# JOB DESCRIPTION

**POST:** Matron for Clinical Governance

**DEPARTMENT:** Saint Mary’s Managed Clinical Service

**GRADE:** 8a

**HOURS:** Full time

**RESPONSIBLE TO:** Lead Midwife for Governance

**LIAISES WITH: Internal** – Divisional Governance Lead, Consultant Site Governance Leads, Heads of Midwifery, Director of Nursing and Midwifery, Divisional Director, Clinical Head of Division, Directorate Manager, SM Medical Director, Deputy Heads of Midwifery, Lead Midwife, Midwifery Team, Midwifery Education Team, Allied Health Professionals, Information and Technology Department, Human Resources Advisor, Divisional Accountant, Clinical Teams, Learning and Development Department, Trust Executive Team .**Externa**l - Higher Education Institutions, Strategic Clinical Network, Social services, Royal College of Midwives, Nursing and Midwifery Council, CCG’s, Local Area Groups, Voluntary Agencies, , Acute Trusts, Heads of Midwifery Maternity Network Board, Manchester Academic Health Science Network, women and families

**RESPONSIBLE FOR:** Supporting the implementation and monitoring of an effective Clinical Governance Framework across the Managed Clinical Service.

**WORKBASE:** Saint Mary’s Managed Clinical Service

## JOB PURPOSE

The post holder will:

* Provide clinical and professional leadership and line management to the Clinical Governance Teams across Saint Mary’s Managed Clinical Service.
* Report to the Lead Midwife for Governance and will ensure that the key functions of the Matron are undertaken within the Division.
* Demonstrate effective leadership, setting, monitoring and maintaining professional standards, working collaboratively, to set standards to manage the Clinical Governance framework leading the midwifery contribution at a hospital level in line with the Nursing and Midwifery Strategy values and behaviours.
* Be responsible for supporting the implementation and monitoring of the Maternity Services Risk Management Strategy across the division.
* Ensure there are clinical guidelines in place across the maternity service. Be an integral member of the divisional team, providing midwifery advice and embedding risk management into the maternity services’ culture.
* Be an integral member of the senior midwifery team, providing professional and clinical midwifery advice, management of the Clinical Governance teams and wider midwifery teams, budgetary responsibility and contribute to innovative solutions to patient safety, workforce and capacity management.
* Take responsibility for human and financial resources, contributing to key performance outcomes within the Hospital.
* Lead, promote and act in accordance with the NMC Code.
* Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the Data Protection Act 1998 and Caldicott guidance. Leading with courage and creating a culture to enable individuals to challenge, change and speak up.

**MAIN DUTIES & RESPONSIBILITIES**

**Key Results Areas**

**Leadership/Management**

The post holder will be expected to:

* Provide effective clinical and professional leadership which demonstrates the values and behaviours identified within the Trust’s framework and act as a role model for all staff within the Hospital.
* Support the implementation of innovative strategies to guide and coach midwifery teams in developing and strengthening leadership skills to meet the responsibilities of their role and provide succession planning.
* Support the Lead Midwife in providing line management and developing the Clinical Governance Midwifery teams across the MCS.
* Support and facilitate the management of pay and non-pay budgets in partnership with clinical teams.
* Advise on patient needs relating to the purchase of equipment including prioritisation of equipment requirements within the division.
* Work with the senior team to ensure the efficient use of temporary staffing monitoring quality and spend to ensure that they meet the needs of the service.
* Work with the senior team to implement effective workforce planning initiatives which ensure effective recruitment and retention initiatives and succession planning is implemented with senior staff within the Hospital.
* In conjunction with the Maternity Education team, ensure the Trust has workforce that is fit for purpose and practice, in line with key policy initiatives, business plans and the requirements of the NMC.
* Provide expert advice on role competencies and contribute to the development of expertise and evidence-based practice for midwives and students in conjunction with professional and regulatory bodies.
* In conjunction with the Hospital team develop a prioritised action plan for the implementation of national drivers, guidelines and recommendations.
* Assist the Lead Midwife in legal and clinical incident reviews to support the division in ensuring that the national drivers e.g. the Ockenden Report and the Three Year Plan are incorporated into the culture of the maternity service.
* Ensure that appropriate clinical cases are referred for external review e.g. HSIB, in a timely manner and that staff are supported to contribute to the HSIB investigation process.
* Ensure that all cases requiring referral to StEIS are completed as soon as they are identified and ensure that the Saint Mary’s MCS governance processes are followed
* Implement robust processes that ensure compliance for all staff with their mandatory training requirements have had an annual appraisal and a personal development plan which is reviewed, learning and effectively evaluated.
* Ensure that the quality of services delivered are part of the Hospital strategy to improving performance and the patient experience and ensure that key targets are achieved in line with local and national standards.
* Work with wards and departments through the Nursing and Midwifery Accreditation Programme to achieve gold status.
* Assist the Lead Midwife in the development of the strategic direction and vision for the service in line with corporate vision, objectives and Nursing and Midwifery Strategy.
* Proactively develop a culture of integrated working across the full multidisciplinary team across agencies both internal and external to the organisation.
* Monitor sickness and absence of the nursing/midwifery team ensuring appropriate action is taken within the Trust’s policy and guidelines.
* Lead with a positive attitude and develop a culture which is open, honest and caring.
* Proactively role model and promote equality, people’s rights, diversity and inclusion. Support individuals and teams to understand and learn from all concerns raised.

