

Cygnet Hospital Bury

Job Description

Job title: Clinical Quality and Compliance Manager

Accountable to: Hospital Manager

Responsible to: Hospital Manager

Qualifications: RMN/RNLD

Job Purpose:

To provide clinical Leadership in managing the Clinical Governance framework of Cygnet Healthcare Bury and compliance to CQC and Commissioner submissions by taking a lead in the Corporate reporting against contractual requirements and transparency to the Hospital leadership team on the following areas:-

- CQC self-declaration by each department on a monthly basis
- Monitor HR, MAPPA, Duty of Candour, MHA and CPA compliance
- Preparation for inspections and external reviews
- Managing the Audit Calendar and OLAP by ensuring audits are completed and effective action plans are in place and actions delivered to rectify non/partial compliance. This includes ongoing monitoring of actions completed as required and loop closing
- Medicines management and compliance with CQC standards and best practice
- May be the Accountable Officer for all aspects of Controlled Drugs management.
- Reporting of incidents SUIs/SIRIs and learning lessons from adverse incidents
- Effective security of the hospital including staff training and supporting policy development
- Supporting effective Safeguarding investigations and reports
- Ensuring that timescales for commissioner submissions are adhered to and to the correct standard. Escalating quality concerns to the Clinical Manager, Medical Director and Hospital manager as required.
- Management of CQUINS and Quality accounts, including all monthly and quarterly submissions completed and reported to the deadlines required.
- Supporting investigations at ward level, department and hospital
- Responding to and investigating complaints where appropriate
- Involvement in the Recruitment process as required

- Supporting services and wards in a range of new initiatives and in the provision of clear clinical leadership for nursing staff across the service
- Providing clinical leadership to the wards participating in specific accreditation, engagement with the Quality Network Review and other practice initiatives.
- To participate in the manager's on-call system, outside of normal working hours
- To have day-to-day line management responsibility to nominated staff and teams
- May be required to act-up by the hospital manager
- To undertake any reasonable requests.

KEY TASKS

To lead work with the hospital manager to develop the Hospital Audit Calendar

To manage the Audit Calendar and ensure audits are completed with associated actions plans followed through and loop closed.

To chair the Hospital clinical governance meetings and ensure relevant reports are available for reporting and analysis in line with the Cygnet Clinical governance agenda.

To Lead on and support the development, review and implementation of policies and procedures as required

To provide information on most up to date best practice guidance and clinical standards including NICE guidance and national minimum standards.

There will be an expectation of supporting clinical service managers and Heads of Departments in quality improvement and delivery of good practice

The role will require that professional networks will be developed to ensure the lead remains up to date with new theoretical and clinical practice

An expectation of effective creation and collection of data and audit tools and the setting of local clinical priorities in line with the national agenda

PROFESSIONAL

- To maintain in confidence all records, correspondence and information pertaining to the patients and organisation according to the NMC guidelines for record keeping, the NMC Code of Professional Conduct and Cygnet Health Care policy and procedure.

- To promote constructive relationships with all colleagues, including consultants and others not permanently based at the clinic.
- To observe the statutory legal requirements as laid down in the 1983 Mental Health Act, the Code of Practice, the health and safety at Work Act 1974 and other relevant legislation.
- To ensure that all standards of professional practice as a minimum meet the expectations laid down in the respective professional Codes of Practice.

MANAGERIAL

- To closely and actively collaborate with all direct reports in all areas, e.g. personally ensuring that quality and compliance is adhered to in keeping with the local protocol.
- To promote continuous quality improvements through the setting of standards, monitoring and evaluating practice through use of audit.
- To lead and participate in clinical audit and take a lead role in completion of the audit process.
- To implement performance appraisals for identified staff and play a full role in monitoring, reporting and recording performance and conduct of staff.
- To assist in the induction of new staff to the hospital and their duties. To familiarise new staff and existing staff with relevant policies and procedures.
- To maintain discipline amongst staff with regard to company and national guidelines and legislation. To take appropriate action to promote good staff discipline thorough effective staff management and where necessary, the use of the company disciplinary procedure.
- To represent the hospital functions at relevant meetings, both internal and external, promoting a positive image for Cygnet Health Care.
- To assist the hospital manager to formulate, co-ordinate and deliver responses to complaints of a quality and compliance nature.
- To liaise with relevant other individuals, officers and authorities as appropriate.
- To be involved in Recruitment and other HR related functions

EDUCATIONAL

- To remain up-to date with new theoretical and clinical practice.
- To provide both informal and formal teaching sessions for junior staff and students including the development of training packages.

- To be a 'self starter' in all matters which pertain to personal and professional development.
- To supervise some clinical staff in terms of personal development and continuing education. To report and agree needs with the hospital manager for implementation.

Duties as detailed may vary from time to time. The job description is not conclusive and is subject to annual review.

Signed:

Date: