

# LANCASHIRE TEACHING HOSPITAL NHS TRUST

## NURSING DIRECTORATE

### JOB DESCRIPTION

JOB TITLE:	Deputy Chief Nursing Officer
DIRECTORATE:	Nursing
REPORTS TO:	Chief Nursing Officer
ACCOUNTABLE TO:	Chief Nursing Officer
KEY RELATIONSHIPS:	Executive Directors Deputy Chief Nursing Officer peer Divisional Nursing/Midwifery Directors Chief AHP Research & Development Lead Allied Health Professionals Leads Matrons Workforce & OD Leads Divisional Medical Directors Divisional Directors Communication Team Director of Infection Prevention & Control Director of Governance External Stakeholders e.g. NHSI, Universities. ICB colleagues
DIRECT REPORTS:	Corporate Nursing teams Professional accountability for Divisional Nursing Directors
HOURS:	37.5
LOCATION:	Royal Preston Hospital
BAND:	Band 9

**NB: The Post holder may be required to work in other departments across the Trust including across Trust sites**

#### **KSF Core Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
4	4	4	4	4	4

#### **Role Summary**

The post holder will work with the Chief Nursing Officer to deliver the Chief Nursing Officer portfolio with the aim of achieving consistency of practice and professional standards across the organisation, high standards of care and innovation with a strong patient safety focus.

The post holder will deputise for the Chief Nursing Officer in their absence to cover both Professional and Executive Director responsibilities and be responsible for the operational, human and physical resource management of Corporate Nursing, Midwifery and AHP Nursing portfolio. The postholder will work alongside a peer Deputy Chief Nursing Officer and share the portfolio of the Chief Nursing Officer. All aspects of the corporate portfolio, responsibility and accountability will be shared and flexed to ensure delivery and high standards of performance. The need to be flexible and adaptable to the service and the workload of the team to deliver the priorities are critical.

The Deputy Chief Nurse will work in partnership with the Chief AHP and the Divisional Midwifery and Nursing Director's to ensure consistency of approach to the portfolio across the organisation. The post holder will participate in the Executive Director on call rota for the Trust. The post holder will lead on designated strategic corporate projects and be accountable for associated budgets. The post holder will undertake Person In Position Of Trust duties for the organisation.

**Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust.

## Our Values



### **Being Caring and Compassionate**

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



### **Recognising Individuality**

*Appreciating differences, making staff and patients feel respected and valued.*



### **Seeking to Involve**

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*












### **Building Team Spirit**








*Working together as one team with shared goals doing what it takes to provide the best possible service.*




### **Taking Personal Responsibility**

*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES					
<p><b>Provide professional advice and leadership to Nursing, Midwifery and AHP staff across the Trust.</b></p> <ul style="list-style-type: none"> <li>• Lead the strategic delivery of corporate professional standards and priorities, working closely with the Divisional Nursing/Midwifery Directors and Chief AHP in their implementation.</li> <li>• Lead the corporate quality and patient safety agenda, leading the development of a quality assurance framework.</li> <li>• Identify national strategy or policy that impacts onto the delivery of patient care, leading on the development of a response.</li> <li>• Lead the development and implementation of the Corporate Annual Plan.</li> <li>• Lead the safe staffing agenda, ensuring systems and processes are embedded with regard to assurance of safe staffing and triangulation of safety and experience metrics for patients.</li> <li>• Deliver workforce plans to ensure there is a fit for purpose, sustainable workforce for the future, underpinned by a robust career development framework.</li> <li>• Develop and manage an effective monitoring system for performance.</li> <li>• Lead the development of appropriate strategies within Lancashire Teaching Hospitals, reflecting the priorities of NHS England.</li> <li>• Lead the staff engagement and involvement agenda within the portfolio.</li> <li>• Lead the development of a career development framework.</li> <li>• Trust responsible lead for Safeguarding supporting the Executive Lead for Safeguarding.</li> <li>• Work in partnership with the Chief AHP and Divisional Midwifery and Nursing Director's to ensure the approach to professional leadership is consistent across all professions.</li> </ul>	<ul style="list-style-type: none"> <li>• Required standards are maintained, CQC inspections are positive, positive patients survey satisfaction increase annually</li> <li>• Quality assurance framework is developed maintained to meet needs</li> <li>• Impact of national strategy and policies are identified and potential risks highlighted to Chief Nursing Officer in a timely and appropriate manner</li> <li>• Systems and processes are in place ensuring that the safe staffing agenda is met</li> <li>• Annual workforce plans are produced and are fit for purpose, a career framework is developed</li> <li>• Monitoring systems for performance and issues highlighted are escalated in an appropriate and timely manner</li> <li>• All strategies take into account National priorities</li> <li>• Staff feel supported and staff survey results improve year on year</li> </ul>					

	<ul style="list-style-type: none"> <li>A career development framework is developed, LTHTR is regarded as an employer of choice</li> </ul>					
<b>PATIENT SAFETY &amp; QUALITY</b> <ul style="list-style-type: none"> <li>Following Serious Untoward incidents, patient complaints, or high clinical risk, ensure that organisational learning is reflected into clinical practice or professional development.</li> <li>Lead the patient harm reduction agenda, ensuring improvement plans deliver reduction in avoidable harm.</li> <li>Working closely with the Associate Directors of Risk and assurance and safety and learning ensuring the regulatory framework is complied with.</li> <li>Be accountable for the quality framework, with local accountability through the Divisional Nursing/Midwifery Directors and Matrons, ensuring the fundamentals of care are achieved in practice.</li> <li>Lead the development of the advanced practice and specialist framework for the organisation ensuring robust systems to support safe and effective clinical practice are in place.</li> <li>Ensure there are strategies in place that address health inequalities across minority groups within the organisation.</li> <li>Lead the Infection Prevention and Control agenda and associated interpretation of national policy for local action and delivery.</li> <li>Lead the Safeguarding agenda and associated interpretation of national policy for local action and delivery.</li> <li>Work in partnership with the Chief AHP and Divisional Midwifery and Nursing Director's to ensure the approach to safety and quality is consistent across each of the professions.</li> </ul>	<ul style="list-style-type: none"> <li>All learning outcomes are reflected into clinical practice and escalated throughout the organisation</li> <li>Patient harm incidents reduce year on year</li> <li>All regulatory frameworks are complied with</li> <li>Feedback from advanced practitioners is positive, staff survey results are positive and retention of staff is positive</li> <li>All agendas are delivered</li> </ul>					
<b>LEADERSHIP &amp; PROFESSIONAL DEVELOPMENT</b> <ul style="list-style-type: none"> <li>Provide professional leadership across the Trust, through high visibility, role modelling and membership of appropriate Trust wide forums.</li> <li>Provide mentorship and coaching to Divisional Nursing/Midwifery Directors.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from staff is positive, post holder is recognised throughout the Trust</li> </ul>					

<ul style="list-style-type: none"> <li>• Lead the development of a strategy to enable strong, effective professional leadership.</li> <li>• Create external links with membership to external groups and committees as required to fulfil the role.</li> <li>• Work closely with Workforce and Divisional Nursing/Midwifery Directors in regard to recruitment, retention and succession planning.</li> <li>• Interpret any regulatory changes advising the Trust Board and enacting change through the organisation.</li> <li>• Lead the development of a Leadership Community for leaders to ensure influence and engagement</li> <li>• Lead the development of an internal and external communication strategy for raising the profile of Nursing, Midwifery and AHPs with both internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback is positive, staff feel supported and able to undertake role</li> <li>• Professional leadership strategy is developed and actioned – succession planning is produced</li> <li>• Able to demonstrate innovative thinking in relation to succession planning and recruitment and retention</li> <li>• All regulatory changes are implemented; potential issues are highlighted as appropriate</li> <li>• Senior team members feel supported and able to influence through meaningful engagement</li> <li>• Internal and external communication strategies are developed.</li> </ul>					
<b>MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Be managerially and professionally responsible for the Corporate Nursing team, line manage designated staff within the team ensuring appraisals are undertaken, personal development plans are agreed and, where necessary, performance management arrangements are put in place.</li> <li>• Establish effective communication links with the Chief Nursing Officer, Divisional Nursing/Midwifery Directors, Chief AHP, AHP Leads, Matrons and Senior Sisters/Charge Nurses, ensuring they are kept fully updated on professional and practice development and innovations.</li> <li>• Deputise for the Chief Nursing Officer both professionally and as an Executive Director internally or externally to the Trust as and when required.</li> <li>• Manage available resources effectively, being accountable for the budget allocation of Corporate Nursing and other assigned projects holding monthly finance business meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of appraisals are undertaken and PDPs agreed and implemented. Performance is managed in line with Trust policy and staff are supported to achieve.</li> <li>• Effective communications are established, feedback is positive</li> <li>• Professional standards are maintained at all times</li> <li>• All resources are managed within budget allocations</li> </ul>					

Occupational hazards or exposures relevant to this job (please tick)			
<b>Physical</b>			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
<b>Biological</b>			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
<b>Other</b>			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

## Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

## Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

## Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses ) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

## Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:



# LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

## PERSON SPECIFICATION

**POST:** Deputy Chief Nursing Officer

**Band:** 9

**DIRECTORATE / DIVISION:** Corporate

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Registered Nurse</li> <li>Educated to Master's degree level or equivalent experience</li> <li>Management qualification or relevant experience</li> <li>Evidence of continuous professional development</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Assessment</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Significant NHS experience with post registration experience, with significant experience at a senior level</li> <li>Experience of managing large scale projects and change management</li> <li>Experience of analysing, developing and implementing local or national policy at organisational level</li> <li>Experience of preparing reports, analysing highly complex data for Boards, Committees and working groups</li> <li>Proven track record of delivering against set objectives and achieving key organisational targets, under tight timescale</li> <li>Experience of working with service users</li> <li>Experience of developing new teams and services and subsequent systems, processes and reporting structures</li> <li>Experience of Quality Assurance programmes for education</li> <li>Experience of managing complex safeguarding.</li> <li>Experience of infection prevention and control.</li> <li>Knowledge of the changing nature of health care provision and its impact within and outside of the organisation</li> <li>Knowledge of clinical governance, risk management and associated control mechanisms</li> </ul>	<ul style="list-style-type: none"> <li>Experience of General Management</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Assessment</li> <li>Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Detailed knowledge of the changing nature of non-medical professions</li> <li>• Detailed knowledge of the educational framework for nursing both undergraduate and postgraduate</li> <li>• Understands the commissioning and funding of education</li> </ul>		
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Effectively communicates a compelling vision</li> <li>• Highly developed leadership skills</li> <li>• Provides meaningful feedback in response to individual performance.</li> <li>• Able to work across organisational boundaries, developing working partnerships and networks regionally and nationally, to support the delivery of the Nursing Faculty and role</li> <li>• Highly developed interpersonal and Communication skills</li> <li>• Ability to analyse and critically appraise/interpret highly complex data in relation to the role</li> <li>• Ability to motivate self and others</li> <li>• Able to manage the process of change and overcome resistance to change in working practices</li> <li>• Able to use Microsoft word, outlook, excel and power-point</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Assessment</li> </ul>
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Able to work under pressure and to tight deadlines</li> <li>• Ability to win hearts and minds, inspiring and energising others</li> <li>• Able to prioritise and work autonomously</li> <li>• Sets high standards personally and for others, acts as an effective role model for the professions and develops own credibility through the demonstration of high professional standards</li> <li>• Commitment to own personal development and to that of others</li> </ul>		<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Interview</li> </ul>