



Job Description: **Lead Nurse for Clinical Quality Assurance**
Reports to **Head of Governance**

Job Summary

To support the provision of assurance that our services are compliant, safe and delivering high quality care to our service users. You will work closely with staff at all levels within the organisation, as delegated by the Head of Governance, to ensure compliance with robust governance processes that assures us of the responsiveness of our services. You will promote shared learning and quality initiatives and facilitate their embedding and sustainability to demonstrate that we are a well led organisation, lead improvements in clinical practice and reduce risk. The post holder will foster close working relationships to support a positive safety culture and work with other professionals and relevant organisations to proactively manage governance, quality and safety.

Key Responsibilities

Working with the Head of Governance, the post holder will:

1. Be a visible, accessible, and approachable individual within the care team in order to support, motivate and inspire.
2. Ensure up to date knowledge is maintained for all areas of the clinical governance framework including key legislative, regulatory and professional frameworks.
3. Ensure that quality assurance processes are embedded and robust, that responses to clinical incidents and complaints are appropriately managed and that quality assurance processes, policies, regulatory frameworks and CQC standards are met; including:
4.
 - Clinical Governance/Safeguarding
 - Infection Control
 - Information Governance
 - Incident Reporting/Patient Safety
 - Duty of Candour
 - Complaints Management
 - Risk Assessment and Risk Register Maintenance
 - Health and Safety
5. Ensure that learning themes and trends are identified early, analysed and plans to mitigate are formulated, effectively shared and monitored and learning evidenced.
6. Work closely with the Practice Education Team to ensure identified learning informs the content of future education sessions.

7. Facilitate the development/review of clinical policies, procedures, guidance and systems to deliver the requirements of relevant national regulatory frameworks (e.g. CQC registration, NICE guidance, MHRA notices etc.)
8. Ensure that any safety alerts and national guidance is implemented in a timely and appropriate way i.e. NHSE policies, CAS alerts and NICE guidelines.
9. Lead on the Infection Prevention and Control (IPC) agenda, ensuring that best practice is followed and IPC working practices constantly under review.
10. To provide clinical expertise advice and guidance to all members of the Care Team as required.
11. To support the effective and efficient running of Naomi House & Jackspace

Key tasks

Clinical

- To support staff in ensuring practices are of a high standard and poor practice is challenged and escalated appropriately.
- Support delivery of local and national patient safety frameworks ensuring staff involved in incidents are supported and offered feedback.
- Provide feedback to staff through various feedback methods including presentations, teaching, newsletters and individual sessions.
- To promote a culture of continuous improvement.
- Develop appropriate action plans to minimise risks, including identifying resource implications, and changes in practices and processes required.
- To support the day to day running of the service, where additional support is required.
- To provide evidence based advice and guidance to all members of the Care Team.
- To act as a resource to care staff regarding aspects of clinical practice and care.
- To maintain effective records of all types in line with professional guidance.
- To adhere to the requirements of the NMC ensuring the highest quality of care and clinical practice.

Management

- To ensure that the best use is made of all resources including human, financial and environmental.
- Use negotiation skills to communicate sensitive, contentious information to groups of staff where there are barriers to understanding or an unwillingness to cooperate.
- To participate in the development, monitoring and audit of policies relating to clinical practice and care.
- To participate in the management and administration of the electronic risk management database.
- Involvement in the preparation of reports for relevant meetings including Clinical Committee and Healthcare Governance.
- To act as a representative for the organisation taking part in external promotional activities as appropriate, and in professional relationships and collaborative working.

Personal

- To be responsible for own personal and professional development, including maintenance of clinical skills in line with role.
- To comply with Trust policies and procedures.
- To adhere to the NMC Code of Professional Conduct at all times.
- To demonstrate commitment to the Trust's values.

- To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post.
- An enhanced with barred list DBS disclosure will be required for this role.

This job description does not attempt to describe all of the tasks and responsibilities of the post; rather it illustrates with examples the main roles of the post holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and the Head of Governance.

Job Title: Lead Nurse for Clinical Quality Assurance
Person Specification

Requirement	Essential	Desirable	Assessed by
Assessed by: A = Application I = Interview R = References			
Criteria 1: Qualifications and Training			
REGISTERED NURSE with current professional registration with NMC.	X		A
Educated to degree level or equivalent		X	A
Evidence of ongoing professional development.	X		A
Evidence of CPD with a focus on governance, compliance and risk management.		X	A
Teaching/Mentoring qualification.		X	A
Criteria 2: Experience and knowledge			
Experience of working within governance and compliance role in healthcare.	X		A
Knowledge of Quality Governance Frameworks and Care Quality Commission Standards and Assessment.	X		A I
Investigation experience	X		A I
Experience of triangulating evidence, creating realistic action plans and evaluating outcomes.	X		A I
Knowledge of Microsoft Office applications and use of databases		X	A I
Understanding of Duty of Candour legislation and its application to practice.		X	A I
Experience and good understanding of clinical supervision and reflective practice.	X		A I
Knowledge and experience of various physical and mental health conditions associated with children, young people with life limited diagnosis and palliative care.		X	A
Understanding of the impact on the child or young person of living with a disability and on families caring for a child with complex needs.		X	A I
Good understanding of safeguarding children policies and procedures- with safeguarding experience including Child in Need, Child Protection, Looked after Children.	X		A I
Criteria 3: Skills			
The ability to work unsupervised, on personal initiative and as part of a team, working across professional boundaries and across the organisation.	X		A I
Able to effectively communicate complex issues clearly and concisely.	X		A I

Requirement	Essential	Desirable	Assessed by
Assessed by: A = Application I = Interview R = References			
Excellent written English with the ability to write concise and accurate reports, presenting information clearly.	X		A I R
Ability to manage own time and workload effectively, including working under pressure and to deadlines.	X		I R
Ability to lead Quality Improvement projects using established methodology.		X	A I R
Criteria 5: Interpersonal Skills			
Ability to cope with stressful situations	X		R I
Personal grief/loss resolved sufficiently to perform and cope in an environment that has likely exposure to bereavement concerns.	X		I
Willingness to work flexibly and adapt to changing service needs.	X		I R
Drive for improved outcomes for children, young people and families.	X		I R
Enthusiasm, professionalism, positivity and good work ethic.	X		I R
Attitudes consistent with a child friendly, positive, inclusive approach.	X		I R
Criteria 6: Equality and Values			
An understanding of the principles of inclusivity and diversity as it relates to staff and patients and able to demonstrate personal commitment to challenging discrimination and promoting equalities	X		I R
Ability to demonstrate Trust Values: Agile Supportive Proud Inclusive Responsive Encouraging	x		A I