#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title: Deputy Associate Nurse Director  STJ’s Hospital Livingston  Responsible to (insert job title): Associate Nurse Director  Department(s): STJ Acute site, Ophthalmology & Endoscopy  Directorate:  Operating Division: LUHT  Job Reference: 166389  No of Job Holders: 1 |
| 2. JOB PURPOSE |
| The Deputy Associate Nurse Director is responsible with the Associate Nurse Director for achieving and maintaining the highest standard of clinical care by providing leadership to the nursing staff on St. John’s Site, Ophthalmology and Endoscopy services.Participate as a member of the Core & Site Management Team to contribute to the delivery of safe, timely value added care within the hospital.Ensure the delivery and standards of nursing care provided to patients is compliant with national and local policies and guidelines for professional practice and conduct whilst influencing future service improvement and delivery and nursing strategy.  With the Associate Nurse Director lead the assurance of child protection, adult support and protection and OPAH for the site and accountable for ensuring systems are in place to maintain compliance with legislation, guidance and standards.  To lead on a portfolio of projects and workstreams as delegated from the Associate Nurse Director, using quality improvement methodologies to support the redesign of nursing services, ensuring effective person centred care and governance |
| **3. DIMENSIONS** |
| This post covers acute services for adults across the STJ site & Associated Services.  **Financial Responsibility:**  Responsible for ensuring that nursing budgets are managed, identify areas of overspend and support good workforce governance agreeing the use of supplementary staffing in line with safe staffing legislation. Influence and advise the Clinical Nurse Managers and Clinical Service Managers across multiple services in relation to utilization of budgets for nursing resource and development of new services.  **Total budget for the nursing workforce: £30,816,430**  The post holder will be a key member of the Clinical Management Team. The post holder will contribute to the on-call rota and there may be requirement to work flexibly across sites to meet service demands. |
| 4. ORGANISATIONAL POSITION |  |
| Nurse Director  Site Director  Associate Nurse Director  **Clinical Service Manager**  **Deputy Associate Nurse Director**  **THIS POST**  Clinical Nurse Managers  Key:  ---------- Professional relationship  \_\_\_\_\_ Line Management relationship |
| 5. ROLE OF DEPARTMENT |
| The role of the Services Clinical Management Team is to:  Deliver safe, person centre and effective clinical services for Adults.  Manage all resources within the designated clinical services.  Provide visible leadership and direction.  Achieve all quality and performance targets.  Benchmark all services ensuring they provide value for money.  Ensure compliance with all governance standards. |

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| 6. KEY RESULT AREAS |
| 1. With the Associate Nurse Director deliver the Acute Nursing Strategy by leading and developing the nursing workforce within STJ Hospital Livingston and associated services ensuring that staff have the necessary direction, knowledge and skills to meet their work based objectives on an ongoing basis. This will involve working alongside staff in clinical areas guiding and advising best clinical practice, leading innovation and new ways of working, role modelling, identifying when training and education programmes are required. 2. Work with education teams to develop local programmes of education for registered and non-registered staff, this will include supporting the attainment of clinical competency and identifying gaps in knowledge as services develop or new services are planned and implemented. This requires planning, understanding of different education delivery methods for example simulation and classroom based, and the governance standards required to ensure competency attainment and safe practice. Ensure standards for practice placements are met for student nurses by coordinating student nurse forums to interact and gain feedback for improvement of placements. 3. Provide professional leadership to ensure that there is a robust system for clinical supervision and professional governance for all nursing staff, with appraisal and agreed personal development plans that support succession planning. Ensure that there are systems in place to monitor compliance with revalidation. 4. Lead the development, adaptation, implementation of a wide range of nursing and clinical policies, procedures , standards and protocols within the hospital site to ensure that patient needs are assessed and care is planned, implemented and evaluated in a fully effective manner and has a robust evidence, for example patient pathways, visiting policies, patient engagement policy (observation policy). 5. Responsible for leading and planning and delivering a portfolio of projects, work streams and service change from development through implementation and evaluation. This will require formulating complex plans and programmes that may require adjustment to meet competing demands and changing deadlines eg:Re development of Emergency Access and Assessment Unit, development and ongoing of the new thrombectomy service, staff induction programmes, Newly Qualified Induction Programme, staff well-being and Band 7 and Band 6 leadership development. 6. With the Associate Nurse Director provide clinical and professional influence and direction to support the site with strategic and operational planning to ensure delivery of required performance outcomes achieving targets and clinical standards delivering a safe and positive patient experience. 