#### **JOB DESCRIPTION**

|  |
| --- |
| JOB IDENTIFICATION |
| **Job Title**: Senior Nurse  **Responsible to**: Associate Nurse Director: Mental Health/Lead Nurse, North Ayrshire Health and social care Partnership  **Professionally**  **Accountable to:** Associate Nurse Director/Lead Nurse  **Department(s)**: North Ayrshire Health and Social Care Partnership |
|  |

|  |
| --- |
| 2. JOB PURPOSE |
| To support the Associate Nurse Director/Lead Nurse in providing visible professional nurse leadership. To provide to nursing leadership within area of lead responsibility and across all nursing staff within the North Ayrshire Health & Social Care Partnership (NAHSCP) and where required across Ayrshire & Arran.  The post holder is the Senior Nurse for adult nursing services within NAHSCP (excluding Mental Health/Learning Disability Nursing) and has a leadership responsiblity for the implementation of local and national strategies, ensuring safe standards of nursing practice are in place at all times. The post holder directed by the Associate Nurse Director/Lead Nurse and supporting the Head of Health and Community Care Services will be key in delivering the ambitions of NAHSCP with regards to the Strategic Plan and the NHS Boards responsibilities related to 2020 vision and the Quality Strategy.  The postholder, as a Senior Nurse within NAHSCP, will provide a nursing leadership role for all nursing staff in the Partnership to facilitate the delivery of sustainable transformation in health and social care services from an institutional and geographic basis to a highly adaptive, contemporary system with patients and carers and communities as primary drivers.  The post holder has a senior professional leader’s role to assist NAHSCP to achieve the strategic and corporate objectives working within its purpose, values and commitments.  The post holder will assist the Head of Health and Community Care to achieve service objectives and support operational delivery by providing leadership and support to management colleagues across the partnerships.  One of the most challenging issues facing the whole nursing workforce over the next decade is how to develop nurses who work in the community to respond to delivering modern health care and to improving health. Working with the Associate Nurse Director/Lead Nurse the postholder will be responsible for delivering that change in Ayrshire, which will be critical in supporting the delivery of integrated health and social care.  The post will combine:   * Professional leadership on related to nursing services in NAHSCP, with lead areas of district nursing services, long term conditions, frail elderly, rehabilitation – community and inpatients - incorporating strategic influence and service modernisation. Working closely with senior clinical, primary care and local authority colleagues * Seeking advice where appropriate from the Associate Nurse Director/Lead Nurse (NAHSCP) and Associate Nurse Director/Lead Nurse (East related to strategic community nursing) * A specialist nursing professional role in clinical issues, practices and policies in relation to primary care development. Working with internal and external key partners in shifting the balance of care in the best interest of the patients and service users. * Provide nursing leadership and advice to primary care independent contractors and their services within integrated patient pathways. * Provide professional nursing leadership within partnerships and support healthcare governance arrangements and service redesign ensuring that the national and local nursing agenda is delivered, interfacing with nursing and other staff to implement change, develop practice and establish accountability frameworks.   As a member of the Senior Nursing Team within NAHSCP the postholder will be responsible for professional standards and practice of all nursing staff within the area of lead responsibility and support the same ethos across the whole partnership. The post holder will have a lead role in ensuring that professional systems are in place to ensure the delivery and commissioning of safe and effective nursing care.  Assist the Associate Nurse Director/Lead Nurse in developing implementing and evaluating community and specialist nursing services strategies at national, regional and local levels. |

|  |
| --- |
| **3. DIMENSIONS** |
| While the postholder is accountable to the Associate Nurse Director/Lead Nurse they are responsible for providing a nursing leadership role with the following:  North Ayrshire District Nursing services  Long term conditions  Frail elderly  Rehabilitation  Community Hospital facilities - Arran War Memorial, Lady Margaret and Ayrshire Central hospitals |

|  |
| --- |
| 4. ORGANISATIONAL POSITION |
| Draft NAHSCP Nursing structure 12.2014.png |

