Mental Health Compliance Manger

## Job details

|  |  |
| --- | --- |
| Job title: | NHS Mental Health Compliance manager |
| Department: | NHS / Governance |
| Location: | Home based – working across NHS service |
| Reporting to: (job title only) | Mental Health Clinical Lead |
| Direct reports: (job title only) | Compliance Office |
| Accountable to: (where applicable) | Mental Health Clinical Lead/Governance, Quality and Risk Committee |
| Job purpose: | To take a key role in aid vita health in delivering safe and effective clinical care across our NHS portfolio. |
| Role and Responsibilities: | Duties/responsibilities* Form part of the Governance Team, alongside other members of the team to ensure quality, safety and risk compliance as part of the overarching Governance agenda
* Participate and review risk assessment, lead risk mitigation and risk escalation to ensure safe working practice. This will include maintaining a risk register.
* Participate and lead on clinical audits, non-clinical audits for example ISO 9001 quality management system and quality improvement projects.
* Work alongside members of the Governance and NHS Mental Health teams to implement corrective/preventative measures from audit, complaints, incidents and disseminate lessons learned.
* Form part of the GQRG’s/GQRC’s
* Assist with escalated complaints, incidents, RCA’s and lead investigations as required.
* Support the CQC agenda working closely with the Registered Manager and Nominated Individual to ensure compliance against the fundamental standards. This will include but not be limited to:
	+ Risk Management
	+ Medicines Management
	+ Safeguarding
	+ Infection Prevention and Control
	+ Service user and staff safety
	+ Compliance
	+ Clinical quality visits e.g. CCG’s
	+ Regulatory compliance
	+ Benchmarking clinical standards for quality improvement
	+ Service user experience
	+ Duty of candour
* Support staff learning, development and clinical expertise including their CPD and supervision; this will include non-clinical compliance officers
* Develop, implement and review policies and procedures ensuring appropriate level of ratification and dissemination
* Actively support the information governance and information security management system to ensure GDPR and Caldicott Principle compliance
* This is a new and evolving role and additional duties may be added as necessary.
* Ad hoc duties in line with the needs of the organisation
 |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Professional registration with NMC or HCPC | Clinical background mental health |
| **Experience** | Previous experience in compliance roles, dealing with risk, complaints and implementing clinical audits |  |
| **Skills/knowledge** | IT literate – intermediate level minimum |  |
| **Specialist training** |  |  |
| **Personal competencies and qualities** | Excellent verbal and written communication skillsHigh level of enthusiasm and motivationAbility to work individually or within a team and foster good working relationshipsAn awareness of and commitment to supporting and facilitating diversity and inclusionAbility to work under pressureExcellent time management skills |  |

# Version Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

|  |  |  |
| --- | --- | --- |
| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
|  |  |  |