Chief Nursing Information Officer
Job Description & Person Specification

A summary of the role responsibilities and person specification

NHS
University Hospitals Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Chief Nursing Information Officer (CNIO)

Division – Trust Services

Department – Digital Services

Band – 8C

Salary - £67,064 - £77,274

Location – Bristol – Trust wide role

Annual leave – Up to 33 days dependent on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

This is a Trust wide role and will involve working in conjunction with the Chief Information Officer, Chief Technical Officer and Chief Clinical Information Officers (CCIO's) to lead the delivery of the Trusts overarching digital clinical strategy. The CNIO will be required to provide leadership, co-ordination, facilitation, evaluation and improvement across a range of digital transformation work streams within the Nursing, Midwifery and AHP Portfolio.

They will be a transformational leader with exemplary clinical credibility and will be required to provide expert clinical advice and engage with key stakeholders to ensure patient and clinical involvement in support of the Trust's digital development.

The CNIO will work with colleagues in the BNSSG Integrated Care system to ensure there is a system wide approach to digital transformation and will be a regular contributor to the Southwest and National CNIO and Digital Leaders networks. They will be responsible for the clinical safety of systems and processes in the design, implementation and use of technology solutions to deliver improvements in the quality of services and patient safety. The CNIO will demonstrate understanding and passion about using digital technology to support clinicians to transform patient care and patient experience.

The postholder will be required to line manage the Trust Digital clinical team, work predominantly day shifts but will need to be flexible to meet the needs for the service, this will include participating in a Trust Wide on call manager rota.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values. 'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.
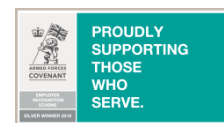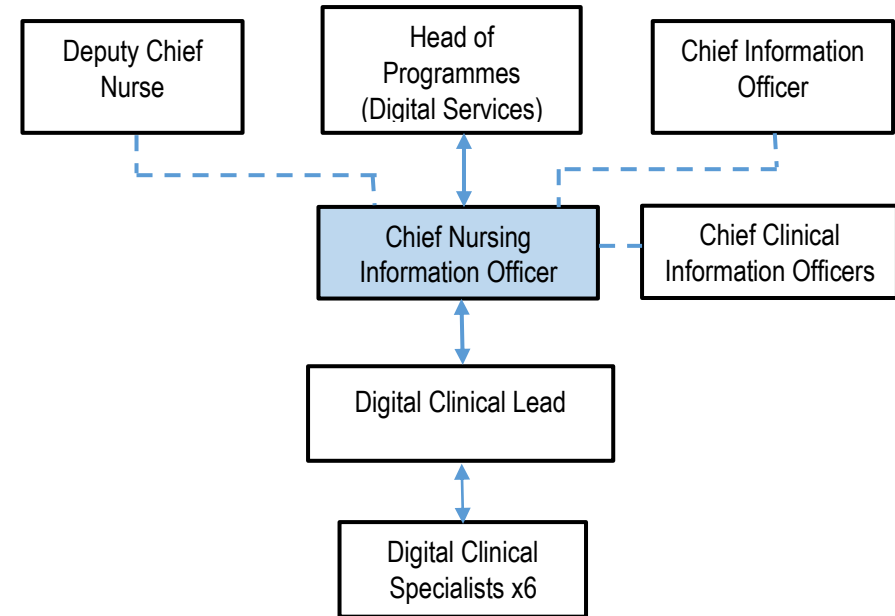
Chief Nursing Information Officer
Job Description & Person Specification
A summary of the role responsibilities and person specification

NHS
University Hospitals Bristol and Weston
NHS Foundation Trust

Main Duties and Responsibilities

- Take responsibility and accountability alongside the Trust's Chief Clinical Information Officers (CCIO's) for the strategic clinical direction of digital health Informatics and technology design, implementation and delivery within the Trust.
- Co-Chair the Digital Clinical Steering group and other relevant groups to ensure robust governance for the implementation of any new systems is in place and opportunity for enhancing clinical knowledge and expertise is undertaken.
- Advise the Chief Nurse and with the CCIO's the senior leadership team and executive team on implications of national and local system wide policy/strategy development from a clinical digital perspective through completion of Trust Board level reports and presentation at meetings.
- Be the senior clinical nursing/midwifery / AHP leader responsible for transformation and cultural change to support the safe and efficient design, implementation, and use of digital solutions to deliver improvements in the quality and outcomes of patient care.
- Line manage the Trust Digital Clinical Multidisciplinary team effectively ensuring that clinical professional advice in all aspects of implementation of systems is provided in support to clinical practice and quality patient care.
- Be responsible for leading and supporting the delivery of a range of innovative digital and information strategies to enable achievement of the Trusts vision within the 'Patient First' programme.
- Be responsible for assessing and managing clinical risk and ensure that all new systems have had a digital clinical safety case completed prior to implementation within the clinical setting.
- During upgrades and implementation of new digital systems, lead the clinical planning, testing and decision making, ensuring all aspects are considered and risk assessed prior to go live.
- Provide visible clinical leadership across the Trust on a regular basis and demonstrate exemplar role modelling to enhance clinical engagement in digital systems through articulation of the digital clinical strategy.
- Through highly developed interpersonal skills, manage challenges and conflicts to implementation on a regular basis and reconcile when there are frequent professional differences of opinion.

Organisational Structure

(Organisational chart:
Deputy Chief Nurse — Head of Programmes (Digital Services) — Chief Information Officer
→ Chief Nursing Information Officer — Chief Clinical Information Officers
→ Digital Clinical Lead
→ Digital Clinical Specialists x6)

Key Relationships

Head of Programmes (Digital Service), Chief Nurse and Deputies, Chief Clinical Information Officers, Director of Finance, Chief Information Officer, Chief Technical Information Officer, Medical Information Officers, Digital Clinical Specialist Team, Digital services team, Digital Transformation Manager, Heads of Nursing/ Midwifery, Matrons, AHP leads, Chief Nurse Team, Heads of Quality (Patient Safety) (Clinical effectiveness and Experience), Divisional Directors, Divisional Chairs, Bristol, North Somerset and South Gloucestershire (BNSSG) integrated care system Clinical Digital Cabinet, CNIO/ CCIO's North Bristol NHS Trust.

We are supportive respectful innovative collaborative. We are UHBW.

LOVE LIFE, LOVE BRISTOL & WESTON

MINDFUL EMPLOYER

Version Issued: December 2021

PROUDLY SUPPORTING THOSE WHO SERVE.

disability confident EMPLOYER

Inspected and rated
Good
CareQuality Commission

Chief Nursing Information Officer
Job Description & Person Specification
A summary of the role responsibilities and person specification

NHS
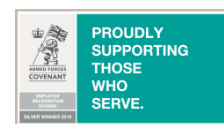**University Hospitals Bristol and Weston**
NHS Foundation Trust

- Proactively manage key digital clinical risks and ensure that appropriate actions are taken to mitigate or respond to the risk.
- As part of the digital healthcare senior leadership team support a culture of excellent safety management for technology, applying best practice and regulation, clinical safety, medical devices and digital healthcare.
- Provide a strong Nurse/ Midwife/Allied Health Professional voice and vision using advanced communication methods to ensure the best and safest possible digital healthcare systems are delivered.
- Understand emerging trends and promote innovation in Nursing, Midwifery and AHP practice within the Trust through the use of new technology e.g Artificial intelligence
- Celebrate good practice and seek opportunities to endorse best practice through conferences, presentations and peer review
- Be a key member of the Chief Nurse Team in communicating and delivery of the Trust Nursing, Midwifery and AHP Strategy across the Trust ensuring the use of Digital enablers to enhance care delivery and patient experience.
- Ensure Nurses, Midwives and AHPs have training and access to the data/information/ intelligence they need to deliver and continuously improve patient safety through use of digital technologies.
- Keep abreast of developments and advise the Chief Nurse and Midwife in the communication and delivery of National digital guidance through rapid interpretation, assessment of gap analysis and action planning for implementation. e.g. 'what good looks like'.
- Analyse and interpret data and adapt national and local policy into local Trust Polices and standard operating procedures.
- Working with teams across the local BNSSG system and South West region help identify, agree and deliver regional initiatives that support digitally enabled service delivery e.g. virtual consultations, remote monitoring.
- Maintain own clinical credibility through working alongside colleagues in wards and departments as part of the role. Facilitate and support development of evidence-based practice in digital nursing, midwifery and AHP's.
- Lead the clinical engagement of the digital agenda across a large group of

staff through a variety of innovative methods e.g Digital Clinical Champions, Digital ward support rounds, Digital fellowships
- Lead the conduct and application of clinical digital research in practice with a spirit of innovation and enquiry
- Undertake relevant digital research focused projects and undertake publication suitable for local, regional and national sharing events.
- Design, initiate and participate in the use of audit related to digital systems for Nursing, Midwifery and Allied Health Professionals and complete the improvement cycle.
- Be a Champion for health Informatics and support all clinicians entering a career in digital health and technology.
- Lead on shaping new nursing/ midwifery/ AHP models for patient care that fully integrate the use of the digital health record and leads to more efficient, safer and high-quality services
- Lead the nursing/ midwifery/ AHP development of electronic health records in the Trust and local health economy, ensuring full functionality of systems in place are utilised.
- Maintain own professional development through attendance at Digital network meetings, Digital summer school, and NHS Digital courses.
- Represent the Trust on behalf of the Chief Nurse and Midwife, at local, regional and national digital events and work collaboratively within the BNSSG Integrated Care system to develop the digital strategy.
- Use managerial and judgemental skills to analyse complex situations and formulate appropriate specialist digital solutions/responses.
- Contribute to business planning and provide expert advice on procurement, development, and routine quality assurance of complex digital clinical systems.
- As a budget holder and line manager of the Digital Clinical team ensure effective and most efficient management of the budget allocation and pay/ non pay resources.
- Plan and organise a broad range of complex clinical digital programmes across all UHBW sites with ability to rapidly re prioritise work on a regular basis. Support the implementation of BNSSG system clinical informatics programmes.