|  |
| --- |
| 5. ROLE OF DEPARTMENT |
| The Associate Nurse Director/Lead Nurse, along with the Senior Nurses will work across the managerial portfolios of NAHSCP providing visible nursing leadership, advice, guidance and direction while developing and delivering services within the context of:   * A service user focus of integrated care. * A service developed with service users, carers and other stakeholders * A service which is flexible, safe, innovative and responsive to need. * A service that provides care based on evidence, best practice and research.   The Senior Nurse Team will promote and support the development of care in the community in improving health outcomes and providing high quality services within integrated patient pathways. The post holder will create positive working relationships and an effective climate of team working and motivation within the Partnership with other parts of NHS Ayrshire and Arran and the third sector. |

|  |
| --- |
| 6. KEY RESULT AREAS |
| It is a key feature of these key result areas that the postholder will adopt matrix working practices within and across the teams that they will be involved with. The post holder is not the operational line manager of nurses employed within NAHSCP, the post holder therefore will require to develop effective and collegiate working relationships with colleagues across the three HSCPs and NHS Acute Services.  **Quality**  As a member of the Senior Nure Team the post holder will be accountable for ensuring safe systems of practice are in place and that the Partnership’s quality ambitions are realised, working with other colleagues. In particular the post holder will have a critical role in ensuring effective health and care governance arrangements are in place - they will have a lead role in patient safety and patient centred care delivery.  **Clinical/professional**  The Associate Nurse Director/Lead Nurse is accountable for professional nursing practice, the postholder will be responsible for professional nursing practice within their lead area of responsibility.  The postholder will work with the Clinical Director supporting them to drive forward the Partnership’s Health and Care Governance agenda and ensures the nursing contribution to this activity. Working with managerial, clinical colleagues, audit staff and information services the postholder will support NAHSCP to achieve compliance with designated standards.  To have a lead role lead related to Healthcare Environment Inspection and Older People in Acute Care standards for the Partnerships - working in partnership with management and clncial colleagues.  To disseminate information and guidelines, and chair a range of committees/working groups and forums to ensure action plans are in place to improve standards of care.  To support the Associate Nurse Director/Lead Nurse in ensuring compliance with NMC professional standards to protect public and patient safety, with specific regard to revalidation requirements across nurses within NAHSCP.  Challenges historic practice and behaviour to develop staff that are fit for purpose, optimising the quality of nursing care provision.  Support managerial colleagues to manage issues in respect to professional conduct and capability which have been identified through implementation of the framework to support professional standards in nursing, to ensure patient safety and public protection.  Working with the Associate Nurse Director/Lead Nurse and Head of Health and Community Care assesses and determines staffing requirements, establishment and skill mix, benchmarking against appropriate standards to meet service delivery needs.  Monitors and influences the use of agency and bank within area of lead responsibility.  Undertakes a lead role in relation to professional development, within lead area of responsibility, and more widely across NAHSCP.  Along with the Associate Nurse Director/Lead Nurse and managerial colleagues the postholder has responsibility for reviewing and monitoring the use of the nursing resources and supporting the managers to ensure efficient and safe use of the workforce.  **Strategic Leadership**   * The postholder will be accountable for ensuring safe systems of professional practice within their area of lead responsibility and more widely across NAHSCP. * Support and contribute to the strategic development of the service through integrating professional nursing leadership with the aims, objectives and priorities of primary care development to deliver high quality, patient centred and transparent services to the population of North Ayrshire and on occasion more widely across Ayrshire and Arran. * To provide clinical and professional leadership, ensuring exemplary clinical practice and patient-centred care, taking the corporate lead for agreed areas of Nursing and Midwifery development and leading service redesign projects identified by the Associate Nurse Director/Lead Nurse and / or the Director. * To deputise for the Associate Nurse Director/Lead Nurse as required   **Transformation**   * Provide nursing leadership that facilitates sustainable redesign of “whole system” patient pathways beyond hospital boundaries and within the overall resource envelope. This will demand co-design with patients community practitioners and other agency partners.Success will be evident by the delivery ofmeasurable improvement in the health of the local population and provision of high quality, accessible, joined up services to local communities and the integration between primary care, specialist services and social care. * Provide Nursing leadership in relation to the development of integrated patient care pathways and innovative models of care in conjunction with senior colleagues and strategic partners, supporting a seamless patient experience within the service, underpinned by safe and effective systems informed by research and development, best practice and evidence based protocols * In conjunction with lead nurses, partnership colleagues, clinical, management and colleagues from corporate directorates, influence the development of nursing workforce structures and workforce planning in accordance with national and local policy to deliver integrated care.      * Lead, promote and develop an innovative culture within nursing practice by supporting senior nursing colleagues and service management to develop evidence based clinical practice and continuous professional learning and development centred on the patient. * Contribute to the development of the workforce at all levels to lead, design and deliver contemporary services.   **Operational Delivery**   * Provide professional leadership for all aspects of the nursing workforce within area of lead responsibility, including service development and redesign, workforce planning, role development, recruitment and retention and professional supervision and development to underpin the provision of exemplar health care services. * Undertake a leadership role in supporting and developing the nursing team within NAHSCP (including practice nursing staff), to gain commitment to the goals and objectives of the service utilising best practice and evidenced based protocols to deliver the highest standards of professional practice. * Support and provide nursing leadership on the development and implementation of the Strategic Plan, to achieve an integrated and consistent response across the multi-disciplinary team. * Develop and contribute to a whole system approach that encourages partnership working at all levels and engages with staff to promote delivery of the highest standards of clinical care. Work across all systems to engage staff in new ways of working that establishes models of care that improve the well-being and health of patients in accordance with national directives. * Provide professional nursing leadership in the development and implementation of Service action and performance management plans and review and establish accountability frameworks that will contribute to the monitoring and continuous improvement of Service performance.   **Performance Development and Governance**   * Use appropriate resources in the development of professional nursing practice and in conjunction with service managers, approve the required investment. * Actively participate in the development and implementation of effective healthcare governance and patient/ public involvement strategies * As a ‘matrix’ member of the Head of Health and Community Care Management team, provide leadership on the professional nursing implications of workforce planning, service redesign and modernisation initiatives, to achieve linkage of clinical, financial and staff governance commitments.   **Partnership Working**   * Develop effective partnership working arrangements with key stakeholders to fully integrate nursing as a key partnership interface. * Demonstrate and exemplify positive behaviours and attitudes that will support cooperative and partnership working to achieve progress in the redesign and provision of clinical services across the local partnerships * Demonstrate and exemplify positive behaviours and attitudes that will support cooperative and partnership working to achieve progress in the redesign and provision of clinical services across the local health system |

|  |
| --- |
| **7a. EQUIPMENT AND MACHINERY** |
| Office based work involving the use of computing equipment.  Use of car - driving skills are required as travelling between sites and other locations is an essential element of the post. |

|  |
| --- |
| **7b. SYSTEMS** |
| Computer packages e.g. word, power point, email, internet.  Responsible for ensuring a system of regular audit of the quality of the service is in place  Responsible for ensuring a system of staff appraisal and professional development are in place |

|  |
| --- |
| **8. ASSIGNMENT AND REVIEW OF WORK** |
| The postholder will exercise a significant degree of initiative in terms of management and assignation of their workload and as such will have a significant degree of autonomy and self direction in relation to prioritising and managing their workload.  The postholder is professionally accountable to the Associate Nurse Director  /Lead Nurse. The Associate Nurse Director/Lead Nurse and the postholder will set annual performance objectives and these will be reviewed in accordance with NHS Ayrshire and Arran’s performance management systems. |

|  |
| --- |
| **9. DECISIONS AND JUDGEMENTS** |
| As a Senior Nurse with NAHSCP;  Interprets and advises on policies, procedures, and professional and managerial matters.  Provides expert professional analysis and opinion, proposes and implements service developments across services but in particular will demonstrate expertise in community nursing.  Contributes to significant incident reviews, providing professional advice.  Advise, as a panel member, on complex disciplinary matters and penalties up to and including dismissal. |

|  |
| --- |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Supporting strategic service reconfiguration through providing nursing leadership to enable the delivery of sustainable change and redesign that works beyond traditional boundaries and ensures the organisation works more effectively, efficiently and implements integrated patient pathways.  Supporting the establishment and continuous development of Health and Social Care Services and leading the development and review of models of nursing care which establish clear governance and accountability frameworks for the delivery of excellence in nursing care – within area of lead responsibility and more widely across NAHSCP. |

|  |
| --- |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder is required to communicate and maintain effective working relationships with a wide range of internal and external contacts.  Key relationships will be formed with the Senior Nurse Team, nursing teams across NAHSCP and management colleagues. Additionally key relationships will be developed with Associate Nurse Director/Lead Nurse (East) and senior nursing staff across the Ayrshire and Arran health system and clinical improvement, patient centred, and governance teams.  The postholder will deal with extremely sensitive and highly contentious information involving presentations to staff members and groups, relatives and members of the public usually involving organisational changes, or service issues that may be viewed as controversial. Information can often be unwelcome and /or significant barriers exist to accepting of such information.  To continuously develop the Service the postholder will be required to develop and maintain effective working relationships with key stakeholders.  The postholder will establish an external network beyond Ayrshire and Arran to integrate with and participate in national and regional working groups and maintain links with key external bodies including SGHD, NES, HIS, HEIs and professional organisations. |

|  |
| --- |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Effort**  Frequent requirement to use car to travel between sites and external organisations.  Combination of sitting, standing and walking  **Mental Effort**  Unpredictable interruptions (at least 5 times per day), competing demands for attention to deal with clinical staff or personnel issues.  Changing priorities frequently as a result of phone calls or email request for immediate response  Frequent need for concentration  Ability to think laterally to aid problem solving  Plan own diary  **Emotional Effort**  Occasional exposure to distressing or emotional circumstances e.g. dealing with angry relatives following sudden unexpected death or following unsatisfactory experiences associated with the service provision.  Dealing with sensitive staffing issues on a personal level and on an organisational level when issues may be contentious and unwelcome.  **Environmental Demands**  Although frequently visiting patient care areas, exposure to hazardous or unpleasant working condition is rare.  Office based  Travelling between sites |

|  |
| --- |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Education**   * Registered professional qualification in nursing. * Educated to Masters Degree level or equivalent experience. * Demonstrate evidence of CPD.   **Professional Experience**   * Evidence of service management roles and developing innovative and creative nursing solutions to achieve organisation objectives. * Experience of effectively managing service modernisation and redesign initiatives and integrating professional nursing perspectives with service strategy. * Demonstrate in depth understanding of clinical improvement and healthcare governance principles and the development of systems and frameworks to establish clear accountabilities based on professional codes of practice. * Experience of developing community based services.   **Core Competencies**  Demonstrates an ability to work collegiately with colleagues and influences professional practice through sapiential authority rather than line management.   * Ability to contribute to and influence the strategic agenda and translate strategy into deliverable operational objectives. * Ability to align processes and systems to support strategic priorities. * Demonstrates an understanding of the strategic workings of an organisation. * Demonstrates an understanding of corporate governance. * Demonstrate innovative approach, seeking new or alternative methods of service delivery. * Awareness and understanding of relevant National and Local initiatives, imperatives and factors influencing service provision. * Demonstrates ability to use continuous improvement methodologies to ensure implementation of specific clinical improvements. * Demonstrates sound understanding of influencing and decision making protocols across all stakeholders and ability to shape stakeholder opinions. * Demonstrates collaborate and team working, cultivating network of relationships internal and external to NAHSCP. |