**Education & Development**

**Accountability**

* Exhibit open honest and transparent ways of working, fostering a supportive and caring culture.
* Support the division in line with the Care Quality Commission Standards to support the Trust achievement of the Care Quality Commission Standards and other regulatory standards.
* Support the Lead Midwife for Governance with the management of the Maternity Services risk registers linking in with the triumvirate, action planning and escalating risks associated with patients, visitors and staff.
* Contribute to the implementation of the Patient Safety Incident Response Framework, supporting investigations and ensuring lessons learnt are communicated to the wider team and service changes are implemented along with the continuous monitoring of action plans.
* Assist the Lead Midwife for Governance with the implementation and performance monitoring of the outcome-based quality improvement programme, ensuring a safe, cost effective service to patients utilising measurable quality standards and metrics. Regularly report on progress and areas of non-compliance in line with the Quality Strategy.
* Provide leadership for incident investigation management, and where appropriate complaints, within the division, ensuring that investigations and responses are accurate and timely to meet the Trust guidelines and patient/service user expectations.
* Ensure all midwives comply with NMC regulations and work within their scope of practice.
* Ensure all documentation for patients and staff is appropriate, accountable and defensible and meets identified standards for record keeping.
* Maintain own clinical / professional competence and credibility and utilise clinical sessions to role model standards of care and expected behaviour. Measure agreed standards of midwifery practice and gain additional accessibility to both patients and families and members of staff.
* Develop strong links by working closely with Infection Control Teams and nursing teams to promote zero tolerance to avoidable infections and minimise the risk of hospital acquired infections.
* Contribute to ensuring that robust systems are in place to monitor and remind midwives regarding renewal of professional registration.
* Respect the diversity of others and address unacceptable behaviour.

**Delivering the best patient care**

* Work closely with all support services and departments to ensure that they are meeting the needs of patients in the clinical areas and create a seamless integrated patient journey.
* Proactively identify opportunities to facilitate and negotiate change and new ways of working to support new care delivery processes within the division.
* Work closely with the Lead Midwife for Governance to champion and lead clinical benchmarking activity and evaluate learning from comparison groups which ultimately leads to improvements in care delivery, patient experience and outcomes.
* Assist the Lead Midwife for Governance in advising the Trust and Hospital management team on all appropriate local and national policies which may influence or impact on the clinical services provided.
* Support Trust lead for Privacy and Dignity, ensuring divisional practice is in line with national requirements and patient and public expectations.
* Promote risk management to protect patients, staff and visitors from harm and stress and ensure compliance with Trust Risk Management Policies and Procedures.
* Work collaboratively with Facilities and Sodexo to ensure all local and national standards of cleanliness are agreed with ward managers/senior midwife supporting the senior midwifery team to monitor report and challenge when standards of environmental cleanliness are not achieved or maintained.
* Support the Lead Midwife for Governance to ensure key areas of Nursing & Midwifery policy are embedded in professional and clinical practice.
* Foster a culture to enable teams and individuals to continually improve services.
* Assist the lead midwife to develop services so they are safe, secure and delivered to a high standard.

**Communication**

* Foster a culture where all individuals are able to contribute equally by ensuring effective communication systems, written, verbal and the use of Information Technology is embedded in the Hospital.
* Represent the Trust at professional and academic forums.
* Be open, honest and transparent, by listening and responding to patient and family concerns.
* Participate in the review and writing of reports for the division/Hospital.
* Provide a visible presence in individual clinical areas and be accessible to patients/families and staff, ensuring all patients and staff have the opportunity to seek information, help and support or to communicate problematic or celebratory issues.
* Support individuals and teams to ensure the needs of others are understood and addressed, taking into account the feelings and views of others in decisions and actions.
* Role model appropriate communication and behaviour.

**Listen and Respond**

* Support the Heads of Midwifery to utilise feedback from the patient experience surveys including annual National Patient Survey to action improvements in all aspects of the patient’s journey.
* Ensure that the patient and relatives are given opportunities to provide feedback following clinical incidents and that these are included, where appropriate, in investigation reports.
* Create innovative ways to listen and respond to the patient voice collecting patient feedback and using the information to improve services and ensure the patient experience is shared with the wider team e.g. via patient stories.
* Work closely with Nursing and Midwifery teams at all levels to ensure that their contribution is listened and responded to.

**Celebrate Achievement**

* Identify opportunities for nursing and midwifery development by empowering staff to reach their maximum potential.
* Undertake annual individual reviews and personal development plans for all members of the Maternity Governance Team and reward and celebrate achievement and innovation.
* Contribute to and promote a culture that values all staff recognising and acknowledging achievement and success whilst positively addressing poor performance, succession planning and talent management.
* Ensure that staff development enables career progression and succession planning.
* Contribute to the implementation of key performance indicators for Improving Working Lives.
* Promote an environment that is conducive to teaching, education, training, research and development for all staff and students and a culture that empowers and supports high quality care and staff achievement.
* Promote lifelong learning, ensuring all staff have access to continuing professional development opportunities. Fostering innovation in practice and proactively addressing the practice theory gap.
* Demonstrate appreciation of the efforts of teams and individuals and encourage team members to recognise and value individual contributions.

**Research and Development**

* Positively influence the review and implementation of the research strategy for nurses, midwives and AHPs.
* Participate in capacity building for research and development for clinical staff.
* Contribute to clinical audit and research projects ensuring compliance with research governance.
* Ensure that wherever possible clinical practice is evidence based and auditable and facilitate the application of research and evidence based practice to inform and change clinical practice.
* In conjunction with the Professional Development and Education team, support teams to facilitate positive student experience and ensure that standards for practice placement and opportunities for learners are enhanced in clinical practice.
* In conjunction with the Organisational Development & Training Department contribute to an annual business-critical learning needs analysis, using appraisal, workforce and education plans and strategic requirements of the Trust.
* Promote the development of the clinical academic workforce.
* Promote and facilitate midwife -led research, as part of the Manchester Academic Health Science Centre.
* Contribute to increasing research awareness within the Trust and promote the local research opportunities available to patients and their families.
* Work with researcher professionals and clinicians (e.g. doctors, midwives) to help ensure clinical research studies reflect patients’ needs and priorities.
* Contribute to/influence the development of Hospital research strategy which relate to national and local polices and positively influence the quality of care and/or service provided.

**Key Processes**

The post holder will be expected to:

* Support the coordination of review clinical incidents and follow the Maternity Services Governance Framework
* Support investigations following clinical incidents and provide support to the Lead Midwife and Hospital Clinical Governance Team.
* Support the Lead Midwife for Governance to coordinate the legal cases within the Maternity Services Division.
* Monitor action plans developed following internal and external investigations and follow up / review actions ensuring achieved in time frames identified.
* Support the monitoring and delivery of Harm Free Care, developing actions plans within clinical teams where required to ensure standard maintained. To share best practices between departments.
* Contribute to the guideline process, including reviews and development of guidelines
* Oversee midwifery documentation improvement
* Support Safeguarding agenda attending Obstetric Safeguarding meetings
* Support for Perinatal Mortality reviews
* Professional support to all Midwifery Matrons with the Governance agenda

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.**

**Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.**

**INFECTION PREVENTION AND CONTROL**

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust’s Infection control manual. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and control.

**HEALTH AND SAFETY**

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust’s Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

**RISK MANAGEMENT**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

**SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

**CONFIDENTIALITY AND SECURITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

## TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

**THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

**ORGANISATIONAL CHART**

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