collating results, formulating action plans and leading the implementation and ongoing review of them.

To support delivery of an integrated Clinical Effectiveness and Audit Plan and ensure this is consistent with the Trust's Clinical Effectiveness and Audit Policy.

Ensure robust, effective arrangements, systems and structures are in place to achieve high standards of quality and safety in service delivery, working directly with the Matrons, Medical Governance Leads, Lead Nurses, Divisional Nurse, Governance, Quality & Safety Nurses and Ward managers.



Ensure that each Speciality meets as a minimum, the National Standards of the Care Quality Commission, focusing on the Key Lines of Enquiry [KLOE] and standards and principles of NHS Resolution, ensuring that these are embedded in our practice.

Ensure the Patient and Public Involvement feedback is integrated into service design and developments.

To provide monthly feedback into the Speciality & Divisional Quality meetings by representing Wards/Specialty for key themes and concerns.

To be skilled and confident with the Datix computer system, to monitor incidents, assess risks and report on key themes.

KEY JOB RESPONSIBILITIES

1. PATIENT CARE AND CLINICAL EXPERTISE

- 1.1. Provide clinical expertise, specialist advice and support across the whole spectrum of the medicine specialties services related to the quality and safety agenda.
- 1.2. Be an expert clinical practitioner, prioritising and planning workload to include the ability to work in clinical practice. Support the specialty in providing a clinical response in line with its key objectives.
- 1.3. To work clinically in the Medicine Division as a minimum once a month, to support the ward teams delivery of key services.
- 1.4. To collaborate and shadow the other clinical teams on a regular basis, to ensure a good understanding of the whole speciality.

2. PATIENT AND PUBLIC INVOLVEMENT AND EXPERIENCE

- 2.1. 2.1 Actively seek ways to involve and promote patient and public involvement in service design and delivery. Ensure that feedback and comments are included in service and department reviews and that these are used to improve services for wards & Division.
- 2.2. Contribute to the Divisional and Service strategies for raising the profile of patient and public involvement.

3. PROMOTE AND ESTABLISH EFFECTIVE TEAM WORKING AND COMMUNICATION

- 3.1. Maintain the principles of governance by encouraging achievement of standards of excellence, which are underpinned by open communication and team working across all disciplines and to support the Specialties and Division and any future developments to the Trust Governance/ Assurance structure.
- 3.2. Ensure effective communication between all service providers within the speciality in relation to the quality, risk and safety agenda by attending specialty meetings and representing the specialties at trust meetings as required.

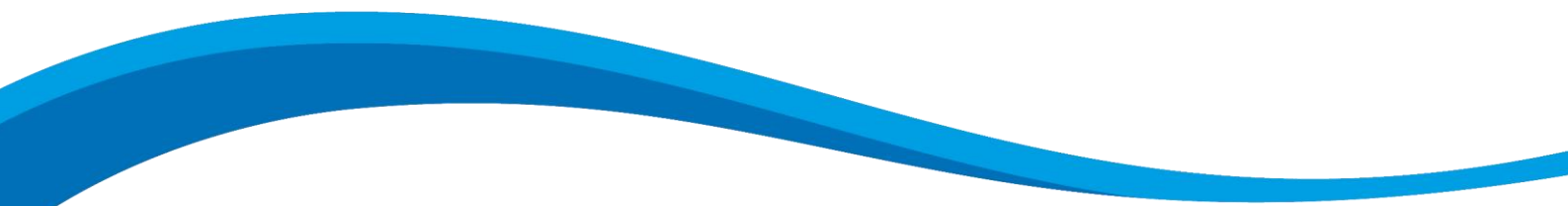
- 3.3. Represent the specialties at local and national networking to maintain and develop knowledge in governance and patient safety. Present outcomes of local research and developments, both internally and external to the trust.
- 3.4. Support the development of and implement a system of feedback to all staff that incorporates the outcomes of incident investigation, Patient Safety Incident Investigations (PSII) and the introduction and alignment to Patient Safety Incident Framework/Plan, antecedents and complaints. These should clearly outline lessons learned as a result.
- 3.5. Ensure that the importance and implications of education, research, and ideas are raised in appropriate forums.
- 3.6. To support the development of the 'Shared Governance' Structure in the Division.

4. EDUCATION, TRAINING AND PRACTICE DEVELOPMENT

- 4.1 Support the implementation of education and training relating to quality, risk and safety to all members of staff and students in collaboration with the Education Team and local education providers.
- 4.2 Work with multi-professional staff across the services to ensure that staff understand the national standards of care, the role of the Care Quality Commission and NHS Resolution and provide support to deliver these standards consistently.
- 4.3 Use Safety forums and Networks proactively sharing good practice and innovation with others. Attend and participate in the relevant groups within the Specialties/Division and disseminate information to the clinical teams.
- 4.4 Ensure that the training needs of all disciplines of staff in relation to the quality risk and safety agenda are included in the annual Training Needs Analysis and action plans to address gaps are in place.
- 4.5 Contribute and participate in the continuing development of all staff working with alongside the Clinical Educators and other Governance Quality & Safety Nurses across the specialty and Division.
- 4.6 Undertake personal professional development, seeking opportunities to enhance skills as identified via a personal development plan. Work alongside peers within the pathway and wider division, sharing best practice and collaborating.

5. CLINICAL GOVERNANCE, AUDIT AND RESEARCH

- 5.1 Support the Clinical Effectiveness Leads in the co-ordination of the clinical effectiveness agenda ensuring a robust framework is embedded across the speciality and pathway ensuring they remain responsive to the changing needs of the service and health policy.
- 5.2 Contribute to the production and prioritisation of systems, plans and work programmes to ensure improved clinical quality and incorporate the Trust's priorities outlined in its objectives for clinical effectiveness.



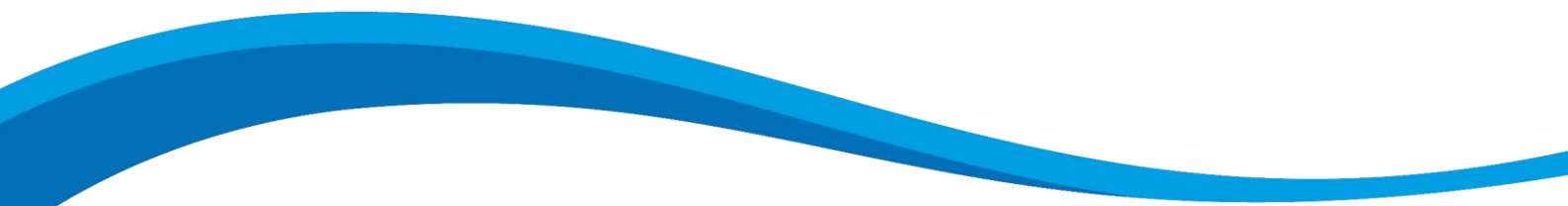
- 5.3 To assist, collate and analyse data in preparation and for the presentation of reports on clinical governance topics to the relevant forum when required. For example:
- Audit and Research projects, programmes and initiatives
 - Risk Registers
 - Patient involvement/experience feedback
 - Incident investigation reports/analysis of incident trend data
 - Evaluation of training within the department
- 5.4 Monitor the delivery of the key components of clinical effectiveness, report any variance from the plan, and recommend corrective action to the Divisional governance team.
- 5.5 Influence and develop policy and clinical guidelines internally.
- 5.6 Work with others to undertake Root Cause Analysis (RCA) and assist specialties with the progression through the Division's approach to the Patient Safety Incident Response Framework (PSIRF) on Patient Safety Incident Investigations (PSII) and reporting outcomes to Specialty & Divisional governance groups. Support others to develop the skills associated with RCAs.

6. RISK MANAGEMENT AND PATIENT SAFETY

- 6.1 Contribute to the development of and co-ordinate the delivery and implementation of the clinical governance and risk management strategies, policies and work programme, for the Specialty within the Division.
- 6.2 Support multi-professional staff in the identification and assessment of risk.
- 6.3 Ensure the local risk register is maintained and report into the Quality, Risk and Safety meetings at Specialty and Divisional level.
- 6.4 Work with Medical Leads, Matrons, Lead Nurses, Ward managers and deputies to facilitate the implementation of new ways of working that benefit patient safety and the patient user experience.
- 6.5 Co-ordinate patient safety initiatives across the Specialty and lead on specific patient safety initiatives as required.
- 6.6 Establish and maintain a system for the distribution and record actions following safety notices alerts etc.

7. PROMOTE EFFECTIVE CLINICAL LEADERSHIP

- 7.1 Provide leadership and expert advice on clinical effectiveness, patient safety and quality, and co-ordinate all aspects of clinical governance ensuring integration of corporate clinical effectiveness objectives.
- 7.2 Contribute to a culture of positive performance management through leadership, working with clinical teams, to agree monitoring arrangements for the setting and maintenance of high standards of practice.



- 7.3 Provide clear information, and support staff wishing to raise concerns about standards of care delivery or service provision and advice for staff regarding Duty of Candour requirements.
- 7.4 Ensure the involvement of all staff through open and direct communication to sustain a high level of commitment and flexibility from the workforce, supporting Trust initiatives.
- 7.5 Actively contribute to strategic and operational developments relating to the Speciality and Division nursing services, so that high quality patient focused services are promoted.
- 7.6 Provide line management responsibilities if appropriate, in line with the ward Manager Band 7 job description for the trust.

GENERAL DUTIES

In addition to the key job, responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

For senior/clinical managers the following statement must also be included

The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.



To immediately, report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health and Wellbeing

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder will work at a VDU for long periods.

Work in clinical areas handling body fluids.

Provide direct care to patients including movement and handling of patients.

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Job description reviewed by:

Date: April 2024