7. Within portfolio of responsibility review a range of data that requires analysis, comparison and decision making this would include financial, clinical, quality and workforce data, developing and providing reports, making recommendations for example, workforce, quality assurance including clinical data such as NEWS compliance and inflection control reporting. 8. Support the Associate Nurse Director in achieving the provision of timely person centred safe effective care to patients and their families by providing specialist advice to the care of patients within a broad range of areas ensuring:   Assessment, care planning and evaluation is timely and within recognised standards.  Provision of essential care in a way which ensures dignity and privacy.  Compliance with Clinical Quality Indicators, Excellence in Care, SPSP and LACAS.  Communication with relatives and carers in the case of concerns or clarity of care provided.   1. To support the Associate Nurse Director and ensure all complaints within acute services are fully investigated and responses provided in accordance with NHS Lothian’s policies and procedures. 2. Monitor, audit and review the hospitals’ compliance with national, organisational and professional standards, this includes internal and external inspections. Take corrective action as necessary ensuring the quality of patient care and cleanliness are maintained on the hospital site. 3. Deputise at meetings on behalf of the Associate Nurse Director and provide updates and briefings as required, make decisions in the AND’s absence for example on staff allocation, or site mobilisation, quality improvement priorities, disciplinary matters and responses to significant adverse events. 4. To support the Associate Nurse Director in managing and reviewing the Clinical Risk/Adverse Event reporting system, Datix, by investigating and taking action on clinical incidents and utilising root cause analysis where appropriate. 5. Support the Associate Nurse Director to implement and ensure compliance with Health and Safety policies across inpatient areas by undertaking walk arounds to assess and advise on remedial actions, ensuring safe working practice. 6. To lead, plan, prioritise and deliver the quality agendas within the site supporting of the Associate Nurse Director to deliver the Lothian Accreditation and Care Assurance Standards framework through supporting local clinical nurse management to implement the standards, analyse data and agree priority areas for improvement. 7. To provide leadership and advice to CNM’s around utilisation of nursing resource within the delegated budget and establishment, taking opportunities to realise efficiency gains through skill-mix and reductions in bank and agency usage. Ensure nursing workforce and workload tools are utilised to support the planning of workforce needs, for example analyse the use of supplementary staff expenditure (for both registered and non registered clinical staff) ensuring that the hospital site maximises the use of resources and achieves its financial targets in regards to workforce utilization and meets Healthcare staffing legislation. 8. To support and advise Clinical Nurse Managers in their role of ensuring that all nursing financial resources are planned and deployed in the most efficient way possible e.g. good rostering, management of new rota’s, safe care and agreed additional duties and supplementary staffing and align to safe staffing legislation. 9. Provide advice, support and guidance to CNM’s to ensure that all NHS Lothian staff governance policies are fully implemented and appropriately utilised, in order that all staff are treated fairly and consistently and motivated to develop their potential. 10. Develop, implement and monitor process for nurse recruitment and deployment which ensures an appropriate level of skill mix within the available resources. 11. To support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes. |
| 7a. EQUIPMENT AND MACHINERY |
| The following are examples of equipment which will be used when undertaking the role:  PC/laptop  Blackberry  Telephone  Photocopier |
| **7b. SYSTEMS** |
| The following are examples of systems which will be used when undertaking the role.  Datix for adverse event reporting and clinical risk assessment  TRAK for patient records  Empower }  eKSF/TURAS }  SSTS } for staff management and monitoring of additional hours etc  eExpenses }  Timesheets }  Staff Bank system}  Tableau Dashboard for performance monitoring including sickness absence  PECOS for ordering supplies and equipment  Other clinical records  Training records  NMC registration data  Internet, intranet, Microsoft Office software  MIDAS  Health and Safety system (e.g. control books, risk assessments)  **Note:** New systems may be introduced as the organisation and technology develops, however training will be provided. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The postholder is expected to operate with a high degree of autonomy and their professional scope will be substantial. Works under broad direction within the parameters of corporate and clinical governance, professional standards and Board/national policy. Organises own workload to meet service demands.  Annual objectives and development plans will be agreed and reviewed by the Associate Nurse Director. Performance against these will be reviewed in line with NHS Lothian PDP processes. and at least 6-monthly. |
| **9. DECISIONS AND JUDGEMENTS** |
| Working under broad direction within the parameters of corporate and clinical governance, professional standards and Board/national policy, required to anticipate, identify and provide innovative solutions to a variety of complex and multi-faceted nursing and patient care issues, which will include the need to liaise and negotiate with senior clinicians, families/carers, other agencies and other external bodies. E.g. liaison with Higher education providers to attract alternative groups of staff into nursing posts.  Responsible for supporting the assessment of any professional or quality issues, from the perspective of patient safety determining when to escalate as appropriate eg: an increase in significant adverse events with harm to a patient.  Investigate and respond to more complex complaints from staff, patients, carers and member of the public initiating corrective action as required eg: moving staff members from a department to support investigation of an alleged incident.  Responsible for supporting senior nursing staff and guiding decision making relating to staff management responsibilities including staff performance, conduct and capability issues, department workload and the acuity/dependency of patients including patient placement, recruitment and retention, clinical and professional development. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Providing assurance through effective communication, professional leadership and implementing robust systems and processes that the patient safety and quality agendas are being delivered.  Supporting change in a form that promotes proactive visioning and delivers co-operative working towards innovative solutions that ensure the provision of safe, effective and person centred care and treatment by the nursing staff.    Communicating/dealing with patients/relatives/staff following a serious incident/critical event.  Communicating with and supporting distressed/anxious/worried relatives /patients/colleagues.  Dealing with verbally abusive patients/members of the public. |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder communicates on a regular basis with patients, relatives and carers on the delivery of patient care. In particular, takes a pro-active role in preventing and addressing complaints and may act as a patient/ staff advocate through the application of ethical, legal and professional knowledge and skills.  The postholder also liaises with clinical and non-clinical colleagues across the multidisciplinary team regarding service needs on a daily basis, and with external organisations as required.  The postholder requires a very high level of interpersonal and communication skills, to provide and receive highly complex/highly sensitive/contentious information particularly where there are barriers to understanding such as denial/resistance and to convey information sensitively when it is contradictory to patient/carer/staff expectations and desires. Examples may be dealing with complaints or complex patient moves across the site to facilitate flows.  **Internal and External Communication**  Members of clinical and hospital management teams during difficult clinical scenarios or pandemic type management.  Senior clinical and nursing staff with updates to policy and procedures around patient care or changes in staffing levels or skill mixes.  Multidisciplinary leads for example during tactical discussions and site planning.  Other clinical /Integrated Joint Board management teams  Corporate support functions including Facilities, Estates, Procurement, Health and Safety, Risk Management, Finance, HR during daily change management or nursing leadership/governance on the site.  Staff Bank management to allocate and advise around supplementary staffing.  Trade unions and professional organisations working in partnership with staff cases or changes in practice.  Regulatory bodies regarding registration and revalidation and Fitness to practice.  Colleagues in: other NHS Boards/agencies  Scottish Government Health Department.  Local authorities.  Educational institutions.  Professional networks. |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical  Moving between wards /departments on a frequent basis.  Sitting for long periods of time inputting at keyboard and dealing with electronic communication, attendances at meetings and interviews.  Occasional requirement for light effort, eg transportation of relevant documents.  Very occasional:  Moving and handling of patients.  Moving and handling of ward equipment.  Mental  Concentration required to undertaking managerial and clinical components of role including requirement to balance conflicting demands on time and dealing with unpredictable interruptions which may result in a change of activity.  Frequent high level of prolonged concentration required for analysis of data, complaints and incident investigation, writing reports and attending meetings.  Emotional  Frequent exposure to distressing and emotional situations involving highly sensitive, highly complex and contentious information e.g. dealing with complaints from patients/relatives.  Occasional exposure to highly distressing situations, dealing with people with severely challenging behaviour.  Supporting staffing issues including counselling staff with performance/conduct issues, staff sickness/conduct/competency issues within the nursing workforce.  Working Conditions  Occasional exposure to unpleasant working conditions, temperature variations.  Verbal aggression. |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Educated to SCQF level 11 e.g. masters qualification in nursing or equivalent level of experience, demonstrating a wide level of clinical understanding and evidence based practice, and evidencing appropriate skill sets required for change management.  Significant experience in a senior nurse management role including experience and knowledge of managing risk, complaints, governance processes, quality standards.  Project management experience.  Experience of managing complex and competing demands and situations.  Experience of successfully supporting the planning, development and implementation of strategic plans.  Previous experience of staff and financial management.  Highly developed interpersonal skills.  IT skills. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |