

UNIVERSITY HOSPITALS OF DERBY AND BURTON NHS FOUNDATION TRUST

JOB TITLE:	Executive Chief Nurse
REPORTS TO:	Chief Executive
ACCOUNTABLE TO:	Chief Executive
DEPARTMENT/DIVISION:	Trust Board
DATE:	April 2022

1. OUR STRATEGY – EXCEPTIONAL CARE TOGETHER

Our purpose is to deliver Exceptional Care Together. This means that ‘Together we will make a difference, we will save lives and give excellent care to everyone who needs it. We will become the best place to work, learn and receive care in the NHS by applying the highest level of skill, knowledge and research. To do this we will embed our values of Compassion, Openness and Excellence into everything we do’.

As one of the largest Trust’s in the country, with 13,000 staff across five hospitals and many more sites, we have much to offer and a responsibility to contribute fully as a healthcare provider in the Integrated Care Systems (ICS) in Derbyshire and Staffordshire. We will also continue to work towards the aims that brought together the hospital trusts in Derbyshire and Staffordshire:

- To provide excellent quality of care for the populations we serve
- Work with our partners in the wider Staffordshire and Derbyshire health and care economies to deliver more integrated services and in particular to strengthen the role of our community hospitals as part of this.
- Serve a larger catchment population and help to secure specialist regional services at Royal Derby Hospital and provide opportunities to develop them.
- Generate economies of scale and efficiencies in our spending of taxpayer’s money.
- Use the scale of the Trust to develop our role as a University Hospital Trust as a leader in education and research.

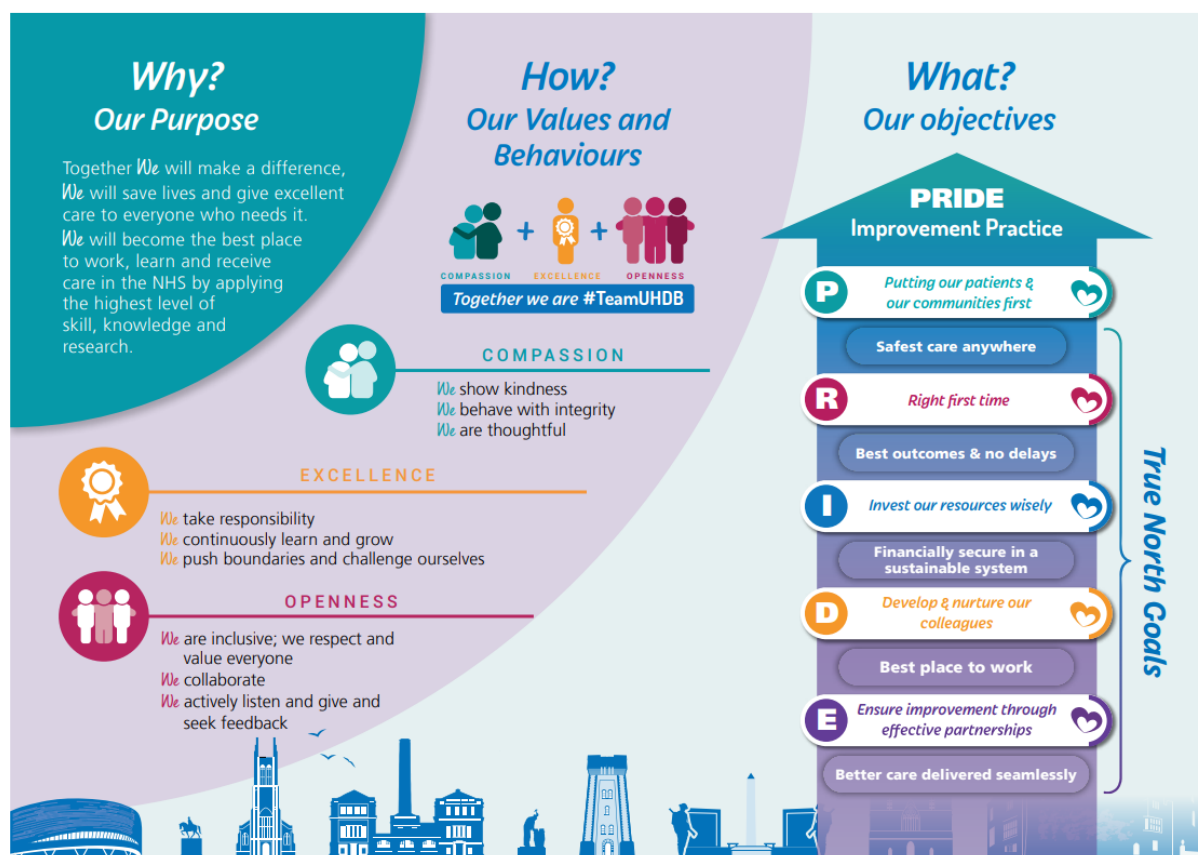
1.1 Our Strategic Imperatives

Our PRIDE objectives guide us in achieving Exceptional Care Together. These are:

- Putting our patients & our communities first – This is about delivering safe care, which is effective, achieves the best clinical outcome and provides our patients and their families with the best possible experience as part of a health and care system.
- Right first time – Services will be ‘Right first time’, organised to deliver timely care consistently and at our patients’ convenience achieving the best possible clinical outcomes.

- Invest our resources wisely - We will use our people, facilities and infrastructure effectively to deliver better care, applying the best in digital and clinical technology available.
- Develop & nurture our people - Embedding our agreed values and behaviours and ensure that they are lived throughout.
- Ensure improvement through effective partnerships - This will help keep our communities well and looked after as close to home as possible, which has been hindered by how our health and social care services are structured.

Taken together, our purpose, our values and behaviours and our objectives form our Why, our How and our What.



2. JOB PURPOSE / SUMMARY

The Executive Chief Nurse is an Executive Director of the Trust and leads all work in relation to assuring the quality of non-medical clinical and non-clinical care to patients and providing highly visible leadership to nurse and midwives across the Trust. The post holder is responsible for leading the Trust's strategic aim to help patients become as healthy as they can be, and for putting into place systems which enable the Board to be assured that patients are receiving compassionate competent care to the highest possible standards.

The post holder is also the most senior nurse in the Trust and is responsible for leading the nursing and midwifery professions, advising the Board on nursing and midwifery issues and ensuring that other allied health professionals have a strong and clear voice in the development and delivery of health strategies in the Trust.

3. KEY RESPONSIBILITIES

The post holder has particular responsibility for:

- To be the executive lead for the development and delivery of our quality strategy, while ensuring effective quality governance systems and processes are in place. The post holder will work closely with the executive medical director to achieve this.
- To be responsible for the Trust's risk management system, ensuring that there are effective processes in place to identify risks, develop plans to mitigate them and to monitor the effectiveness of these plans. The post holder will work with the Trust Secretary to ensure our risk management processes are enabled in the Trust's governance systems.
- Creating systems and programmes to ensure the continual improvement of nursing standards and patient experience and putting measurement and monitoring arrangements into place to enable timely accurate and comprehensive assessment of these standards.
- Providing senior level advice to the Trust Board, Chief Executive and managers and clinicians as required on Nursing and Midwifery issues, in accordance with national policy and act as the senior point of contact for the organisation with the Care Quality Commission.
- Providing professional leadership to all allied health professionals and nursing and midwifery staff within the Trust and fostering a culture which values continuing professional development and strives for excellence in the delivery of patient care.
- Acting as Lead Director for: Control and Prevention of Infection, Safeguarding of Children and Vulnerable Adults and is formally the Director of Infection Prevention and Control (DiPAC) for the Trust.
- The post holder is a member of the Trust's Executive Team and shares responsibility for ensuring that cost effective services are delivered to the highest possible standards. She/he will work with the Medical Director and Chief Operating Officer to ensure that clinical risks are understood and managed within the Trust, and the Trust's Quality Strategy is clearly understood and delivered.

4. **KEY RESULT AREAS**

- To lead the implementation and further development of the Trust's patient experience framework.
- To be the Chief Executive's designated Executive Director for Risk with responsibility for the co-ordination and support of action across the Trust to ensure the Trust meets its statutory, mandatory and contractual obligations and that risk is managed effectively.
- Working collaboratively with the Medical Director and clinical risk management to further develop a culture which embeds Healthcare Governance and ensures its effectiveness. This will include specific leadership and management of those areas relating to the patient experience.
- To provide overall professional leadership and direction for the Trust's nursing, midwifery, AHP and clinical scientist workforce.
- To be the Board level lead director with regard to control of infection.

5. **PROFESSIONAL/FUNCTIONAL RESPONSIBILITIES**

- To lead on the use and implementation of national and local patient satisfaction surveys, recommending improvement action plans arising from them.
- To take lead responsibility for patient protection encompassing Children's services, vulnerable adults and domestic abuse.
- To lead on the development of appropriate service development for patients with special needs such as learning disabilities, dementia or other disabilities.
- To assure that the Trust has effective risk management arrangements and that the culture of effective risk management both clinical and non-clinical, is promoted throughout the organisation.
- To ensure the Trust is compliant with The Hygiene Code, Health Act (2006).
- To ensure that the Trust has an action plan outlining plans to correct any areas needing improvement in order to meet organisational compliance.
- To lead and direct the work of infection control nurses and matrons to ensure that clinical practice is consistent with infection prevention, and that appropriate safe guards in line with any relevant codes of practices are implemented to prevent the spread of infection within the Trust.
- To ensure that the Trust has in place an effective antimicrobial stewardship strategy.
- To effectively manage the Trust's chaplaincy and faith services, ensuring that the Trust responds to the spiritual needs of its patients, carers and staff.
- To represent the Trust in relevant internal and external networks.

- To contribute to the development of the business planning process of the Trust by being aware of and advising on the implications of the requirement for and the deployment and utilisation of AHP and nursing and midwifery resources to ensure the provision of high quality, cost effective care within the Trust
- To represent the Trust at regional and national levels on professional nursing, midwifery and corporate issues, developing partnership, sharing best practice and integrating this knowledge within the Trust.
- To be the Trust Board Executive lead for Safeguarding in relation to both Adults and Children, representing the Trust at the relevant LSCB meetings and to undertake sign off for serious case reviews completed by the Trust.
- To align through relevant strategies, the contribution of these elements of the workforce to the achievement of Trust objectives, national standards and local delivery plans.
- To work with the Executive Chief People Officer and education providers on workforce planning, supply and development issues relating to those professional groups.

6. CORPORATE RESPONSIBILITIES

- To contribute fully as an Executive Director to the development and implementation of the Trust's overall strategy and direction, to the effective functioning of the Board and executive team and the promotion of strong partnerships within and outside the local health community.
- To lead processes in conjunction with the Medical Director to ensure compliance with NHSI/E requirements and requirements of the Care Quality Commission (CQC) and other regulatory bodies.
- To participate in the promotion of efficient and effective public relations between the Trust and all users of its services and those in the wider health economy
- Contributes to the establishment of the Trust-wide standards to maintain, monitor and improve the quality of total care and the efficient use of resources
- Contributes to the development, communication and promotion of corporate core purpose, vision, mission and values
- Work with the Chief Executive to agree strategic, operational and personal objectives and performance targets which focus on the delivery of corporate strategy
- Contribute to a culture of continuous improvement within the Trust in order to meet stretching financial and performance targets
- Develop and maintain excellent relationships with internal and external stakeholders including the Trust Executive team and Board, Council Board of Governors; two ICB's and Provider partners, patient and carer groups,
- Represent the Trust locally and nationally as required
- Participate in the Trust's Director on-call
- To contribute professional guidance and support to the Trust Board and sub-committees to ensure that they comply with standards and best practice
- To take the lead for the implementation of certain key corporate objectives, monitoring the performance of the Trust and the delivery of action plans, taking corrective action as necessary.
- To accept personal, professional and corporate responsibility in supporting projects lead by executive colleagues.
- To maintain and develop individual competencies and skills.
- To ensure high standards of corporate governance and personal behaviour, adhering at all times to the Code of Conduct for NHS Managers and NMC Code of Conduct.
- To engage as appropriate with the Council of Governors.
- To represent the Trust in dealing with the media as and when required.

- To accept personal, professional and corporate responsibility in supporting projects lead by executive colleagues.

7. GOVERNANCE

- To share with the Medical Director responsibility for high standards of clinical practice and performance to include the implementation and future development of the Trust's risk management and integrated governance strategies.
- To work with the Medical Director and other Chief Executive to ensure the development and delivery of the Trust's overall Quality Strategy and Risk Management Strategy.
- To be the Lead Director with responsibility for liaison with CQC, ensuring the effective registration, implementation and monitoring of CQC plans.
- To provide high quality management of the Trust's complaints processes, ensuring that all standards are met and lessons learnt and to provide expert clinical advice to the handling of concerns and complaints as appropriate.
- To ensure that an assurance framework is in place linked to regulatory bodies requirements in order to provide robust assurance to the Board that risk are fully understood and managed.

