Job opportunities – Head of Nursing Development

Salary pa - £50,000 - £55,000

Permanent, Full-time – 36 hours a week

The RHN is an independent medical charity based, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

An exciting opportunity has arisen to be part of a leadership team whose focus is the strategic development of Nursing. This role will be specifically responsible for driving continued improvements in standards of practice.

The RHN is an excellent place to work, including opportunities to be involved in research, expansion of your knowledge in a specialist setting and being invested in as a leader. Working in a vibrant and beautiful part of London, you’ll not only enjoy free on-site parking, beautiful gardens and a subsidised canteen, but you’ll also receive a competitive salary, pension and benefits package.

For information on the key responsibilities and full job description please visit our website www.rhn.org.uk. To apply for the post please download the application form from our website and send the completed application to the Human Resources Department at RHN or email the application to recruitment@rhn.org.uk. Application packs are also available from the HR Department on 0208 780 4500 Ext. 5003 or by emailing recruitment@rhn.org.uk

Closing date: Monday 9th February 2015
Interview Date: Tuesday 24th and Wednesday 25th February 2015
Royal Hospital for Neuro-disability
Job Description

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<td>Department:</td>
<td>Nursing Practice &amp; Development</td>
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Scope
The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

Key Responsibilities
The post holder will assist the Director of Nursing & Quality in the strategic development of Nursing with specific responsibility for driving continued improvements in standards of Practice. The post holder will line manage the Practice Development Team including the Clinical Nurse Specialists. Working with all stake holders across the Hospital, the post holder will be a key member of the management team in the implementation of the Nursing Strategy. Key responsibilities will include:

- Assisting in the development and implementation of the Hospital Strategy for Nursing.
- Analysis of data to identify the development requirements of the Nursing Workforce.
- Clinical audit and Compliance including developing and implementing the clinical audit framework
- The development of quality monitoring processes and systems for internal and external professional development programmes
- Supporting the development of practice with service leads and other stake holders.
- Benchmarking the Hospital against National Standards and working closely with the Head of Patient Safety & Quality in ensuring compliance with Best Practice and the relevant regulatory bodies including CQC.
- Leading on Directorate of Nursing & Quality projects as designated by the Director of Nursing & Quality.

Development of Professional Practice
- To evaluate data regularly and provide the Hospital with an annual plan for the Continuing Professional development of Nursing that meets organisational requirements against the Hospital business plan; maintains high standards of safety and minimises risk of harm to our patients.
- Work closely with the Human Resources Team to enable the training department to assist with the provision of a training programme for Nurses that will enhance their practice and improve patient outcomes.
- To support the Patient safety & Quality Team in improving the patient experience through working closely with the patient experience team to help inform decisions around the strategic development of Nursing.
To be responsible for the facilitation and training to achieve competency in work based areas to support portfolio development and the acquisition of clinical skills working with specialist leads in a range of clinical/educational arenas.

Lead on developing the Nurse Competencies framework including the implementation and management of the programme across the Hospital.

Administer the competencies framework.

**Strategic Development of Nursing**

- Along with other Department Heads within the Directorate of Nursing & Quality, manage a portfolio of projects as agreed with the Director of Nursing & Quality to assist in the on-going development of a high Quality Nursing Service to our patients.
- Develop and work with the Universities relating to Pre-Registration and Post registration Nurses
- Provide direction and Support for the Practice Development Team, enabling them to implement the Practice Development Plan; this will include benchmarking and measuring outcomes.
- Maintain key links and develop network with external stakeholders as required to improve and develop standards of Nursing Care.

**Management**

- Line Manage the Practice Development Nurses
- Line Manage the Clinical Nurse Specialists
- To be responsible for the performance management of department Staff including appraisal.
- Management reporting including monthly summary against agreed KPI’s.
- Manage department within budget, explaining any variances at Monthly KPI meeting
- Draft Service level agreements as required by the Director of Nursing & Quality.

**Clinical Practice**

- Act as a role model for Nurses across the organisation through promoting excellence in practice through education, high visibility across the Clinical areas, leadership, Mentoring and Support.
- Provide the framework for the Clinical areas to support students and the preceptorship programme.
- Create an environment to support inter and multi professional working and learning in practice.
- Maintain own standards of Clinical Practice through maintain an individual CPD Portfolio.

**Other Responsibilities**

- To carry out any other reasonable duties as directed by the Director of Nursing & Quality

**Communication**

- To act as an ambassador across the Hospital through effective Communication.
- Demonstrate the ability to manage stressful and challenging situations, ensuring that conflicts, disagreements and misunderstandings are managed effectively within the
framework of Professional Standards of Conduct outlined by the NMC and Hospital Policy.

Integrated Governance & Risk Management

- Understand implications of Integrated Governance and adhere to hospital governance policies including the reporting of incidences, near misses.
- Ensure compliance to standards in respect of all legislative requirements, including but not limited to CQC, DSE, Fire, COSHH, BLS, Manual Handling, Safeguarding Vulnerable Adults, Information Security and Infection Control.
- Maintain safe working practices and adhere to clinical risk management policy and recommendations.
- Participate and assist in developing standards of patient care based on sound research findings.

Confidentiality, Disclosure of Information and data Security

- In the course of your normal work you will come into possession of confidential information concerning patients, and staff. This information should be treated confidentially and in accordance with the Hospital's.
- The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Person specification: Essential and Desirable

1. Registered Nurse on part (1) of the NMC Register E.
2. A minimum of 3 years’ experience at Modern Matron/Senior Nurse Level. E
3. Evidenced experience of Practising as a Registered Nurse within an Acute Medical and/or Neuro Medical or Rehabilitation environment. E
4. A self-starter with Strategic Thinking skills. E
5. An understanding of Current best Practice within Nursing. E
6. A commitment to team work E
7. Strong analytical skills and report writing competencies E
8. Masters degree or working towards Masters D
9. Evidence of CPD E
# Leadership Behavioural Framework: Level 1

## Working Collaboratively for RHN

Working Collaboratively for the RHN is about working together to deliver the best possible service for patients, carers and key stakeholders. It is about demonstrating our values particularly in finding ability in disability, delivering excellence through personal responsibility, being pioneering and sharing knowledge, ensuring clarity and compassion, respect and constancy.

- I carry out my duties as part of a team working towards an agreed outcome.
- I share information with my colleagues and listen to their ideas.
- I offer help to my colleagues if they need it.
- I am not afraid to ask for help if I’m struggling with something.
- I work with patient, carers, colleagues and others to resolve problems.
- I am open to different ways of working.

## Achieving our Potential

Achieving our Potential is about giving staff and volunteers the time, support and opportunities to develop both themselves and their roles. It is about being able to develop our skills and knowledge and being able to take the time to reflect on successes and set-backs. It is about demonstrating a commitment to continuous professional and personal development and a flexible approach to working.

- I understand my role and the personal skills that are required to perform effectively.
- Takes personal responsibility and seeks opportunities for personal development.
- Prepared to be flexible in approach to work.
- Acts pragmatically and decisively.
- Shows willingness to embrace change.
- Takes a risk aware rather than risk averse approach to work.
- Prepared to challenge the ‘status quo’ and suggest improvements.
- Aware of own strengths and development areas.
- Finds time to reflect on personal performance.

## Preparing for the Future

Preparing for the Future is about being aware of what is over the horizon, anticipating opportunities and having the vision to look forward. It is about taking the time to reflect on current activities and challenging the status quo. It will involve accepting the need for change and developing a culture of continuous learning and improvement.

- I will actively contribute ideas and suggestions whilst being receptive to the contributions of others.
- I am curious about how developments outside my immediate working environment can be utilised to improve things.
- I feel able to challenge the status quo.
- Awareness of own development needs.
- An open and positive attitude to change.
- I will collaborate with colleagues from across the Organisation.
- I will take time to reflect on my successes and challenges.
- I actively participate in team meetings and in the staff awards scheme.

## Leading by Example

Leading by Example is about acting as a role model and setting an example that motivates and inspires others. It involves providing a clear direction that recognises and utilises the strengths of our people.

- I am able to achieve my set goals and seek self-development.
- I am thorough in all aspects of my work, taking pride in what I do.
- I do my best to meet deadlines.
- I recognise when I cannot cope with a situation and am willing to seek help.
- I recognise that I am working as part of a team and balance my own needs with those of my team.
- I improve my knowledge by learning from others, keeping up to date with relevant issues and taking advantage of appropriate development opportunities.
as necessary.

**Committing to our Patients & Customers**

Committing to the patient and customer is about understanding who those people are and what their specific needs involve. It is about the provision of high quality patient care and/or customer service and the development of on-going relationships. It is about treating those people as individuals, meeting and exceeding their expectations and treating them with respect, dignity and consideration. It is about providing an exceptional patient/customer experience.

- I want to be part of a positive experience for our patients and customers.
- I demonstrate an ‘I care and I want to help YOU’ attitude.
- I treat customers in a friendly way that puts them at their ease.
- I always promote a positive image of my colleagues, the services we provide and the RHN as a whole.
- I will share knowledge with my colleagues.

- I am proud of the excellent service that I provide.
- I treat customers with empathy, honesty and respect.
- I respond to customers in a timely and effective manner.
- I seek to widen knowledge levels so that I can improve the range and depth of my customer service skills.
- If I cannot help I will find someone who can.

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the post-holder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: