Job title: County Nursing Officer

Grade/salary band: Voluntary

Hours: To meet the requirements of the role

Accountable to: County Commander
Chief Nursing Officer (professionally)

Responsible for: All nurses in the county

Job summary

A County Nursing Officer is a registrant who draws on extensive professional knowledge and experience to lead and support all nurses in the county and as a County Priory Officer and member of the County Management Team, the County Nursing Officer contributes to the strategic objectives and the delivery of the county business plan, works in partnership to ensure safe and effective practice.

Enables the county to deliver its strategic objectives by:
- Providing leadership and advice towards the clinical governance requirements of the county
- Developing standards and training for all healthcare professional and membership groups
- Managing and delivering projects that improve the skills and competence of the membership

Main duties and responsibilities

1. Advising, guiding, leading and influencing:
   - Working effectively within the county to provide sound evidence-based advice and to ensure strategic decisions are taken and implemented.
   - Providing clear and consistent advice and guidance on nurses’ role in supporting the operational agenda, ensuring safe and effective practice within NMC code of conduct.
   - Influencing and communicating effectively with county personnel, providing expertise, sound professional knowledge and judgement in the context of the county’s business objectives.
   - Providing leadership, acting as a role model and managing relationships across the county with all healthcare professionals.
   - Developing sound working relationships with colleagues across the organisation.

2. Developing standards and policy
   - Developing and reviewing standards and policy using all relevant data/information.
   - Dissemination and promotion of standards and policy from national headquarters and participating and influencing the clinical governance strategy across the county.

3. Managing projects and risks
   - Managing projects across disciplines and working collaboratively with key county, salaried staff and senior members to achieve agreed outcomes.
   - Identifying and managing risks related to standards/policy and other work to achieve the business plan.
• Information gathering and analysis to provide evidence to support the county’s work and to inform the Chief Nursing Officer as appropriate.

4. **Specific accountabilities**

• Maintain a professional database of all registrants in the county which must include qualifications which are registerable and recordable as well as any specialist skills and ensure currency on the NMC register.

• Provide support and mentorship for all student nurses through the unit system.

• Actively address any recruitment and/or retention issues.

• Develop a process to ensure there are opportunities for both clinical supervision and continued professional development (CPD) available to nurses.

• Identify potential through CPD and actively support succession planning.

**General information for all St John Ambulance employees/volunteer officers**

**Probationary period**

This post is subject to the requirements of a six-month probationary scheme (twelve months in the case of volunteer youth related positions) for new employees and volunteer officers only.

**Confidentiality**

All information concerning volunteers, employees and patients must be treated as strictly confidential at all times.

**Equal opportunities**

It is the aim of St John Ambulance to ensure that no job/role applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality or disability; or, is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each employee/volunteer must adhere to the equal opportunities policy and ensure that diversity is valued in the workplace.

**Health and safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees and visitors.

**Data protection**

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way; to hold data only for the specific registered purpose; and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

**Review of this description**
This job/role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of St John Ambulance. This job/role description is to be reviewed in conjunction with the post holder on an annual basis as part of the appraisal process. It is expected that the post holder will be as positive and flexible as possible using this document as a framework.

Initials and date of preparation

SMB October 2009