8. FINANCIAL MANAGEMENT

- To be accountable for the effective budget management of all directly responsible services as delegated by the Chief Executive
- Contribute to the achievement of the Trust's financial plan ensuring that opportunities for the efficient delivery of services are maximised including delivering efficiency improvements within own areas of budgetary responsibility.
- Support planning and delivery of the Trust-wide savings programmes and lead Trust wide initiatives as directed.

9. LEADERSHIP

- Lead by example in propriety, openness and honesty and adherence to the Nolan Principles and the Duty of Candour
- To foster a culture within across the professions that values continuing professional development and strives for excellence in the delivery of patient care
- To align through relevant strategies, the contribution of the professions to the achievement of Trust objectives, national standards and local delivery plans.
- To ensure flexible and effective deployment of those professional groups in terms of resources, developing and modernising roles and teams, in line with service and pay modernisation.

- Provide leadership in resolving conflicts where they arise using influencing skills and multi-party diplomacy to achieve solutions.
- The post holder has a duty to maintain and develop their clinical leadership knowledge and skills.
- To provide leadership to and facilitate the development of research and its application to practice across all non-medical professions.
- To ensure the maintenance of professional standards of care within the NMC Code of Professional Practice.
- Ensure that appropriate systems are in place to identify poor performance or conduct issues are in place so that people are fully supported to improve and flourish
- Work in partnership with staff and staff side representatives.

10. GENERAL

10.1 Infection Control

Has overall responsibility for ensuring that policies and procedures relating to infection control are embedded within the directorate and that staff have an understanding of their role in preventing the occurrence and spread of infection. All employees have an individual responsibility to have a knowledge of and employ the basic principle of infection control practice and to ensure adherence to the requirements in the Infection Control Manual.

10.2 Data Protection

All staff having access to computer information are subject to the Data Protection Act.

10.3 Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

10.4 Health & Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

10.5 Smoke Free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

10.6 Equality & Inclusion

The Trust is committed to providing an environment where all staff, patients, carers and visitors enjoy equality of opportunity.

The Trust works to eliminate all forms of discrimination and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, patients, carers and visitors ensuring a supportive environment free from harassment and discrimination.

On account of this, the Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

10.7 NHS Code of Conduct

This post is subject to the provisions outlined within the NHS 'Code of Conduct for Senior Managers' and the Fit and Proper Person regulations

12. JOB DESCRIPTION AGREEMENT

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list.

The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Signature
(Executive Chief Nurse) _____ **Date** _____

Signature
(Chief Executive) _____ **Date** _____

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> ▪ Registered Nurse or Midwife. ▪ Degree level education. ▪ Evidence of CPPD. ▪ Masters degree or equivalent experience 	
Experience and Knowledge	<ul style="list-style-type: none"> ▪ At least two years experience at director or deputy director level . ▪ Experience of contributing to Trust Board decision making. ▪ An in depth understanding of the statutory framework governing nurses and midwives and AHPs. ▪ A detailed awareness of the national and local context affecting nursing and AHP services and the delivery of care. ▪ A well-developed understanding of the clinical and corporate governance agenda. ▪ A practical understanding of national standards and best practice in NHS complaints management. ▪ Knowledge and experience of the engagement agenda re. public patients and membership. 	<ul style="list-style-type: none"> ▪ Two years experience at executive level in the NHS. ▪ Evidence of participation on national or regional groups dealing with NHS strategic issues. ▪ A knowledge of health and social care structures at national, regional and local level. ▪ Experience and understanding of facilities management
Skills and Abilities	<ul style="list-style-type: none"> ▪ A strong focus on developing and sustaining excellence in the planning and delivery of patient care. ▪ Proven professional and personal leadership skills with an emphasis on engagement and delivery. ▪ Ability to lead and ensure positive outcomes across range of staff groups including AHPs and facilities. ▪ Well-developed communication, inter-personal and presentation skills. ▪ Evidence of effective team working at a senior level. ▪ The ability to think strategically and develop a challenging vision for the future. ▪ Political awareness and ability to influence and work with stakeholders at all levels. ▪ Basic IT skills / IT literate. 	<ul style="list-style-type: none"> ▪ Evidence of team building skills including coaching, facilitation and mentoring. ▪ Project management skills.

Personal	<ul style="list-style-type: none">▪ Drive, energy, enthusiasm and resourcefulness.▪ Flexible approach to demand and political environment.▪ Team player with a focus on achievement.▪ Ability to travel as required.▪ Ability to work in a climate of rapid change and uncertainty.	
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