

# Job Description

<b>Job Title:</b>	Executive Chief Nurse		
<b>Band:</b>	VSM		
<b>Department:</b>	Corporate Nursing		
<b>Care Group:</b>			
<b>Reports To:</b>	Chief Executive		
<b>Accountable To:</b>	Chief Executive		
<b>Professionally Accountable To:</b>			
<b>Responsible For:</b>	Professional leadership and development of Nurses, Midwives and Allied Health Professionals Quality and Risk Management Clinical Governance Safeguarding Adults and Children Patient Experience Complaints and PALS Infection prevention and control		
<b>Main Base/ Site:</b>	York Hospital with a requirement to work across all sites		
<b>Contract Status:</b>	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other: Secondment
<b>AfC Reference Number:</b>			



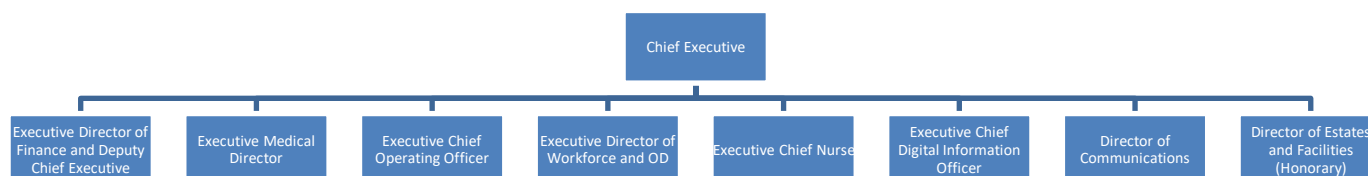
## JOB SUMMARY

- Board level responsibility for leadership of Nurses, Midwives and Allied Health Professionals.
- To lead by example and inspire Nurses, Midwives and Allied Health Professionals to consistently strive to provide the highest possible quality of care to our patients.
- To engage with staff and patients to create a shared dialogue for continuous improvement.
- Working with the Medical Director to provide strategic leadership to develop and implement the Quality Strategy.
- Working with the Chief Operating Officer and senior operational leadership to ensure that the risks on quality, safety, staffing, capacity, and flow are balanced appropriately ensuring patients receive the highest quality care possible.
- To provide exemplary clinical leadership and management which supports the organisation in realising its vision and mission while role modelling our values.
- Responsible and accountable for the professional leadership of Nurses, Midwives and Allied Health Professionals across the organisation ensuring the highest levels of quality for patient care.

## AfC Reference:

- The post holder will take responsibility as the nominated executive director for safeguarding children and vulnerable adults.
- To contribute and take collective responsibility for the corporate governance of the organisation and to be a proactive and effective member of the Trust Board with appropriate challenge where necessary and relevant.
- To advocate professional Nursing, Midwifery and Allied Health Professionals issues both internally and externally to the organisation.
- To represent the non-medical clinical voice and ensure that services provided are patient centred.
- Developing and improving the patient experience.
- Developing systems to ensure appropriate risk management, quality and safety.
- Leading continuous improvement in the patient safety agenda (alongside the Medical Director) to improve patient outcomes.
- Provide advice and assurance to the Board on nurse and midwifery staffing.
- Monitor bank and agency expenditure and develop strategies for improved recruitment and retention of nurses and midwives.
- The post holder will be a Registered Nurse with a valid and current NMC registration.
- The Executive Director with lead responsibility for the equality and diversity agenda across all Trust services ensuring compliance with relevant legislation and promoting best practice.
- To act in accordance with the NHS Leadership competency framework.
- To be the Maternity Executive Safety Champion.

## **ORGANISATIONAL CHART**



## **KEY RELATIONSHIPS**

- Chief Executive
- Executive Directors
- Chair and Non-Executive Directors
- Chief Nurse Team
- Head of Infection Protection and Control
- Direct reports (see below)
- Medical lead for infection control
- Lead Nurses
- Care Group Directors

## AfC Reference:

- Clinical Directors and Lead Clinicians
- External networks including ICS, ICB, social and primary care partners
- Corporate directorates including Finance, HR, DIS and Estates
- Council of Governors

## KEY DUTIES:

### Board:

- To contribute as a member of the executive team to the setting and monitoring of corporate objectives and the annual plan and strategy.
- Share collective responsibility, with director colleagues, for corporate performance and the achievement of constitutional targets and delivery of the Trusts strategy.
- Lead the development of standards of care in nursing and midwifery.
- Participate at regional and national levels on professional nursing and corporate issues, developing partnerships, sharing best practice, and integrating this knowledge within the Trust.
- To ensure patient experience is consistently positive through implementing professional standards across the whole organisation.
- Participate on Director on Call rota.

### Professional Leadership:

- Advise the Board of Directors, Chief Executive, and Care Groups on professional nursing, Midwifery and AHP issues, including the changing roles and responsibilities of professions and other non-medical clinical staff.
- To represent the Trust and engage in meaningful system working and collaboration.
- Promote and demonstrate professional standards of care within the NHS Code of Professional Conduct and reflect the National Nursing and Midwifery Strategies Objectives.
- Work closely with Organisational Development and Workforce Development to coordinate and agree education provision and commissioning to plan for the future nursing workforce and provide assurance that this meets future demand and challenges.
- To establish a culture across the nursing and midwifery workforce that promotes candour and transparency with a patient centred focus at all times.
- To develop and encourage team members through strong leadership with a culture of innovation, improvement and personal responsibility.
- Create a culture of enquiry and 'can do' in line with Trust values.
- Evidence personal and professional credibility.
- To establish and maintain highly effective working relationships with clinical and corporate colleagues across the organisation and wider health arena. Ensuring active engagement with clinical and non-clinical teams to deliver the Trust's nursing and midwifery strategy and corporate objectives. Working in partnership to devise and deliver service improvement plans.
- Establishing and maintaining a visible and accessible presence across the organisation, particularly within clinical areas, to encourage an approachable culture where all levels of nursing staff feel supported in discussing issues or raising concerns directly.
- Work with the Chief Operating Officer to balance the requirements and the risks of managing patient flow and capacity to optimise quality and safety.

### **Patient Safety and Experience:**

- Executive Director with responsibility for the data returns around nursing workforce and patient experience with understanding of the statutory requirements and identifying any variance in compliance with these or risk to patient care.
- Work with HR teams to ensure that the nursing workforce is appropriately utilised with the best deployment of this resource to ensure safe staffing levels and minimal use of temporary nursing staff.
- To develop and establish a highly effective team of senior managers with the highest level of engagement to deliver the nursing and midwifery strategy and day to day patient care. Ensuring that this team work to defined objectives that are aligned with the strategy and are held to account for delivery of these through appropriate monitoring mechanisms. Providing support and leadership where appropriate.
- Implement processes which demonstrate 'duty of candour' is embedded across nursing and Midwives.
- To be at the forefront of clinical practice ensuring robust implementation of new policies/procedures where appropriate.
- To actively sponsor research and education across nursing and midwifery.

### **KEY RESPONSIBILITIES:**

- To be accountable for developing and delivering the annual plan to ensure that the nursing and midwifery strategy is implemented across the Trust.
- Work collaboratively with the Medical Director to develop a culture which embeds clinical governance throughout the Trust and monitor its effectiveness, ensuring compliance in the regulatory standards frameworks.
- Responsible for ensuring robust clinical governance processes and advising the Trust Board of all significant clinical governance issues.
- Work collaboratively with the Medical Director to review, develop and manage the Trust's governance strategy and processes providing assurance to the Trust Board that these are fit for purpose.
- Responsible for the Trust's submission to the Care Quality Commission (CQC) ensuring that robust processes are in place to achieve compliance.
- To be accountable for the Chief Nurse budget including the requirement to meet cost improvement targets that do not compromise the level of patient care delivered.
- To be responsible for ensuring that the nursing and midwifery workforce comply within agreed protocols, policies and procedures with the aim of ensuring the best outcome for every patient. Ensure nurses comply with NMC regulations and work appropriately within their scope of practice.
- To be responsible for developing, implementing and monitoring standards of nursing and patient care including responsibility for achievement of local and national patient care quality standards reporting progress and/or variance where appropriate to the Trust Board.
- To be responsible for identifying any variance in performance or risks to the Trust Board providing analysis and recommendations that protect and sustain the services provided by the Trust.
- To be responsible for the provision of performance data to the Trust Board that provides appropriate and meaningful information to inform decision making at a strategic level.
- To be responsible for budgets within the Chief Nurse Team and their compliance with agreed financial standards, policies and lines of delegations. Provide assurance that senior nurse

## AfC Reference:

leaders and managers are effectively managing their budgets in line with the above controls and ensuring the best value for money alongside high quality patient care.

- Take lead responsibility for the equality and diversity agenda (excluding workforce) across all Trust services ensuring compliance with relevant legislation and promoting best practice.
- To be responsible for the achievement of corporate improvement targets and provide assurance that these do not compromise patient safety or quality of care.
- To be responsible for the provision of a high-quality patient experience team implementing changes to practice where identified through patient complaints, and the PSIRF learning
- In conjunction with the Medical Director ensure the Trust adheres to its duty of candour
- Promote evidence-based practice and encourage nursing research and innovation.
- To be accountable for responding to national initiatives where mandated for nursing, midwives, and non-registered clinical staff (HCSW,).
- Champion new and unique workforce models to deliver care.
- To be the corporate lead ensuring the effective management of the volunteers throughout the Trust.
- To act in accordance with the NHS leadership competency domains
- To manage the following posts:
  - Deputy Chief Nurse
  - Director of Quality Improvement and Patient Safety
  - Chief Allied Health Professional
  - Lead Nurse – End of Life Care
  - Lead Nurse – Safeguarding
  - Lead Nurse – Patient Experience
  - Director of Midwifery

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## **KEY VALUES**

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

AfC Reference:

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

### **STANDARD GENERIC ITEMS:**

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

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*This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.*

### **JOB AGREEMENT:**

<b>Job Holder</b> (PRINT NAME)	
<b>Job Holder</b> (SIGNATURE)	
<b>Date</b>	

<b>Recruiting Manager</b> (PRINT NAME)	
<b>Recruiting Manager</b> (SIGNATURE)	
<b>Date</b>	

# Person Specification

## Chief Nurse

Criteria		
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Registered Nurse or Midwife with current and valid NMC registration</li> <li>• Post Graduate qualification in management or able to demonstrate similar experience of operating at an equivalent level</li> <li>• Masters level qualification or able to demonstrate similar experience of operating an equivalent level</li> <li>• Evidence of continued CPD</li> </ul>	
<b>Experience and Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Experience in a senior nursing/midwifery role in a complex acute organisation at or close to board level, with extensive understanding of operational pressures and of balancing competing priorities</li> <li>• Evidence of success in devising, implementing, and delivering corporate strategies – including translation of strategic intent into operational reality</li> <li>• Experience of innovative thinking around service improvement that has led to better patient outcomes</li> <li>• Experience of leading multi professional and cross organisational service development with evidence of successful delivery of agreed outcomes</li> <li>• Experience of implementing quality assurance systems, patient safety, infection control and governance strategies</li> <li>• Experience of managing budgets in a challenging financial environment with a track record of making savings through innovation and improvement</li> <li>• Experience of developing a highly effective team of senior managers with strong leadership and a culture of candour and openness</li> <li>• Evidence of sound decision making with appropriate analysis in a potentially sensitive and political environment where information is highly complex and multi strand</li> <li>• Extensive experience of developing key senior nursing roles to be accountable and effective i.e. matrons and ward sisters</li> </ul>	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of current nursing and midwifery issues both in education and practice</li> <li>• Knowledge and experience of national and local professional standards</li> <li>• Exceptional leadership skills</li> <li>• Ability to influence key stakeholders and colleagues at all levels in the organisation</li> <li>• Exceptional communication skills both verbal and written with the ability to adapt for different audiences</li> <li>• Ability to challenge other board members appropriately</li> </ul>	

	<ul style="list-style-type: none"> <li>NHS Board Level Leadership Competency domains               <ol style="list-style-type: none"> <li><i>Driving high-quality and sustainable outcomes</i></li> <li><i>Setting strategy and delivering long-term transformation</i></li> <li><i>Promoting equality and inclusion and reducing health and workforce inequalities</i></li> <li><i>Providing robust governance and assurance</i></li> <li><i>Creating a compassionate, just and positive culture</i></li> <li><i>Building a trusted relationship with partners and communities</i></li> </ol> </li> </ul>	
<b>Aptitude and Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to ensure that the nursing voice is heard and represented at all levels in the organisation</li> <li>Ability to be an agile thinker</li> <li>Outstanding in the field of networking and establishing highly effective working relationships</li> <li>Outstanding role model with insight, self-awareness and humility</li> <li>Resilience and ability to be flexible</li> <li>Ability to manage conflict in key relationships</li> <li>Assertive and dynamic with exceptional influencing skills</li> <li>Demonstrates a commitment to the NHS patient centred care and the 6 Cs</li> <li>Personal and professional integrity</li> <li>Political awareness</li> <li>Empathy, care and respect for patients</li> </ul>	
<b>Values &amp; Behaviours</b>	Ability to demonstrate our organisational values and behaviours: <ul style="list-style-type: none"> <li>We are <b>Kind</b>.</li> <li>We are <b>Open</b>.</li> <li>We pursue <b>Excellence</b>.</li> </ul>	