

# Deputy Director of Nursing Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

## Why Our Trust?

### Terms and conditions

**Post – Deputy Director of Nursing**

**Band – 8B**

**Salary - £58,972 - £68,525**

**Location – Weston General Hospital**

**Contract – 12 months fixed-term**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

### Job Purpose

The post holder will support the Director of Nursing in ensuring that patients receive high quality compassionate patient centred care within the resources available.

The post holder will lead divisional and corporate projects that enhance both patient and staff experience.

The post holder will provide leadership and undertake management responsibilities within the division

The post holder will act as the Director of Nursing in the absence of the Director of Nursing.

### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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## Main Duties and Responsibilities

### Clinical – Communication and Relationship Skills

- Supervise the response to complaints, clinical incidents and respond where appropriate to ensure robust systems are developed and implemented to inform and improve practice
- Deputise for the Divisional Director of Nursing in his/her absence, overseeing the smooth running of the service

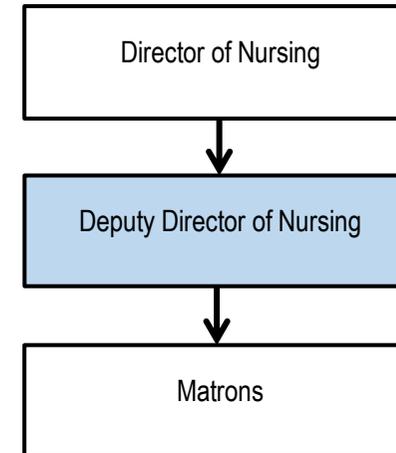
### Clinical – Patient Care

- Support the Director of Nursing in overseeing clinical governance process in the Division, including management of complaints, serious incidents and all other aspects of the overall patient experience. This will include communication with patients and their carers and may include highly complex and sensitive information which will need careful preparation and consideration.
- Be an advocate for patient experience, play a central role in the delivery of initiatives/programmes of work to improve patient and family experience across the emergency and elective care pathways
- Work with the Divisional management Team and speciality leads to develop a culture of continuous quality improvement
- The post holder will lead specific areas of clinical practice/development on behalf of the corporate senior nursing team
- Be proactive in identifying areas of practice for development and ensuring this is shared across the organisation.

### Leadership and Management

- Participating in the redesign of patient pathways, planning with the various clinical teams and implementing agreed reconfigurations in a safe, robust and timely fashion.
- Provide professional and managerial leadership, by being a highly visible presence ensuring the provision of high quality, responsive nursing services with the needs of the patient placed at the centre of care delivery.

## Organisational Structure



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- Provide strong leadership to the areas with respect to the management of professional nursing issues.
- Provide professional leadership supporting the Director of Nursing in devising, implementing and reviewing strategies for the development of clinical practice, education and management of quality issues.
- Manage the Divisional training budget ensuring strong links between service delivery/ development, governance and education.
- Ensure the Division is able to offer quality work and education placements for student nurses and midwives.
- Support the Divisional Director of Nursing on the formulation of establishments and annual nursing workforce review, ensuring these reflect the annual plan.
- Act as a senior member of the Divisional Management Team ensuring nursing input into strategic and operational decisions.
- Keep up to date with current developments in nursing, ensure evidence-based practice, and assist with the implementation of the nursing elements of the National Service Frameworks and NICE guidance.
- Act as a catalyst for change, stimulating the development of policy, practice and staff in the delivery of patient care.
- To develop business cases where appropriate to support any changes in service provision or changes to workforce profiles.
- Line management of designated senior staff within the division (e.g. matrons/ senior specialist nurses) in line with divisional structure.
- Coach Matrons/Lead Nurses to support effective practice and nature potential to ensure succession planning.

## Professional Development and Education Responsibilities

- Ensure consistently high-quality patient care is delivered in all clinical areas through the development of a culture of effective teamwork and patient focus, effective succession planning and through the empowerment of nurses, doctors and AHP's.
- To ensure there is regular two-way communication with staff enabling staff to feel engaged and involved with the services within which they work and to suggest ways in which services may be improved.
- To foster a culture that promotes openness and where staff have the confidence to speak up in support of providing safe and efficient care and services.
- Work closely with the Education team in order to deliver education and professional development across the division that is in line with developmental growth but also tailored lessons learnt from incidents and near misses

## Personal Development

- Define and agree personal developmental needs through the Appraisal process.
- As a Registered Nurse or Midwife, achieve continuous professional development as outlined by the Nursing and Midwifery Council.
- Work within the Trust Policy Framework at all times. Maintain competency in practice and relevant statutory and mandatory training achievement.

## Governance & Divisional Based Trust Wide Services

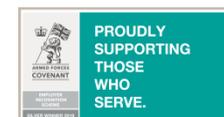
- To provide leadership and line management to the Divisional Governance Team, this includes the Education & Research Lead, Patient Safety Manager and the Governance & Complaints Co-Ordinator.

## Safeguarding

- To be the operational lead for the Division leading for Adult and Children Safeguarding.
- Ensure the Division complies with national, regional and local policies and initiatives.
- Lead the development of robust safeguarding training throughout the Division, ensuring the quality of this is regularly audited
- Ensure the delivery of the Trust annual work plan for safeguarding is delivered within the Division

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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Extensive leadership and clinical operational management experience in a medium/large acute healthcare provider setting. (E)
- Significant senior clinical management experience within a complex service provider organisation. (E)
- Substantial clinical management experience and achievement at operational level (E)
- Working with staff both within and across various disciplines. (E)
- Understanding of current NHS National Policies (E)
- Experience of directly line managing and providing strategic leadership to specialist staff/multidisciplinary service teams (E)
- Demonstrable understanding of quality and risk management issues and standards. (E)
- Experience of managing/supporting major change projects and of delivering clinical services operationally during periods of change (E)
- Proven track record of leading innovation and clinical service improvements. (E)
- Extensive knowledge of risk management systems and processes (E)
- to address and mitigate clinical/operational risks (E)

### Aptitudes

- Self-confidence – states own position on issues; unhesitatingly takes decisions when required within area of authority and commits self and others accordingly. (E)
- Flexibility – adapts to ensure achievement of objectives within constantly changing situations and environments. (E)
- Self-motivated – possesses high internal work standards, sets stretching yet attainable goals; wants to do things better and to measure progress against targets. (E)
- Strong sense of commitment to openness, honesty and integrity in undertaking the role (E)
- Commitment to ongoing lifelong learning and personal development. (E)
- Motivation – driven by a genuine interest and concern for the quality and appropriateness of patient services. (E)

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### Skills and Abilities

- Leadership – highly developed leadership and influencing skills with the ability to enthuse, motivate and involve individuals and teams and have them understand the Trust's and Division's expectations. (E)
- Able to build rapport and clinical credibility with senior clinical and managerial teams. (E)
- Able to prioritise work in the face of competing demands by analysing and resolve complex issues. (E)
- Strong sense of personal and team accountability coupled with a clear understanding of the boundaries around delegated authority. Professional, inclusive and credible leadership style. (E)
- Demonstrable ability to use resources effectively and efficiently, and to maximise the skill set and experience of others. (E)
- Skills in deploying a creative, evidence-based approach to provide and set direction. (E)
- Demonstrable ability to communicate effectively with individuals and groups, and to act as a positive role model. (E)
- Able to collaborate constructively with internal and external partners to create conditions for successful partnership working. (E)
- Ability to resolve conflict with teams and with users/stakeholders. (E)
- Demonstrable evidence of problem solving, strategic leadership and decision-making skills. (E)
- Has a highly developed understanding of the changing NHS environment and its impact on service provision and staff. (E)
- Evidence of highly developed influencing, communication and negotiating skills (E)

### Qualifications and Training

- NMC Registration (RN) (E)
- Have significant clinical and operational experience and evidence of commitment to continuing managerial development (E)
- Educated to Master's Degree in a related subject (e.g. clinical or management) or hold an equivalent level professional qualification or be working towards (E)

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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