

**Cygnet Hospital Wyke**

**Job Description**

**Job title:** Quality Lead

**Accountable to:** Clinical Manager

**Responsible to:** Clinical Manager

**Qualifications:** RMN

**Duties and responsibilities:**

To provide clinical Leadership in supporting the Clinical Governance framework of Cygnet Hospital Wyke and compliance to CQC and Commissioner submissions by taking a lead in the Corporate reporting against contractual requirements and transparency to the Hospital leadership team on the following areas:-

* To ensure the hospital is complaint with all CQC standards via completion of audits. Ensuring effective action plans are in place and actions delivered to rectify non/partial compliance
* To ensure good medicines management and compliance with CQC standards and best practice
* Supporting effective HR and safeguarding investigations and reports
* Ensuring CQC notifications are to a high standard and sent in a timely manner, providing narrative/additional information as required by CQC.
* Ensuring that timescales for commissioner submissions are adhered to and to the correct standard
* To escalate quality concerns to the Clinical Manager as required
* Ensuring that all timescales for SI reporting are adhered to and that SI review meetings are held in a timely manner
* To support with the delivery of clinical and managerial supervision throughout the teams.
* To lead on the Audit and Governance Agenda and work with the chair to ensure all relevant data is reviewed for both local reports and those for external stakeholders
* To update and develop local protocols in collaboration with the various MDTs
* To lead on quality improvement initiatives and develop and deliver bespoke training packages to improve the quality of care provided as well as delivering ad-hoc sessions as required
* To lead on reducing restrictive practice in the hospital
* Provide clinical leadership to the wards participating in AIMS accreditation, engagement in Safe wards and the Quality Network Review cycle

**In addition there is:**

* Supporting investigations at ward level
* Responding to and investigating complaints where appropriate
* Supporting Ward Managers in a range of new initiatives and in the provision of clear clinical leadership for nursing staff across the service
* To be in the rotation of the on call rota

**Key Responsibilities/Main Tasks:**

* The post holder reports to the Clinical Manager for Cygnet Hospital Wyke and in their absence the Hospital Manager for Cygnet Hospital Wyke. Non-clinical matters such as study leave (on a day-release basis) and attendance at post graduate education/CPD, training (as appropriate to personal requirement in the interest of ongoing professional development) etc., are agreed jointly with the Clinical Manager and the Hospital Manager.
* While appropriate autonomy in clinical decision-making is encouraged, the post holder works within the multidisciplinary team and refers to the Clinical Manager or Hospital Manager for all clinical issues beyond his/her competence or experience.
* There will be an expectation of supporting Ward Managers and Heads of Departments in quality improvement and delivery of good practice
* The role will require that professional networks will be developed to ensure the lead remains up to date with new theoretical and clinical practice
* The post holder will collate and supply when requested and actively participate in action plans and implementation practices to improve services such as but not limited to CQC, CQUIN, KLOE, NHS England, NHS Wales, Service Delivery Improvement Plan, Peer Review Reports and other relevant action plans.
* The post holder will provide training to all Hospital Staff as agreed with Clinical Manager & Hospital Manager.
* The post holder is expected to be competent with collection of data methods, use of audit tools and the setting of local clinical priorities in line with the national agenda
* Deputise for the Clinical Manager in their absence
* This job description is not an exhaustive list of duties or responsibilities but accurately reflects the current position. The post holder will carry out any reasonable request

**This job description will be modified and updated from time to time in consultation with the post holder.**

**Signed:**

**Date:**

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| 1. **Person specification** | | | |
| This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection. | | | |
| **Requirements** | **Essential and desirable criteria** | | **Method supporting Assessment** |
| E | D |
| **Education and qualifications** | | | |
| Degree in Nursing or related subject | Y |  |  |
| Registered Mental Health Nurse | Y |  |  |
| **Experience** | | | |
| Evidence of senior experience in a managerial role to enable clinical credibility and leadership to coach, develop and influence Ward Managers | Y |  |  |
| Broad range of experience across a range of clinical specialisms/settings, including significant experience of in-patient care/treatment | Y |  |  |
| Evidence of completion of audit with associated action planning to improve standards/quality of care | Y |  |  |
| Experience of conducting investigations, identifying lessons learned and evidencing change in practice as a result | Y |  |  |
| Experience of developing training packages in response to quality improvement initiatives, delivery and evaluation of same | Y |  |  |
| **Skills, knowledge and abilities** | | | |
| Excellent written and verbal skills | Y |  |  |
| Capable of being well organised and able to manage several tasks in parallel, prioritising appropriately | Y |  |  |
| Ability to have a pro-active and positive outlook | Y |  |  |
| Knowledge of the Mental Health Act to enable provision of advice and close oversight of this department | Y |  |  |
| Able to exercise initiative and solve day to day problems | Y |  |  |
| Attention to detail | Y |  |  |
| Excellent interpersonal skills, adapting style to ensure clarity of message and able to convey sensitive information | Y |  |  |
| Ability to work part of a team and independently | Y |  |  |
| **Motivation** | | | |
| Ability to work on own initiative | Y |  |  |
| Willingness to adapt and learn new skills | Y |  |  |
| Passionate about promoting the values of Cygnet Health Care | Y |  |  |
| Willingness to travel | Y |  |  |