

Governance Co-ordinator

Department: Health & Community Services

Section: Surgical Care Group

Reports to: Service Line Manager / Professional Governance Lead

JE Ref: HCS1255

Grade: CS09 **JE Date:** 04/10/2023

Job purpose

A Governance Co-ordinator will develop and collate the evidence required to ensure the success of the annual submission as part of their departmental accreditation. They will work with their department supporting an agreed programme of work to provide advice and information to ensure that the evidence required is developed by the appropriate team. This will involve engaging with service users and other healthcare professionals within the organisation as well as facilitating professional links with the external accrediting team.

Job specific outcomes

1. Promote the accreditation and standards within the department and the wider organisation.
2. Responsible for the accurate and methodical population of the complex tools with extensive cross-referencing.
3. Advise and support the surgical teams who are providing written evidence (which can take the form of a report, an audit, a business plan, policy, business case, etc.) for submission.
4. Design and complete audits and ensure the entire audit cycle is completed and responsible for maintaining a system that ensures audits carried out by self and others are not lost to follow up and actions implemented. Where non-compliance is identified, escalating appropriately.
5. Escalate and act when an unrealised non-conformity or risk is detected from the evidence (audits, reports, etc.) supplied for submission.
6. Be an advanced user of the Quality Management System to interpret requests for data and to programme the statistics package to produce detailed, ad-hoc reports; test the accuracy of the data produced and be competent to analyse and handle large data sets.
7. Be able to anticipate problems that may arise, understand their impact on the submission date, be able to modify the planned schedule and offer the appropriate support to the team to meet this deadline. To escalate threats to the programme to the senior management team.

8. Organise preparations and arrangements for on-site assessments by the BSI tam. To include the pre-assessment, during assessment and post-assessment phases of the accreditation cycle.
9. Responsible for maintaining a strong understanding of the changing assessment processes and standards and must develop contact with other people in a similar role in the UK.
10. Develop action logs for all recommendations and present at departmental meeting to ensure learning from lessons is fully embedded into service.
11. Exhibit professional behaviour and attitude being a positive role model for colleagues and service users, acting in a manner which illustrates respect for privacy, dignity and confidentiality.

Statutory responsibilities

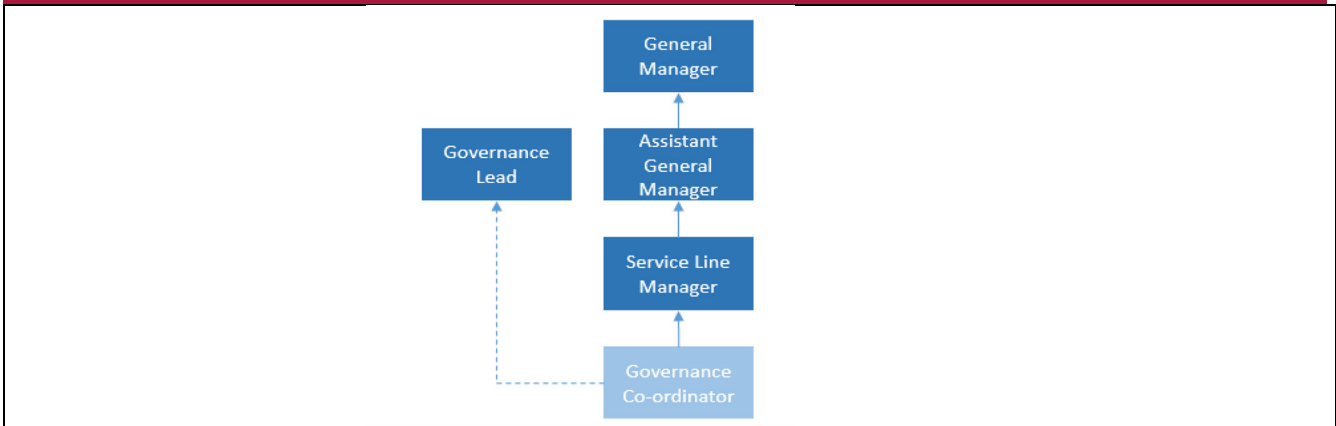
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	A degree in a relevant subject or relevant experience	Trained as a UKAS Assessor Project Management Qualification
Knowledge	Accepts responsibility and accountability for own work. Able to demonstrate an understanding of governance, risk assessment and audit. Commitment to self-development; must have evidence of recent professional development.	Knowledge of Healthcare Legislation, Policies and Procedures Understanding of accreditation
Technical / Work-based Skills	Proficient use of Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook. Able to handle, analyse and present large data sets. Ability to engage with people and motivate and support them. Calm under pressure able to use initiative and make decisions within their scope of practice.	Ability to use web-platforms. Ability to use health-based computer systems.
General Skills/Attributes	Good level reasoning skills and ability to problem solve. Organised with effective time management; adaptable and self-motivated.	

	<p>Ability to present effectively both verbally and written.</p> <p>Strong team player who has the ability to adapt to change.</p> <p>Ability to identify stress in self and others and to take effective action to manage the situation.</p>	
Experience	<p>Motivate and support staff</p> <p>To meet strict deadlines and prioritise tasks</p> <p>Negotiation skills</p>	<p>Work in a clinical environment</p> <p>Policy and report writing</p> <p>Patient experience analysis</p> <p>Lay assessment or involvement with customer standards</p>

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.