

ROLE BRIEF

Department:	Corporate Risk Management
Job Title:	Head of Risk Management & Clinical Governance
Responsible To:	Chief Nurse
Location:	All Horder Healthcare Sites
Job Summary/Purpose	<ul style="list-style-type: none"> • To support the Chief Nurse in designin , implementin , monitoring and co-ordinating all aspects of Horder Healthcare's (HH) Quality Governan ce, including risk management and assurance functions. • The postholder will ensure that systems and processes are in place for contin ous improvement, compliance monitoring and response. Working in collaboration with the divisional managers and risk / safety leads ensuring that divisional and corporate systems are well established, properly alig ed and effective. • Key responsibilities will inclu e providing professional and expert risk and assurance advice at all levels and ensuring that dy amic and effective risk registers and risk escalation systems are in place, inclu ing the prod ction and co-ordinating of a range of risk performance and assurance reports. • The postholder will coordinate and oversee the management of the HH Risk Regist r working directly with the Executive Directors to ensure that these remain up to date and effective. • The postholder has responsibility for the management of the governance team, health & safety and infection control and is accountable for the delivery, reporting and operational management of the annual clinical audit cycle across the organisation. • Provide excellent line management for the Risk and Compliance Facilitators and also the Clinical Audit team. • Provide a support fu ction to the clinical divisions and corporate fu ctions, delivering flexibility that sup orts their risk management req irements and deliver quality outcomes. • To develop and maintain effective partnerships and networks relating to clinical governance, risk management and audit internally and externally to the organisation. • Demonstrate extremely high levels of professionalism, integrity and positivity with the ability to foster excellent relationships with key stakeholders, both internally and externally. • Ensures that there is an appropriate and effective programme available to educate staff about clinical governance, risk management and best practice in clinical audit. • Maintains confidentiality and ensures that data protection and information governance requirements related to departments are implemented throughout the organisation. • Work closely with IM & T department to ensure accurate and robust data is collated for internal and external reporting to relevant parties and stakeholders within set deadlines. • Ensures that findings of clinical audits or investigations that have implications for other components of the organisation's governance and assurance structures, such as risk management or competency appraisal, are effectively communicated to those responsible for acting on the findings • Be able to be effective in multi-disciplinary teams, successfully influencing stakeholders to achieve objectives.

	<ul style="list-style-type: none"> • Contribute to identifying and establishing the necessary links to ensure 'risk' can be reviewed, triangulated and analysed alongside other sources of risk information, e.g. complaints, claims, incidents and compliance information. • Be expected to chair meetings. Including: <ul style="list-style-type: none"> ○ Health & Safety Committee ○ Patient Safety & Quality Improvement Committee • To work closely with the Chief Nurse to ensure HH policy and process is followed in respect of complaints and potential/actual claims. • To take active part in the Senior Nurse Team
Key Duties:	<p>1. Clinical Governance</p> <ul style="list-style-type: none"> • Effectively informs the organisation of external requirements and national developments related to clinical governance and audit ensures that the organisation has effective work programmes in place to meet or exceed the requirements and anticipates the developments, continuously monitors the implementation of the work programmes and intervenes and arranges intervention when work programmes are not being implemented as planned. • To co-ordinate the production and dissemination of the quarterly Clinical Governance Reports identifying any trends or causes for concern. • To develop robust systems for monitoring and reporting on progress within clinical governance. • To establish good links with clinical and non-clinical departments to ensure the availability of information and documentation for data collection enabling outcomes of care to be recorded for internal monitoring and the development of benchmarking with other healthcare organisations. • Work closely with subject matter expert groups in risk identification, review and escalation, such as the Medical Devices, Health & Safety, Medicine Management, Infection Control, Information Governance. <p>2. Risk Management</p> <ul style="list-style-type: none"> • Responsible for development and implementation of risk management policy and strategy. • Ensure the risk strategy, policy and procedures are being consistently applied and are properly communicated to staff. • Ensure that all Risk Management Policies and Strategies are regularly reviewed, updated and disseminated to all staff. • Provide expert advice on clinical and non-clinical risk management, supporting, facilitating and helping clinical and management teams to really understand complex risk assessment and be able to analyse risk and identify a suitable risk response. • Champion proportionate and proactive risk management throughout HH. • Ensure that the risk management process and arrangements are recognised and operate as an integral part of the overarching assurance framework – helping to make sure that the management of risk is considered as part of day to day business. • Support divisions and managers to develop risk profiles and associated reports. • Manage the Risk Management Continuous Improvement Plan. • Undertake risk reviews, particularly where significant risk is reported,

working with managers to ensure that the risk is adequately described and assessed, with gap and actions clearly captured.

- Produce and provide a range of risk performance reports.
- To work closely with colleagues to develop systems for proactive risk management and ensure that robust risk management systems are in place to review adverse incidents, identify and implement actions, monitor progress and audit compliance.
- To ensure that the reporting and grading of incidents is routine practice in all areas and is used to improve the quality of care and reduce unacceptable risks within the organisation.
- To support the investigation of Patient Safety Incident Investigations.
- In conjunction with the Executive Team develop an Annual Risk Management Continuous Improvement Plan, ensuring that the plan is monitored and achieved.

3. Clinical Effectiveness & Audit

- Ensure that HH has an effective and robust clinical audit programme that covers the entire organisation and all clinical services, specialties and professional groups in the organisation, with clinical audits in the programme producing improvements in the quality or safety of patient care.
- Continually assesses the appropriateness and effectiveness of clinical audit throughout the organisation and periodically informs relevant committees and the management of the organisation's performance on clinical audit and the need for any improvements in the way the clinical audit process is used in the organisation.
- Ensure that external requirements related to clinical audit are met by the organisation, and that data protection of clinical audit data and ethics are ensured.
- Ensure that groups or individuals selecting clinical audits to be carried out in the organisation have a framework for making the decisions that considers the balance of achieving benefits for patient care and minimising risks to patients, including using existing sources of information about incidents, complaints, problems patients experience etc.
- Ensure that groups or individuals selecting clinical audits to be carried out in the organisation are aware of the national, regional and local requirements/guidance and that there is an organisational database of internal and external audits.
- Ensure that the clinical audits carried out enable the identification of both good and poor practice in the provision of care, actions are implemented when findings are known and there is evidence of resolution and sharing of learning throughout the organisation.
- Develop and lead the organisational approach to assurance using statutory and regulatory instruments (CQC standards, PSIRFPHE etc) lead internal assurance processes and maintain evidence portfolios. As notified prepare for and work with external visitors to deliver effective announced and unannounced visits.
- Receive formal feedback from assurance testing and work with clinical teams to devise and manage action plans and improvement planning.
- Manage the organisational policy development, review and ratification process ensuring access to policies is maintained via a computerised tool

4. Assumes responsibility for personal development

- Is aware of and adheres to the organisation 's human resources policies and procedures.
- Participates in own appraisal annually with regular review with line manager, identifying own career aspirations and appropriate learning and development interventions and opportunities that relate to the demands of the role, internally and externally.
- Develops professional and personal skills through participation in continuing education and training in clinical audit and related activities.

5. Maintains health and safety at work

- Is aware of responsibilities of self and others under the Health and Safety at Work Act to ensure that agreed safety procedures are carried out and that a safe working environment is maintained for patients, employees and visitors.
- Supports the organisation to make sure that the organisation meets legal and organisational safety regulations and its policies on health and safety.
- Reports any circumstances that may compromise the health, safety and welfare of those affected by the organisation's undertakings and any accident or any hazardous situations or defective equipment.

6. Maintains compliance with infection control policies

Follow infection prevention and control policies and procedures in line with legislation within department.

7. Implements equality and diversity policies

Is aware of own responsibilities of self and others under equalities legislation and the organisation 's diversity policies and ensures that an environment is fostered in which difference is valued and all staff, patients and the general public are treated in a respectful and courteous manner.

8. Maintains security

Ensures the preservation of Horder Healthcare property and resources.

MANAGEMENT RESPONSIBILITIES

- Clinical Governance
- Risk Management including electronic database (includes incidents, claims and complaints, MHRA alerts)
- Clinical Coding
- Document Control Process
 - Health & Safety Advisor
 - Information Governance Officer

	<ul style="list-style-type: none"> • Infection Prevention & Control CNS <p>Must have</p> <ul style="list-style-type: none"> • Healthcare professional with active GMC, HCPC or NMC registration • Experience of working in a senior clinical role in the NHS or private healthcare sector and applying your clinical knowledge to performance monitoring • Good working knowledge of CQC regulations • Demonstrable experience in clinical risk management, root cause analysis, clinical audit activities and a customer-focussed approach • Evidence of the ability to draft clear, accurate, and succinct reports on clinical governance matters and present findings/recommendations to senior leadership and business committee • Management and leadership of teams <p>Nice to have</p> <ul style="list-style-type: none"> • Evidence of Masters level education or working towards • Evidence of change management across clinical pathway • Evidence of complaint management • Demonstration of learning from incidents and cascade of such across organisation • Experience of networking with Commissioners / Stakeholders with regards to Governance and Risk • Experience of implementation and /or working with PSIRF
<p>Health and Safety:</p>	<p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses</p>

	to your line manager and record them on the Datix system.
Equal Opportunities	Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants , disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
Confidentiality	You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person .
Safeguarding	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
Review	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>