We are supportive respectful innovative collaborative. We are UHBW.

LOVE LIFE, LOVE BRISTOL & WESTON

MINDFUL EMPLOYER

Version Issued: December 2021

PROUDLY SUPPORTING THOSE WHO SERVE.

disability confident EMPLOYER

Inspected and rated
Good
CareQuality Commission

Chief Nursing Information Officer
Job Description & Person Specification
A summary of the role responsibilities and person specification

NHS University Hospitals Bristol and Weston NHS Foundation Trust

Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Expert clinical knowledge and skills in clinical informatics to ensure successful implementation of technology that benefits patients care and achieves expected outcomes(E)
- Experience of planning and delivering a broad range of complex programmes which impact across a large multi-site organisation (E)
- Understanding the requirements of an information culture and an interest in emerging technologies, clinical information systems, outcomes and measures to improve patient safety and quality of care (E)
- Experience of planning and managing change across teams/services in a multi-professional environment. (E)
- Ability to identify and articulate benefits of digital enabled change and drive through these benefits through to fruition (E)
- Significant experience in delivering continuous improvement ensuring consistent high standards of clinical quality and safety(E).
- Proven ability to engage effectively with service users and carers and other key stakeholders within and outside the organisation and in a multi- professional environment. (E)
- Experience of dealing with significant clinical risk management issues. (E)
- Ability to gain exemplar clinical credibility with and influence fellow clinicians, managers and speciality leads including influencing clinical changes where appropriate (E)
- Ability to make judgement on clinical and professional standards (E)
- Demonstrates ability to interpret and analyse data and adapt national and local policy from several sources into Trust standards(E)
- Experience of managing high performing multi-professional teams evidenced by improvement. e.g improved recruitment / retention / staff morale/ clinical outcomes (E)

Aptitudes

- Flexibility in working patterns to meet the needs of the service, may include evenings and weekends at time of new system implementation. Ability to travel to other locations as required. (E)
- Passionate about digital technology as a tool to drive up clinical quality of care and support of Nursing, Midwifery and AHP professional practice(E)
- Resilient as occasional exposure to highly emotional circumstances and confrontational interactions with staff, confident and self-motivated with ability to work unsupervised and manage deadlines. (E)
- Ability to plan, organise and deliver complex presentations to a multiprofessional audience(E)
- Demonstrate a transformational and coaching leadership style with a culture of inclusivity, diversity, and equality. (E)

Skills and Abilities

- Experience of working and influencing at a senior clinical expert level, managing, and leading a team/service and acting as an interface between clinical, managerial, operational, Executive and digital colleagues (E)
- Ability to work strategically and autonomously providing vision and leadership across disciplines and divisions (E)
- Analytical and problem-solving skills(E)
- Advanced keyboard skills(E)
- Able to concentrate for long periods of time on a frequent basis(E)
- Strong organisation skills able to organise own workload and take responsibility for clinical decisions, actions and systems across the Digital clinical portfolio within the Trust (E)
- Proficient in leading significant change, delivering timely and sustained quality improvements within an acute setting(E)
- Initiate and lead nursing/midwifery /AHP research and promote and evaluate the application into digital clinical practice and digital patient safety. (E)
- High level analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and draw appropriate conclusions, and present them in a clear concise manner (E)
- Highly developed interpersonal and communication skills to interpret and deliver highly complex and highly contentious information to multi professional stakeholders who may have extremely strong opposing views on implementation of some digital systems (E)
- Highly effective communication skills able to communicate verbally and written to large groups of staff, patients and relatives, including situations of conflict and distress, ensuring that communication is tailored to the person being addressed(E)
- Maintain clinical knowledge and skills for professional registration and revalidation (E)

Qualifications and Training

- Registered Nurse/ Midwife/AHP with professional registration with the NMC or HCPC (E)
- Extensive Clinical experience at a senior Level leadership role (E)
- Masters Level Education or equivalent experience (E)
- Clinical safety officer trained (or willing to undertake) (E)
- Digital Leadership qualification (or willingness to undertake) (D)

Version Issued: December 2021

Chief Nursing Information Officer
Job Description & Person Specification
A summary of the role responsibilities and person specification

**NHS
University Hospitals
Bristol and Weston
NHS Foundation Trust**

Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:
- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Version Issued: December 2021