

## JOB DESCRIPTION

<b>Job title</b>	Deputy Head of Nursing – National
<b>Sector/Function</b>	Clinical Operations
<b>Reports to</b>	National Head of Nursing
<b>Grade</b>	6

<b>Job purpose</b>	<p>Working across Turning Point to support the National Head of Nursing and Clinical Leadership team to develop and implement the national strategy for nursing. Delivering organisational priorities that relate to nursing and other aligned healthcare interventions.</p> <p>The role will work closely with operational management teams and clinical lead roles, providing leadership support and advice on nursing/clinical matters and ensuring the delivery of latest evidence based practice to quality standards. This will include supporting the professional supervision of nurse managers across the business.</p> <p>The role will lead on defined work streams responsible for ensuring that clinical governance and learning initiatives are embedded in practice. This will include the design, development and implementation of approaches taken that relate to nursing and health care activity across our service, ensuring organisational compliance with regulatory and professional body guidance and policy.</p> <p>Deputising for the National Head of Nursing as required, the role holder will be expected represent the organisation externally on nursing and related matters.</p>
<b>Key accountabilities</b>	<p>Supporting the development and implementation of the nursing strategy, including but not limited to:</p> <ul style="list-style-type: none"> <li>Recruitment and retention - Demonstrating an oversight of organisation hotspots and risks. Working in conjunction with the Resourcing team to evaluate processes and making recommendations around continuous improvement.</li> <li>Career Development – Working with the HR team to support the development of career pathways and clear pay progression to ensure Turning Point is recognised as a leading 3<sup>rd</sup> Sector employer</li> <li>Training &amp; Development - To support the organisational implementation of the training plan and Foundation Nursing development. Taking a lead role on educational links and development such as apprenticeships and nursing placements</li> </ul> <p>Providing supervision and leadership to a team of dispersed Nurse Managers across Turning Point by:</p> <ul style="list-style-type: none"> <li>Supporting the development of nurse managers as leaders, promoting corporate responsibilities, operational development (performance, service developments), quality assurance and governance and line management competencies</li> <li>Working in conjunction with the Operations Team and Senior Clinical Team to</li> </ul>

	<p>ensure that required quality standards are met</p> <ul style="list-style-type: none"> <li>• Encouraging a participative style and an environment of continuous improvement</li> <li>• Establishing consistency and standardisations of work plans per role and across services</li> <li>• Supporting the revalidation and registration processes for Registered Nurses</li> </ul>
	<p>Ensuring that Turning Point's Integrated Clinical Governance Framework is adhered to and is effective by:</p> <ul style="list-style-type: none"> <li>• Deputising for the National Head of Nursing as required</li> <li>• Taking responsibility for the delivery of key nursing related clinical governance initiatives in agreement with the National Head of Nursing</li> <li>• Reviewing and utilising management information and data collection systems as appropriate</li> <li>• Contributing to the continuous improvement of services by ensuring that learning is embedded</li> <li>• Supporting initiatives in relation to CQC regulatory compliance</li> <li>• Supporting the development of Clinical Policy and Procedures</li> <li>• Responsible for ensuring that clear policies, procedures and standards are set, adhered to, regularly updated in relations to evidence based practice and monitored in all relevant areas</li> </ul>
	<p>Ensuring high standards of clinical practice by:</p> <ul style="list-style-type: none"> <li>• Supporting the coordination of clinical supervision for Nurse Managers within Turning Point</li> <li>• Undertaking Clinical Appraisal and the coordination of clinical appraisal for agreed nurses within Turning Point</li> <li>• Working closely with the National Head of Nursing and clinical leadership within Turning Point to support new ways of working in clinical areas with a view to improving the responsiveness and quality of nursing and medical services.</li> <li>• Acting as a work steam lead for specific clinical projects</li> <li>• Providing training to nurses, doctors and other professionals as required</li> <li>• Leading on investigations and chairing hearings where required and coaching/supporting nurse leaders to do the same</li> <li>• Advise on reports to professional bodies</li> </ul>
	<p>Provide Clinical Leadership to Operational delivery by:</p> <ul style="list-style-type: none"> <li>• Participating in the development of nursing/clinical pathways, with operational colleagues and in conjunction with clinical colleagues where necessary</li> <li>• Support services in the implementation and effective running of nursing and clinical pathways</li> <li>• Supporting the delivery of organisational priorities in line with budget constraints</li> <li>• Leading on key areas of organisational compliance such as infection prevention and control</li> <li>• Supporting model development and review that pertains to nursing and clinical service delivery and wider service improvements</li> <li>• Contribute to tender submissions in terms of nursing/clinical offer</li> <li>• Support implementations by leading on nursing and clinical recruitment,</li> </ul>

	<p>retention, safe transfer of service users and clinical pathways - with specific responsibilities regarding TUPE transfer and nursing support</p> <ul style="list-style-type: none"> <li>• Participation in senior clinical forums and practice forums</li> <li>• Supporting the development organisational policy and its application</li> </ul>
	<p>To ensure compliance with internal and external standards and codes of conduct by:</p> <ul style="list-style-type: none"> <li>• Meeting all regulatory requirements</li> <li>• Advising on Nursing standards</li> <li>• Reviewing risk assessments and incidents</li> <li>• Complying with all H&amp;S policies and procedures including serious untoward incidents and accident reporting</li> <li>• Undertaking relevant risk assessments and ensuring organisational compliance with relevant legislation</li> <li>• Complying with Turning Point's Code of Conduct, policies and procedures</li> <li>• Working proactively to safeguard children and vulnerable adults</li> </ul>
	<p>Personal and Professional development:</p> <ul style="list-style-type: none"> <li>• Maintaining own professional development activities such as CPD and continued registration</li> <li>• Ensuring that own professional practice and knowledge remains up to date</li> <li>• Maintain the highest professional standards within own conduct</li> </ul>

Dimensions	Direct reports	Professional Supervision for Nursing Managers
	Total staff overseen	Professional responsibility for all nurses
	Internal contacts	<ul style="list-style-type: none"> <li>• National Head/director of Nursing</li> <li>• National Heads of LD/Mental Health and SMPH</li> <li>• Group Medical Director</li> <li>• Head of Business Development</li> <li>• National Clinical Lead roles e.g. Consultant Substance Misuse Pharmacist, Psychologist</li> <li>• Operations Managers within services</li> <li>• Clinical Services Managers</li> <li>• Nurse Managers</li> <li>• Nurses</li> <li>• Clinical colleagues across the organisation</li> <li>• Team colleagues</li> <li>• TP Central Support services, particularly the Risk and Assurance Team and Human Resources</li> </ul>
	External contacts	<ul style="list-style-type: none"> <li>• Nurse forums</li> <li>• Specialist health services</li> <li>• Clinical staff</li> <li>• Service Users</li> <li>• Carers/Friends/Family members</li> <li>• Partner agencies (clinical and non-clinical) in local area</li> <li>• Regulatory bodies</li> <li>• Local community members</li> <li>• Advocacy /Service User forums</li> </ul>

	Planning horizon	Typically 6-12 months
	Problems solved	<ul style="list-style-type: none"><li>• Supporting tactical and strategic plans for the profession within Turning Point and supporting other health care workforce developments i.e. Health Care Assistants</li><li>• Operational and clinical alignment</li><li>• Developing new model and supporting business growth</li><li>• Reviewing Health &amp; Safety and supporting Organisational Risk Management</li><li>• Relationships with external partners</li><li>• Embedding excellent professional practice across services</li><li>• Supporting services to develop action plans, following clinical audit</li></ul>
	Financial authority	Guidance on day-to-day purchasing of clinical/medical equipment for nursing interventions.

## PERSON SPECIFICATION

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<b>Personal effectiveness</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Robust and resilient personality that can respond and function within high pressure environments</li> <li>• Relationship building with key stakeholders to be able to maximise outcomes</li> <li>• Strong organisational and time management skills, helping others to develop and maintain operational delivery</li> <li>• Excellent interpersonal skills at all levels to engage, build relationships and influence.</li> <li>• Plain English skills – both verbal and written to bring clarity and purpose.</li> <li>• Adaptable and able to work in a challenging and changeable environment</li> <li>• Ability to deliver against agreed objectives and targets</li> </ul>	

<b>Qualifications &amp; Technical Experience</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent with relevant post qualification practical experience</li> <li>• NMC Registration and active PIN</li> <li>• Proven ability to clinically manage and supervise NMP Nurses</li> <li>• Ensure knowledge and Continuous Professional Development is maintained, including nursing registration and status</li> <li>• Experience of providing clinical supervision</li> <li>• Demonstrable experience of working at leadership level within a clinical environment</li> <li>• Skilled in leading the successful implementation of projects, programmes, initiatives and change</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate Qualification</li> </ul>