# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>CHIEF NURSE</th>
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<tbody>
<tr>
<td>BASE:</td>
<td>CROSS SITE</td>
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<tr>
<td>GROUP:</td>
<td>CORPORATE</td>
</tr>
<tr>
<td>CONTRACTED HOURS:</td>
<td>37.5</td>
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<tr>
<td>GRADE:</td>
<td>SET THROUGH REMUNERATION COMMITTEE</td>
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<tr>
<td>RESPONSIBLE TO:</td>
<td>CHIEF EXECUTIVE</td>
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<tr>
<td>ACCOUNTABLE TO:</td>
<td>CHIEF EXECUTIVE</td>
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<tr>
<td>KEY RELATIONSHIPS:</td>
<td>TRUST BOARD DIRECTORS, GROUP AND DIRECTORATE MANAGEMENT TEAMS, CLINICAL LEADS, PROFESSIONAL LEADS, SENIOR AHP’S, CONSULTANT BODY, LOCAL AUTHORITY, CCG, NHS TDA, HEALTH EDUCATION WEST MIDLANDS, LETC</td>
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## JOB SUMMARY: Chief Nurse Responsibilities:

The Chief Nurse’s role exists to ensure that patients cared for within our health system receive compassionate, high quality care. Making this happen depends in part on the calibre of the nursing skills we have within our community teams, ward teams, and professional leaders. It also depends on the joint work of those individuals with other professional and non-clinical staff.

This role is responsible for advising the executive on the quantity and quality of clinicians required to achieve our objectives and deliver the NHS Constitution. To ensure that we do this both now and in the future, the post-holder also leads on professional education and development. The Trust has, and is enhancing, its multi-professional leadership development model and the Chief Nurse will contribute to that work. We intend that our patients’ experiences of care will be that they recommend to others and commend to us. We are implementing presently ambitious safety and quality plans to respectively introduce Always events into our culture and to move the outcomes our patients receive into the upper quintile.
Our organisation is an integrated care Trust. Our strategic direction sees us delivering more care in patient’s homes, in community settings and through technology in the future. At the same time we need to ensure a 24/7 model of care is in place in our acute environment, which we will reconfigure onto a single site. The post-holder will work to develop those models, to embed technology into nursing practice, and ensure that they deliver continuity of care for those we serve.

**In summary the post:**

1. To develop the skills and autonomy of nursing leaders across the organisation, within our triumvirate vision of local management
2. To contribute to the strategic and corporate management of the Trust, taking the lead as appropriate
3. To provide expert advice to the Trust Board and the Chief Executive’s Team on all professional nursing, midwifery and therapy matters
4. To direct a range of functions, including Facilities, which directly impact on patients’ experiences
5. To contribute significantly to the safety, quality and risk management practices of the Trust, taking a lead as required
6. To ensure that the relationship of the organisation with relevant external professional stakeholders is progressive and purposive

**Collective Executive Director Responsibilities:**

**Trust strategy** – provide a key role in leading cultural change, embedding the trusts cultural change approach and delivering the trusts strategic objectives and change programme.

**Leadership** – provide clear and inspirational leadership to the trust and staff, enabling effective performance management arrangements to ensure the contribution of all staff is maximised, and all staff have a voice and personal development plans in order to ensure an efficient and effective engaged workforce and drive forward best clinical practice.

**Business planning** – contribute to the development and review of the trust and service business plans to ensure that they are consistent with trust strategy and direction, NHS priorities and stakeholder requirements, and agreed internal and external measures of performance.

**Risk & governance** – ensure that the trust places quality of care and particularly patient safety at the heart of its work and that regulatory and risk management requirements are satisfied, support the development of systems and control processes which will establish safe and consistent service delivery and monitoring arrangements, and ensure that remedial action is promptly taken where risks are identified.
Financial management – ensure sound financial management in the Trust and the achievement of expenditure (capital and revenue) and income targets.

Representing the Trust – act as an ambassador for the trust, ensuring that the needs and views of the Trust are fairly represented in external (including national) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

Quality of service - ensure that the quality of care to the people the Trust serves is not compromised, is maintained and improved in line with other trust objectives

MAIN RESPONSIBILITIES:

1.0 Professional Leadership

1.1 To provide inspirational and highly visible leadership to nurses and midwives across the Trust.

1.2 Enable, motivate and empower nursing, midwifery and allied health professional and staff to demonstrate personal and professional leadership at all levels and on behalf of the board, act to challenge approaches which fall short of national guidance, best practice and professional standards.

1.3 To provide nursing and midwifery advice to the Trust Board and to provide regular updates to the Trust Board on the position of the professions within the Trust.

1.4 To develop and implement strategies and action plans which will improve the quality of nursing and midwifery care, such that it is regarded as leading edge and of a uniformly high standard.

1.5 To ensure that strategies and plans are developed on a multi-professional and cross-organisational basis.

1.6 Ensure that all policies and protocols involving clinical practice conform to the highest possible standards.

1.7 Foster a culture within nursing, midwifery and allied health professions which values and supports continuing professional development and empowers staff to achieve excellence in the delivery of patient care within the trust.

1.8 Ensure consistent professional practice of nurses, midwives and AHPs with clear outlines of competencies for roles.
1.9 To advise clinical Groups on all professional nursing and midwifery issues, ensuring that these are taken into account in decision making.

1.10 To promote nursing, midwifery and therapies research and to ensure that clinical care is based upon the best available evidence.

1.11 To facilitate executive representation for therapy and allied health professionals in developing their skills, education and research.

1.12 To work in partnership with CCGs, Local Authorities and the third sector to support the transfer of appropriate clinical services nearer to the patient’s home

1.13 To work closely with partner organisations to ensure that nursing, midwifery and therapies strategic workforce plans are fully integrated in line with our 2020 Vision.

2.0 Patient Experience

2.1 Lead the Trusts drive to continuously improve the experience of patients and their families, ensuring that the Trust responds/learns from patient feedback in a transparent, positive and timely manner.

2.2 Lead the trust wide strategy for developing patient engagement and experience, including pathway development and ensuring there are plans for implementation throughout all services.

2.3 Be the public/patient champion and lead for the trust.

2.4 Seek patient views by national and local patient feedback and other means to drive improvements across the trust. Ensure the feedback is acted on and improves outcomes for service users.

3.0 Corporate leadership

3.1 As an Executive Director of the Trust Board, to play a major part in:
   - corporate management,
   - strategic planning
   - performance management
   - determining and upholding the Trust’s values and standards.

3.2 Establish and maintain excellent internal and external relationships, ensuring effective communication of Trust objectives and plans whilst supporting an active agenda of clinical leadership, clinical engagement and patient involvement.
3.3 Work with the Trust Executive to drive forward and shape a culture of change, innovation and transformation to facilitate the implementation of clinical leadership and to support service reconfiguration.

3.4 To take the lead as required on corporate projects, particularly those relating to the improvement of care pathways, implementation of best practice and enhancement of the patient experience.

3.5 To support the Chief Operating Officer in ensuring the effective and efficient operational management of the Trust and that service provision meets patient need.

3.6 To deputise for the Chief Executive as necessary and represent the Trust at external events as appropriate.

3.7 To participate in the Executive Director on – call rota

4.0 **Infection prevention and control (DIPC)**

4.1 To manage the Director of Infection Prevention and Control in leading the Trust's work to reduce health acquired infection.

4.2 Report directly to the Chief Executive and the Trust Board on matters of infection prevention and control.

4.3 To continue to implement and update the Saving Lives Action Plan and other infection control related guidance and statutory requirements.

4.4 To continually raise the profile of infection control issues, ensuring ownership by all staff groups and by the Trust Board.

4.5 To work with relevant external stakeholders to share good practice and minimise the transfer of infections between care settings.

4.6 Ensure effective representation at all IPC related meetings and report on IPC activity and outcomes as required.

5.0 **Safeguarding Adults and Children**

5.1 Corporate responsibility for Safeguarding Adults and Children throughout the Trust as delegated by the Chief Executive.

5.2 To ensure that the organisation maintains statutory responsibilities in relation to Safeguarding Adults and Children.
5.3 To ensure organisational compliance in relation to all safeguarding requirements.

6.0 Integrated Governance

6.1 In conjunction with the Medical Director and Director of Governance to contribute to the implementation and future development of the Trust’s risk management and integrated governance strategies

6.2 To be responsible for the development and quality assurance of clinical patient information, ensuring comprehensive coverage and compliance with CNST and NHSLA standards

6.3 To provide expert clinical advice and input to the handling of concerns, complaints and incidents, acting as liaison with patients and relatives as appropriate

7.0 Workforce Utilisation and Service Development

7.1 Advise the Trust Board on skill-mix, deployment and utilisation of the nursing, midwifery and AHP workforce consistent with national, regulatory and good practice requirements, to maximise quality and effective use of resources.

7.2 Working closely with the Director of Organisational Development, support the development of effective workforce plans to ensure delivery of the Trust’s service targets and transformation programme.

7.3 To participate in the identification of education and training requirements for nursing, midwifery, therapies and facilities staff and to liaise with the relevant educational providers as necessary.

7.4 In partnership with Executive colleagues, ensure the Trust makes best use of external and internal education, training and development funding to support safe delivery and future development of the Trust services and which promotes a strategic and multi professional approach to education, learning and development.

7.5 In conjunction with Executive colleagues, support the development of strategies for developing the Trust’s non-medical registered and non-registered workforce throughout to ensure high quality and appropriate care for patients.

7.6 To lead the continued professional development of effective, patient centred clinical practice across the trust.
8.0 Finance

8.1 Accountable for effective budget management of all directly responsible services as delegated by the chief executive.

8.2 Support the Trusts managers in their accountability for effective financial management of clinical services to ensure quality of care is not compromised by cost reduction plans.

8.3 The post holder will act at all times in accordance with the Trust’s rules of governance.

9.0 NHS Code of Conduct and Trust Values

9.1 The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and also to other Senior Manager positions with a similar responsibility and accountability.

At Trust level the Code is supplemented by the addition of local Trust values.

The Code and SWBH Trust values apply to this post and the post holder will be required to abide by their terms and fully observe them in the discharge of their duties.

10.0 Facilities Management

10.1 To direct all of the Trust’s facilities services, either directly or through SLAs/contracts.

These include:

- Domestic Services/Housekeeping
- Portering
- Catering
- Security
- Site Services Patient
- Transport General
- Transport Linen
- Services
- Car Parking
10.2 To develop the quality and responsiveness of the facilities services, with an emphasis on their contribution to improving our overall service to patients

10.3 To ensure services exceed national standards e.g. cleaner hospitals, patient food and choice, and support the Trust’s PREVENT agenda.

10.4 To ensure the professional and vocational development of facilities staff

11.0 Line Management

11.1 To oversee the appointment, training and development of staff within the directorate in accordance with the policies and procedures of the Trust

11.2 To line manage and be responsible for ensuring an effective system of performance management, including appraisal and personal development for all direct reports, and their staff, including active succession and workforce planning.

11.3 To be responsible for ensuring operational managers are aware of and effectively discharge their managerial responsibilities for human resource issues.

12.0 Relationships and Others

12.1 To build relationships for health and service improvement with key partners, including Clinical Commissioning Groups, GP, local Trusts, and partners in local government and the third sector.

12.2 To develop and foster effective partnership working with other stakeholders, external agencies and healthcare providers.

13.0 Other Duties

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.
HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust’s policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust’s Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.
SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING:
This Trust acknowledges it responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.