

Nursing Management: Leadership Profile for Deputy Director of Nursing

Key Relationships:

- Director of Nursing & Midwifery
- Deputy Chief Executive
- Director of Operations
- Heads of Nursing & Matrons
- Sisters & Charge Nurses
- Divisional General Managers
- Associate Medical Directors/Lead Clinicians
- Integrated Governance Team
- Human Resources
- Educational Establishments

Role Summary:

1. To lead and co-ordinate a range of activities that promote excellence in nursing and midwifery practice through utilisation of evidence and research.
2. To contribute to the formulation, implementation and evaluation of the Nursing and Midwifery Strategy.
3. Act as Nursing Lead for Undergraduate and Post Graduate Programmes.
4. Work in collaboration with colleagues from other organisations to develop effective networks.
5. To provide Senior Management presence and site management function for the District General Hospital Site.
6. To co-ordinate recruitment retention and redesign activities in order to maximise utilisation of skills and knowledge and reduce vacancies and the use of temporary staff.
7. To deputise in the absence of the Director of Nursing & Midwifery

KEY PERFORMANCE AREAS

1. Clinical / Professional

- Lead and coordinate the identification and formulation of evidence based nursing and midwifery practice and guidelines
- Lead and co-ordinate the nursing documentation group
- Establish and develop systems for the evaluation and dissemination of research and evidence in nursing and midwifery practice
- Develop opportunities for individuals and teams to network and share excellence in practice
- Establish systems that assure accurate defensible patient focussed nursing and midwifery documentation and act as lead for implementation
- Lead and co-ordinate Medical Equipment Library service

- Lead and co-ordinate Tissue Viability service
- Contribute to and support Trust Integrated Governance programmes as appropriate
- Act as Trust Lead for Health Promotion ensuring the Trusts contribution to health education and illness prevention is optimised
- Provide link with Divisional General Managers and Heads of Nursing for discussion and dissemination of nursing and midwifery developments
- Promote a culture of dignity and respect for patients and their relatives / carers.

2. Infection Control

- In conjunction with the Nursing Director lead the nursing and midwifery contribution to the Trust objective to reduce and prevent healthcare acquired infection
- Contribute to the Trust objective to reduce and prevent Healthcare Acquired Infection
- Contribute to the implementation of the Saving Lives programme and High Impact Intervention in clinical practice
- Undertake appropriate mandatory training in Infection Control and comply with all Trust Infection Control Policies

3. Workforce Planning and Development

- Identify opportunities for role advancement in line with the Chief Nursing Officers “Ten key roles for nurses and midwives”.
- Working with Directorate Teams and Human Resources facilitate workforce redesign programmes.
- Ensure new roles are developed within a professional regulatory framework and are underpinned by appropriate policies, protocols and educational preparation.
- Establish systems for reviewing and evaluating the effectiveness of new roles
- Lead and co-ordinate Trust temporary nursing staff service in line with national standards, producing relevant reports and monitoring information as required
- Contribute to the delivery of the Human Resource Strategy
- Liaise with Human Resources Directorate and Clinical Divisions to co-ordinate recruitment and retention initiatives aimed at reducing Nursing and Midwifery vacancies
- Contribute to the design of staff satisfaction survey utilising outputs to identify and facilitate areas for improvement and change

4. Management

- Provide visible and accessible site leadership creating a climate where individuals
- understand their roles and responsibilities and people are empowered to be effective in their role.
- Establish and maintain a senior management presence and undertake the site management function on the OGDH site
- Manage the Bed Management and Out of Hours hospital team
- Establish systems and processes that assure verification of registration
- Co-ordinate the formulation, dissemination and evaluation of guidance in relation to the Mental Health Act
- Establish trust systems for the management of patients cared for under the Mental Health Act
- Establish and maintain Trust systems for the management and care of patients under the

5. Education and Research

- Liaise with academic institutions and other partner organisations to identify opportunities for multi-professional collaboration
- Maintain and develop the Trust Professional Development framework
- Manage the educational contracts ensuring best value, quality and flexibility in design and delivery and co-ordinate performance review activities.
- Promote a culture where individuals and teams are encouraged to develop personal and professional knowledge and skills
- In collaboration with the HR directorate develop strategies that identify the learning and development needs of nurses and midwives
- Liaise with partner organisations to ensure that identified educational needs are met through a range of educational programmes that deliver fitness to practice
- Manage Practice Placement Facilitators ensuring appropriate support for and evaluation of the student learning experience
- Attend joint meetings with Higher Education Institutions as appropriate
- Identify and promote multi-professional learning activities
- Represent Nursing Profession on Trust Research Development and Audit Committee

6. Integrated Governance

- Develop and evaluate models of clinical supervision and reflection in order to support professional practice and improvements in patient care
- Contribute to the achievement of NHSLA Risk Management Standards
- Maintain evidence required of external assessments

The post holder is expected to:

1. Support the aims and vision of the Trust
2. Ensure compliance with all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Standards for Better Health.
3. Undertake appropriate mandatory training in Infection Control and comply with all Trust Infection Control Policies relevant to the post, particularly with regard to the hand hygiene policy
4. Abide by the NMC Code of Professional Practice
5. Act with honesty and integrity at all times and be a positive ambassador for the Trust
6. Demonstrate high standards of personal conduct
7. Value and respect colleagues and patients and show commitment to working as a team member
8. Uphold the Trust commitment to equality and diversity
9. Respect appropriate confidentiality of information and comply with the requirements of the Data Protection Act
10. Adhere to Trust Policies and Procedures
- 11.
- 12.

PERSON SPECIFICATION – DEPUTY DIRECTOR OF NURSING

Selection Criteria

Education & Qualifications

- Registered Nurse which must include RN1 or RNA
- Masters Degree in relevant / related subject
- Management qualification
- Registered Midwife
- Registered Sick Children's Nurse

Knowledge & Experience

- At least 10 years post registration experience 5 of which must be in an acute hospital setting
- 5 years experience as a matron/CNM with operational responsibility in an acute trust
- Evidence of continuous professional and management development and its application in practice
- Comprehensive knowledge of NHS policy and strategy and the nursing agenda with an ability to translate into local action
- Evidence of nursing leadership in the following areas – policy development and implementation, role development, change management
- Evidence of successful and effective handling of incident review and complaint resolution
- Evidence of delivery of workforce modernisation and redesign programmes with demonstrable achievement
- Knowledge and application of quality improvement programmes
- Understanding of HR issues and procedures

Skills & Abilities

- Innovative professional leader able to inspire and motivate teams and individuals for the benefit of patient care
- Well organised systematic thinker able to organise and direct others
- Able to present complex nursing issues and information
- Negotiation and communication skills
- The ability to construct complex nursing reports to senior colleagues and the public
- Intermediate IT skills including the use of Microsoft Word, Excel and PowerPoint
- The ability to deal with difficult and sensitive situations with tact and diplomacy
- Self motivated with the ability to motivate and inspire others
- The ability to deal effectively with conflicting priorities

Special Requirements

- Able to participate in on-call arrangements
- Able to move across hospital sites as required
- Car owner/driver with full UK licence