

JOB DESCRIPTION

JOB TITLE: Associate Head of Governance

RESPONSIBLE TO: Chief Nurse Secondary Care

ACCOUNTABLE TO: Medical Director Secondary Care

JOB SUMMARY:

The post holder will be responsible for ensuring that Secondary Care objectives driving high standards of patient care and operational sustainability are achieved through the implementation of proportionate and effective governance processes.

This is a Central part time role that will involve smart working to manage time effectively and the postholder is expected to make best use of go to meetings and teams calls where appropriate.

The post holder will be responsible for the oversight of Secondary care governance in collaboration with the Head of patient safety & patient safety specialist. The effectiveness of the role will be measured by successful central governance KPIs, timely central governance responses for the sign off for PSII's, identification and action planning for trends and themes that are a central level risk in relation to patient safety.

Key Responsibilities

- Maintain policies that underpin governance related topics.
- To provide SME support to the Quality visit process and produce professional and timely reports.
- To provide support to local level governance managers through the 121 processes and ad hoc queries.
- To attend 121s and yearly appraisal with your line manager and achieve the central appraisal objectives.
- To ensure that there is good adherence and support for the Stand-up Datix meetings across secondary care.
- To assist with the compilation of the Secondary care quality accounts.
- To assist with the Compilation and maintenance of the Secondary Care risk register.
- To assist with the Evaluation of the effectiveness of the Secondary care risk register.
- To assist with the interrogation of local level risk registers to ensure that Service Managers are regularly reviewing risks and updating risk registers.
- To ensure that the integration and evaluation of PSIRF is embedded within Secondary Care.
- To create and maintain the central QA process for PSII in line with the central KPIs and PSIRP.
- To attend the weekly central governance, catch up meetings.
- To ensure that the integration and evaluation of LFPSE is embedded within Secondary Care.
- Support the risk management activities associated with mobilising and de-mobilising services and clinical pathways.
- To support local teams with the submission of QIA's for new services.
- Co-ordinate and deputise for the chair of Governance managers meetings.
- Generating and collating relevant quality and governance statistical analysis to identify relevant themes and trends
- develop specific methods to identify and meet needs and report upwards.
- To ensure there is evidence of effective processes for the review of evidence-based practice e.g., NICE guidance.
- Production of reports and attendance for CAG, QGA, CQCC and quality visits.
- Presentation at meetings as required.

Author: Sarah Brown Chief Nurse

Publication date: 22nd October 2024

Review date: October 2025

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

Person Specification – Associate Head of Governance

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>Clinical professional registration (RN adult register, ODP etc) and educated to diploma and/or degree level</p> <p>Evidence of a good level of attainment in basic education</p>	Educated to Masters level in healthcare related studies
Experience	<p>Leading a team, preferably within a health care setting.</p> <p>Working with standard operating procedures and assessment of their effectiveness</p> <p>Using Datix, risk assessment and grading tools</p> <p>Presenting to staff groups</p> <p>Presenting to Senior management</p> <p>Policy development</p>	Strategy development
Skills and Knowledge	<p>A thorough knowledge of governance processes and their application</p> <p>Ability to triangulation and analysis skills to inform action plans related to governance</p> <p>Sound report writing skills</p> <p>Strong verbal communication and interpersonal skills for influencing others</p> <p>Ability to develop training strategies and resources.</p> <p>Process mapping</p> <p>Excellent Microsoft Office skills, including Excel and PowerPoint</p>	Situational leadership skills

	Previous use of Datix or similar Health Care risk management/patient safety software	
Other Factors	Ability to travel, with frequent overnight stays away from home, within the UK.	

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder:

Signature:

Date: