



**Manchester University NHS Foundation Trust**

**Role Description**

**Head of Nursing**

**Grade:** 8C  
**Reports to:** Deputy Director of Nursing  
**Accountability:** Director/Deputy of Nursing

**Job Summary**

The Corporate Head of Nursing is the professional lead for the corporate nursing team, providing visible leadership across the clinical services, monitoring and maintaining professional high standards. S/he is an innovative and dynamic practitioner committed to improving the patient/client experience, improving standards of care and services, commanding the confidence of colleagues within the service and other specialty teams across the Trust.

S/he will set clear expectations and lead the delivery of nursing and midwifery objectives set by the Group and the Hospital/MCS. S/he will demonstrate a strong commitment to delivering a world-class service for patients/clients. S/he will be accountable for the development of education and practice to support the implementation of:

- Professional nursing and midwifery agenda
- Delivery of high standards of care consistently demonstrating improvement
- Implementation of practice and service developments in line with the Trust and Nursing and midwifery values and behaviours aligned to the Group Nursing & Midwifery strategy
- Delivery of family centred care/leading edge services/innovation
- The safeguarding agenda for children and vulnerable adults
- Staff experience for nursing and midwifery teams

S/he is the service lead reporting to the Deputy Director of Nursing in respect to Quality and Patient Experience, Research, Education and Practice, Infection Prevention and Control, Safeguarding, Recruitment, retention and workforce development. S/he will lead for quality & patient experience including measurement and analysis of nursing and midwifery metrics,



improvement methodology, and the accreditation processes. S/he will act as a catalyst for change for the delivery of safe high quality clinical care. S/he will provide professional line management responsibility for nurses and/or midwives and non-medical professionals within the corporate nursing team.

The Head of Nursing will be accountable for the operational and budgetary management of nursing, quality and standards of care. She/he will ensure that nursing and midwifery services are delivered within allocated budgets, ensuring safe and effective service delivery using evidenced based tools and contribute to the delivery of the Hospital financial plans.

S/he will work closely with multidisciplinary teams and relevant departments internal and external to the Hospital to ensure the Hospital, remains informed and responsive to the demands of the professional nursing agenda.

### **Service Development & Leadership**

- Provide strong and visible leadership across the hospital ensuring that members of staff
- understand the strategic direction within the Group and Hospital
- Demonstrate effective leadership by promoting and modelling leadership behaviours.
- Supporting the Deputy/Director of Nursing, take forward and implement the Trust nursing and midwifery vision and strategic plan across the Division to deliver a clinically and financially viable service model maintaining a focus on the delivery of high quality patient care standards.
- Develop innovative strategies to guide and coach Nursing & Midwifery teams in developing and strengthening leadership skills in order to meet the responsibilities of their role and provide succession planning.
- Contribute to formulating strategy and policy both within and externally to the Division.
- Formulate networks within and outside the Hospital to ensure peer support and clinical supervision.
- Actively support and empower Senior Nurses and Clinical Leads to develop and utilise clinical leadership skills, ensuring they are invested in appropriate levels of authority to undertake their role effectively in an accountable manner.
- Maintain an insight into the patient's journey by utilising regular clinical experience.
- Promote a culture that values all staff recognising and acknowledging achievement/innovation and success whilst positively addressing poor performance, succession planning and talent management.



- Lead in implementing strategies to ensure staff engagement and staff well-being is part of service delivery.
- Lead the use of and monitor compliance against all nursing metrics such as Quality Care
- Rounds and through the Improving Quality Programme support the implementation of
- changes, through a culture of continuous improvement.
- Support the Deputy/Director of Nursing in the development of programmes of education or strategies to deliver Trust wide changes in clinical practice, where appropriate.
- Enable a culture where all individuals are able to contribute equally by ensuring effective written and verbal communication systems, and the use of Information Technology is embedded in the Division.
- Support the Deputy/Director of Nursing through contributing to the development of workforce plans, providing innovative approaches to workforce delivery to meet service requirements and seek to be the employer of choice for nurses and midwives across the conurbation.
- Promote equality and diversity in line with legislation and policy both for client groups and employees.
- The post holder will undertake on-call duties as part of the NMGH Senior Manager On Call Rota.

### **Clinical Governance/Effectiveness**

- Contributing as a key member of the Hospital Quality and Safety committee.
- Lead on the management of complaints for the Hospital, providing assurance to the Deputy/Director of Nursing on performance, ensuring compliance with Trust policy/guidance, contributing to Hospital performance.
- Interpret and disseminate National Policy and Guidelines ensuring best practice and improvement.
- Represent the service as agreed at Hospital/MCS Governance and Effectiveness meetings, CQC reviews and other related fora.
- Ensure that nursing metrics including measures of patient and staff satisfaction are reported into the governance framework locally and that there are systems in place to monitor and manage improvement across all metrics as agreed corporately.
- Working in partnership with the Group corporate nursing team and the Clinical Champion ensure implementation and monitoring of the divisional infection control action plans and strategies.
- Work with the Deputy/Director of Nursing in the implementation of plans and strategies



following external reviews such as Parliamentary Health Service Ombudsman reports.

- Demonstrate experience and ability in risk management, including providing expert advice following a risk assessment and creating precedents for future planning.
- Support the Deputy/Director of Nursing to embed a culture of learning through the management and oversight of incidents and patient and staff feedback, within the Divisions and across the Hospital.

## **Policy & Strategy**

- Provide professional leadership on the implementation and provision of training and education programmes, aligned to the Group and Hospital education and training strategy, that provide staff with skills to undertake new roles and meet the needs of patients.
- Ensure that processes are in place to enable nursing staff to meet the requirements of NMC revalidation.
- Support the Deputy/Director of Nursing by contributing to the workforce planning process for the Division in terms of pre and post registration placement capacity and the development of new ways of working/new roles.
- In conjunction with the Hospital/MCS Leadership Team, support the Divisions to participate in the annual training needs analysis for the Hospital.
- Support the Deputy/Director of Nursing to develop and sustain partnership working with the Higher Education Institutes and the Group Corporate Nursing team, contributing to the education of students and the management of quality placements within the organisation for students.
- Minimise clinical risk by ensuring that clinical practice and the development of clinical guidelines adhere to guidelines produced by regulatory bodies.
- Contribute to the development of a strategy for the continued development of nurses, and AHPs practising at specialist and advanced level across the Trust.
- Represent the Deputy/Director of Nursing at identified committees or meetings both internal and external to the Hospital/MCS, providing feedback as appropriate.
- Demonstrate clear visible leadership in respect of the systems and process in place for safeguarding children and vulnerable adults within the service, ensuring that the service complies with statutory and regulatory requirements.
- Lead the development and delivery of the annual divisional safeguarding work programme and provide evidence of impact through the Trust safeguarding assurance process.



- Accountable to the Deputy/Director of Nursing on all professional and operational/managerial nursing issues within the Divisions and across the Hospital.

### **Finance and Resource Management**

- Taking direction from the Director of Nursing, s/he will be responsible for undertaking reviews of the nursing workforce and skill mix across their area of responsibility, developing and implementing agreed recommendations that reflect national standards and the Trust Nursing and Midwifery strategy.
- In collaboration with the Deputy/Director of Nursing and Divisional Management teams
- support Ward Sisters/Charge Nurses to take responsibility for their ward pay budgets; regular review of establishments and skill mix ensuring appropriate safe staffing levels are maintained and secured in line with service developments.
- Deploy nursing/midwifery resources ensuring the flexible deployment of staff to improve the delivery of care.
- Responsible for monitoring nursing/midwifery Bank/Agency across the division in order to ensure achievement of effective budget management.
- Lead on initiatives related to staff wellbeing and implement robust processes to manage sickness and absence in line with overarching Group HR strategy
- Ensure that services are delivered within allocated budgets, identifying evidence to support safe and effective service delivery and contribute to the delivery of Hospital financial plans.
- Prepare and contribute to regional and national bids to secure funding where appropriate to the development of services.

### **Research and Development**

- Actively participate in the development and implementation of the Trust Nursing, Midwifery and Allied Health Research Strategy.
- Contribute to capacity building for research and development for clinical staff.
- Create an environment that supports the translation of research into practice.
- Support clinical teams to generate and progress research questions to improve practice and patient outcomes.
- Promote the development of the clinical academic workforce.
- Contribute to clinical audit and research projects ensuring compliance with research governance.



**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.**

### **Health and Safety**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work. The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

### **Infection Control**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual and the post holder must ensure that he/she attends appropriate training and assessment to reduce hospital infections.

### **Safeguarding**

Ensure that the policy and legalisation relating to safeguarding is adhered to. It is the responsibility of all staff to safeguard children & vulnerable adults reporting any concerns to the identified person within your department/division or area of responsibility.

### **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **Confidentiality**

The post holder is required to maintain confidentiality at all times in all aspects of their work.



## **Team Briefing**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## **No Smoking Policy**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to only smoke in designated areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

Signed (Employee): Date:

Signed (Manager): Date: