

# Person Specification

<b>Job Title:</b>	Governance Quality & Safety Nurse	<b>Division/Department:</b>	Medicine	<b>Band:</b>	7
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Criteria	Essential	Desirable	Stage Measured at: A = Application I = Interview T = Test
<b>Commitment to Trust Values and Behaviours</b>	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		A, I
<b>Training &amp; Qualifications</b>	Current level one NMC registration or equivalent HCPC registration Evidence of academic learning at Level 3 or equivalent Appropriate Teaching & Assessing Qualification Possession of NMC Mentoring Course Evidence of continuous professional development Introductory Management/ Leadership course –e.g. Leo/ Franklin Covey Degree in health / nursing related studies or equivalent level of study	Masters in health / nursing related Studies Formal leadership and management training / course Research training/experience	A, I
<b>Experience</b>	Evidence of post registration experience with relevant experience in specialities Evidence of leadership, management & time management skills Evidence of change management in nursing, leading new ways of working. Evidence of experience in relation to risk assessments, incident reviews, thematic reviews and action planning. Evidence of involvement and leading project work	. Evidence of audit / research work within the clinical area Evidence of writing policies or guidance Work published or submitted for publication Speaking at conferences	A, I

	<p>Evidence of proficiency in the delivery of research/ evidence based care.</p> <p>Evidence of appropriate delegation, support, supervision and mentorship of all staff.</p>		
<b>Communication and Relationship skills</b>	<p>Evidence of effective advanced written and verbal communication skills</p> <p>Ability to present and receive complex information within the multi professional team.</p> <p>Evidence of computer literacy &amp; IT skills including creating presentations, reports and databases.</p> <p>Evidence of production of timely, accurate written/electronic records, documents and reports.</p> <p>Demonstrates self-awareness and understanding of personal accountability.</p> <p>Evidence of recognition of own level of competence and limitations and able to communicate these to appropriate staff</p> <p>Evidence of use of negotiation skills</p> <p>Evidence of minimising interpersonal conflict and barriers to communication</p> <p>Evidence of ability to convey sensitive information in an empathetic manner to staff.</p> <p>Evidence of staff appraisal &amp; performance management of staff</p> <p>Evidence of proactive problem solving.</p> <p>Evidence of leading a team.</p>	<p>Evidence of devising professional development &amp; action plans</p> <p>Use of group dynamics to manage a team</p> <p>Leading project work</p>	<p><b>A, I</b></p>

<b>Analytical and Judgement skills</b>	<p>Ability to respond to, prioritise and analyse complex problems/situations and ensure effective interventions are put in place.</p> <p>Ability to generate high quality reports, presentations and documents independently.</p> <p>Evidence of ability to identify own learning needs</p> <p>Evidence of an understanding of the Governance role.</p> <p>Evidence of responding to complex problem situations and ensuring effective interventions are put in place.</p> <p>Evidence of data collection and analysis to support the development of services within the specialty.</p>	<p>Evidence of knowledge of current issues related to the NHS policies</p> <p>Experience in the use of research tools &amp; methodologies</p>	<b>A, I</b>
<b>Planning and organisation skills</b>	<p>Can formulate short, medium and long term objectives and demonstrate an ability to reassess and adjust, depending on the services priorities.</p> <p>Evidence of ability to prioritise own workload and respond appropriately to urgent situations in relation to the governance role.</p> <p>Evidence of use of the development, implementation and monitoring of local action plans to improve practice.</p> <p>Evidence of effective resource management</p>	<p>Evidence of ability to recognise when workload &amp; priorities of others inappropriate and intervene as required.</p> <p>Evidence of additional responsibilities (e.g. Trust/Corporate member, National forum, Benchmarking</p>	<b>A, I</b>
<b>Physical skills</b>	<p>Physically able to perform the full range of nursing duties</p> <p>Dexterity and accuracy in undertaking clinical skills, use of equipment and documentation</p> <p>Evidence of ability to use Microsoft Office or equivalent</p>		<b>A, I</b>

<p><b>Other requirements specific to the role</b> (e.g. be able to work shifts/on call)</p>	<p>Evidence of flexibility and adaptability Enhanced DBS clearance Evidence of caring &amp; compassion Evidence of enthusiasm and motivation Confident</p>		<p>A, I</p>
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