

## Job Description

<b>Post</b>	Quality Assurance Nurse – Assessment & Accreditation
<b>Band</b>	<b>Band 7 (Part-time) 0.4 WTE</b>
<b>Department</b>	Trustwide
<b>Responsible to</b>	Lead Nurse, Quality Assurance
<b>Professionally Accountable to</b>	Deputy Director of Nursing & Midwifery Patient & Nursing Services
<b>Date written</b>	17 <sup>th</sup> February 2023
<b>Written by</b>	Lead Nurse, Quality Assurance, Jenny Scott

## Job Summary

The primary function of this role is to facilitate the Nursing & Midwifery 'Dedicated to Excellence', Assessment and Accreditation programme at Northampton General Hospital.

The post-holder will work dynamically and collaboratively in supporting wards to deliver the Northampton General Hospital Trust Board and Nursing professional priorities. Working substantively with all levels of nursing and multi-disciplinary teams in clinical practice, to promote excellence and continuous improvement that delivers safe and high-quality care to patients.

The post holder will undertake Assessment and Accreditation visits within clinical areas across the Trust. They will contribute to providing reports, regarding the progress of Assessment and Accreditation via the Director of Nursing report to Trust Board. Under the direction of the Quality Assurance Lead Nurse, the post holder will monitor the quality of care provided across all Trust nursing/midwifery teams.

The post holder will contribute to the implementation of supportive actions within clinical areas to ensure the provision of safe care. They will take responsibility for their own self-development, recognise their own limitations and seek advice and support from senior staff when necessary.

## Key Working Relationships

Ward Sister/ Charge Nurses  
Junior Sisters/Charge Nurses  
Associate Directors of Nursing/ Deputy Associate Director of Nursing  
Deputy Director of Nursing  
Director of Nursing  
Matrons  
Professional & Practice Development Nursing Team  
Lead Nurse, Pathway to Excellence ®  
Specialist Nurse lead  
Governance



Compassion



Accountability



Respect

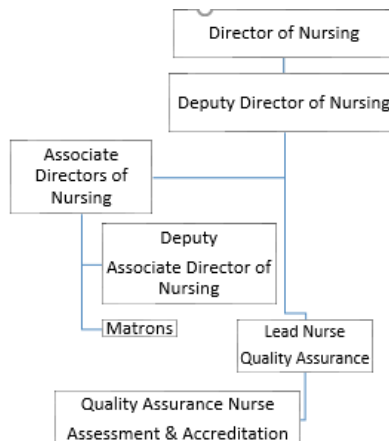


Integrity



Courage

## Organisational Structure



## Main Duties and Responsibilities

### Quality Assurance & Monitoring

- Actively participate in Assessment and Accreditation reviews of all nursing/midwifery clinical areas, focusing on professional standards, safety and quality in line with national and local, Trust standards.
- Work collaboratively with stakeholders to ensure the standards related to Care Quality Commission's (CQC) regulatory frameworks are met throughout the Trust and that this is supported by appropriate evidence.
- Incorporate best practice as advised from national and local evidence.
- Working across the Trust actively participate in conducting observations of performance against nursing KPI's identifying and drawing to the attention of the Quality Assurance Lead Nurse and Associate Directors of Nursing /Midwifery, areas of good practice and areas requiring intervention.
- Actively contribute to the planning, implementation and review of the programme of inspection, including undertaking informal visits and audits of clinical areas.
- Actively promote clinical engagement in achieving Nursing and Midwifery Excellence in Assessment and Accreditation and pathway to Excellence re-designation.
- Identify and escalate as appropriate key risks relating to nursing/midwifery care delivery.
- Contribute to report writing and delivering verbal reports at Trust and Nursing & Midwifery Board level.
- Build respectful and professional links with clinical staff at all levels.

### Leadership

- Leading by example with drive and enthusiasm, responding appropriately to standards of performance, behaviour, and practice and constructively challenging practices as necessary.
- Contribute to the development and implement actions required in relation to escalation processes to ensure the quality of nursing/midwifery is maintained and that supportive action is taken as and when required.
- Influence people and events through successful communication, negotiation and persuasion skills.

- Work in partnership with the senior leadership to ensure the Nursing & Midwifery and Allied Healthcare Professional Strategy objectives are achieved.
- Work in partnership with Multi- Disciplinary Team across the Trust.
- Contribute to the turnaround of a ward/clinical area providing professional advice and support to achieve performance improvement if required.

### **Professional Responsibilities**

- Be responsible for own professional development, maintain a professional portfolio and keep up to date on current nursing/midwifery and health service issues.
- Take full responsibility for own actions, abiding by the NMC Code.
- Maintain own knowledge and clinical skills demonstrating competence in delivering a high standard of care.
- To be conversant with all relevant policies and procedures.
- Maintain a current knowledge of professional issues, ensuring continued professional development is maintained.
- Have awareness of national guidance in relation to Assessment and Accreditation.
- Identify own learning needs, negotiating a personal development plan recognising own limitations.
- Act as a clinical and professional role model.

### **Governance**

- Actively promote evidence -based practice within the clinical area.
- Lead on audit initiatives.
- Participate in setting and reviewing standards for practice and evaluating outcomes
- Report incidences using the Trust reporting system

### **Policy and Service Development Responsibilities**

- Work within the confines of Trust policies, protocols and other relevant documentation, taking appropriate action where compliance is breached.
- Contribute to the Trust Quality Improvement priorities
- Ensure A&A standards are evidenced based

### **Research, Development & Education Responsibilities**

- Maintain and promote an awareness of evidence-based practice and participate in its implementation.
- Contribute to audit, research and development programmes across the Trust, regionally and nationally.
- Be confident in presenting to a group of staff

### **Personal Qualities**

- Experience of teaching
- Able to manage own time effectively and work independently

## **Statutory and Miscellaneous**

- Takes responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns of if registration lapses or expires (all registered staff).
- This post involves treatment to children and/or adults at risk, as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary for the post holder to apply for and be in receipt of a satisfactory **Enhanced DBS check**.
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient confidentiality at all times, including adherence to the Data Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- This post is subject to the terms and conditions of employment of Northampton General Hospital NHS Trust.
- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder. Appropriate notice of such changes will be given.

### Confidentiality, Data Protection and Data Quality

General Data Protection Regulation (GDPR) safeguards the handing of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- Uphold its principles; and
- Adhere to Trust policies and to maintain strict confidentiality at all times.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained, where appropriate.

### Safeguarding Children and Adults at Risk

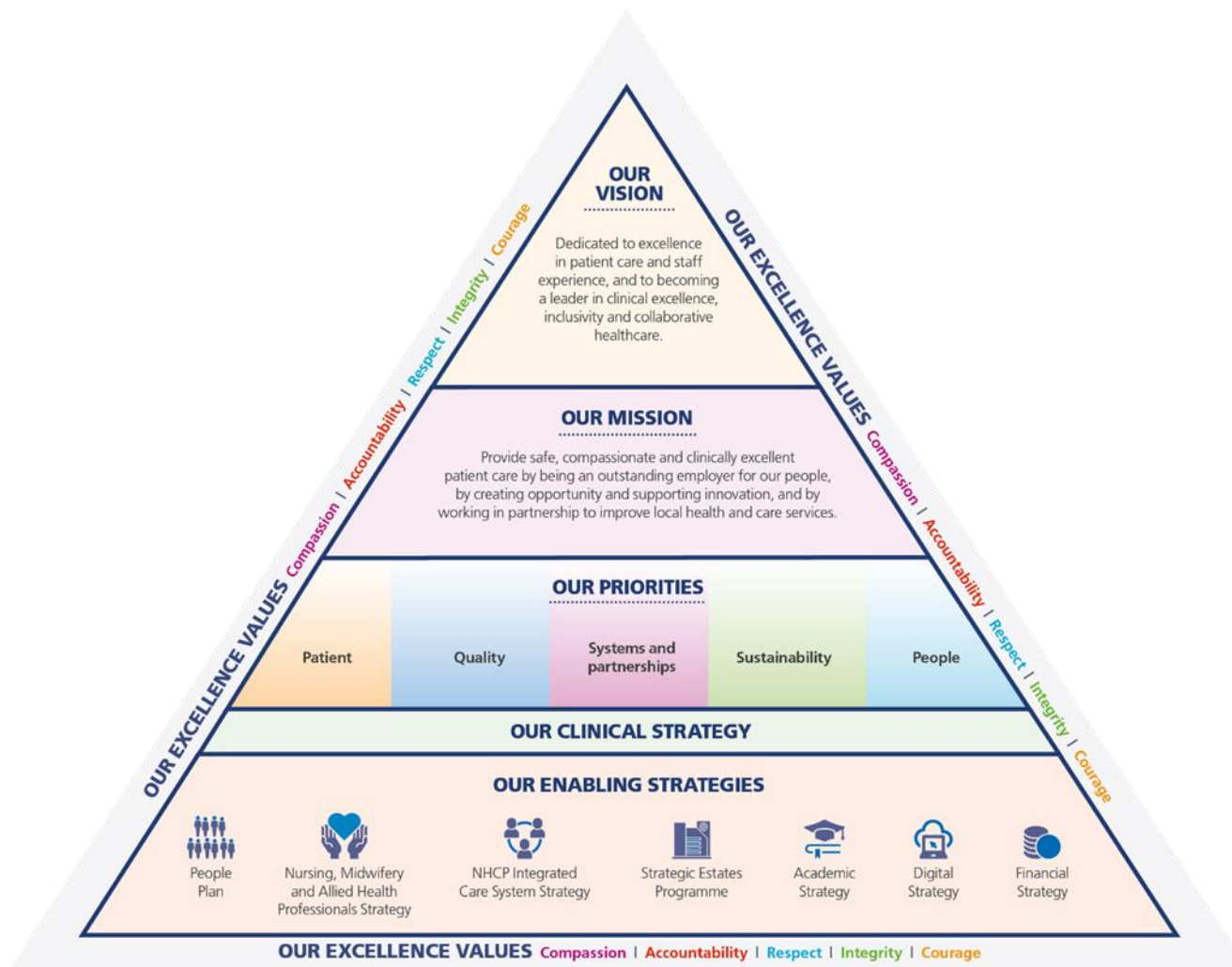
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact with during your work. To fulfil these duties you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

## Our Vision and Values

Northampton General Hospital NHS Trust and Kettering General Hospital NHS Foundation Trust are both part of the University Hospitals of Northamptonshire Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team, leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information:

- [Northampton General Hospital NHS Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)
- [Kettering General Hospital](#)



### Our Excellence



Compassion



Accountability

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other people's shoes.

We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.



Respect

We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.



Integrity

We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.



Courage

We dare to take on difficult challenges and try out new things. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

Shortlisting Criteria	Essential	Desirable
<b>Educations, Training and Qualifications</b>		
Current level one NMC Registration Evidence of commitment to revalidation as per NMC requirements  Educated to, working towards or has equivalent experience at master's level	x	
Undertaken QI Training		x
Mentorship/Assessment or Teaching qualification	x	
<b>Knowledge and Experience</b>		
Experience as Band 7 or Band 6 and of recent working in an acute clinical setting  Demonstrate an ability to assess, plan, prioritise, deliver, and evaluate care  Experience of leading a team, coordinating and taking charge  Demonstrate a proven ability to motivate and engage staff  Demonstrate evidence of undertaking a quality improvement project or audit and acting upon findings  Demonstrate a knowledge of current issues related Nursing and Trust and Group priorities  Ability to present data, clearly in both verbal and in written form	x	



Detailed knowledge and understanding of Assessment and Accreditation methodology	x	
Knowledge of Pathway to Excellence ®		
Demonstrate effective written and verbal communication skills	x	
Competent and capable of using medical equipment		
<b>Skills</b>		
Demonstrate an ability to prioritise own workload and recognise, prioritise and respond appropriately to urgent and emergency situations		
Able to facilitate group teaching sessions		
Proven ability to lead meetings, including agenda setting, chairing the meeting, facilitating engagement, and synthesizing a conclusion	x	
Demonstrate digital literacy, including use of Word, Excel and PowerPoint and across a range of IT packages including software such as Tenable		
Dexterity and accuracy in undertaking clinical skills and documentation		
Able to write reports at Board Level including synthesis of data and data analysis	x	
Able to undertake patient manual handling manoeuvres and non-patient manual handling manoeuvres	x	
Experience of having difficult and or challenging conversations with people	x	
<b>Key Competencies/Personal Qualities and Attributes</b>		
Passionate and committed to bring our Dedicated to Excellence values to life, service improvement and inspiring change in others particularly focusing on empowerment, equality diversity and inclusion of our staff, patients and service users	x	



Proven ability to communicate effectively with staff, patients, families and carers from a diverse background	x	
Ability to manage own time and workload		
Ability to work under pressure and seek help when required		
Be able to demonstrate behaviours consistent with the Trust vision and values		
Be able to demonstrate understanding of, and behaviours consistent with the NMC Code		
Able to demonstrate reflective practice		
Act as a role model to others		
Flexible and resilient		
An ability to remain positive during service changes and challenges		