

THE ROYAL GROUP OF HOSPITALS AND DENTAL HOSPITAL
HEALTH AND SOCIAL SERVICES TRUST

JOB DESCRIPTION

Title of Post: Director of Nursing/Patient Services
Grade of Post: Senior Manager 1
Location: The Royal Group of Hospitals and Dental
Hospital Health & Social Services Trust
Reports to and
Accountable to: The Chief Executive

Job Summary:

The Director of Nursing/Patient Services will contribute to Trust policy formulation as a member of the Senior Management Team and provide professional nursing advice to the Chief Executive and Clinical Directorates. He/she will also manage central nursing services including outpatient centre management and quality assurance processes. The Director of Nursing/Patient Services will be a member of the Trust Board.

Principal Responsibilities:

1. To provide professional nursing advice to the Trust Board Chief Executive and Hospital Council.
2. To participate in the disciplinary procedure in relation to professional nursing issues.
3. To advise the Chief Executive and Clinical Directorates on patient orientated quality assurance initiatives.
4. To advise the Chief Executive on the implications for nursing standards of the Corporate and individual Directorate Business plans.
5. To co-ordinate the development of patient-orientated quality assurance strategies in both the clinical and non-clinical directorate.
6. To liaise with Hospital Chaplains.
7. To develop, implement and keep under review policies which support and further the Trust's strategic aims and objectives.
8. To ensure that the Trust's aims and objectives are communicated to all staff in such a way as to ensure that their active cooperation in the vigorous implementation of the Trust's plans is secured.

Key Tasks

1. To manage core nursing services.
2. To manage and be responsible for the outpatient centre.
3. To liaise and communicate with senior nurse managers within the clinical directorates on professional nursing matters.
4. To provide professional leadership to nursing staff employed in the Trust.
5. To advise non-clinical directorates on the effect of their business plans on the quality of patient care within the Trust.
6. To liaise with the appropriate statutory bodies in the development of nurse education and training and the effectiveness of training programmes.
7. To ensure the maintenance of professional standards and statutory requirements as laid down in the current Rules of Nurses, Midwives and Health Visitors and the United Kingdom Central Council Code of Professional Conduct.

Staff Management Experience

- a. Delegate responsibility and authority to staff within his/her control, consistent with effective decision-making while retaining responsibility and accountability for results.
- b. Participates in the selection and appointment of staff reporting to him/her in accordance with the procedures laid down and approved by the Trust.
- c. Provide in-house staff training as required.
- d. Maintain staff relationships and morale among staff reporting to him/her.
- e. Takes such action as may be necessary in disciplinary matters in accordance with the procedures laid down and approved by the Trust.
- f. Review the organisation plan and establishment level of the service for which he/she is responsible to ensure that each is consistent with achieving objectives and recommend changes where appropriate.
- g. Review individually, at least annually, the performance of the immediate subordinate staff, provide guidance on personal development requirements and advise further training where appropriate.

- h. Ensure that the review of performance identified above is performed for all levels of staff for whom he/she has professional management responsibility.

The Director of Patient/Nursing Services will undertake other duties allocated by the Chief Executive.

Note This job description is an outline of the post as it is currently perceived by the Chief Executive. The Director of Patient/Nursing Services will be expected to contribute fully to the determination of further details and specific objectives. This job description will therefore be subject to change in detail and emphasis in the light of that contribution and future developments.

March 1993

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PERSONNEL SPECIFICATION

Post: Director of Nursing/Patient Services

Grade: Senior Manager 1

ESSENTIAL REQUIREMENTS

1. Level 1 Registration on the Register of the United Kingdom Central Council for Nursing and Midwifery
2. Experience in a senior nurse management position extending over a minimum period of 5 years.
3. Have the ability to set and work to agreed objectives.
4. Have proven leadership and interpersonal skills.
5. The capacity to communicate clearly with and command the trust of senior professionals within the Trust as well as with outside interests such as Purchases of Service, Community leaders and representatives of patients interests.
6. Ability to develop close working relationships with a wide range of professional officers.
7. To be able to think and plan strategically.
8. Ability to manage change within a large complex organisation.