

# Deputy Chief Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Why Our Trust?

#### Terms and conditions

**Post – Deputy Chief Nurse**

**Division – Trust Services**

**Department – Chief Nurse Team**

**Band – 9**

**Salary - TBC**

**Location – Trust wide**

**Hours of work – 37.5 per week**

**Contract length - Permanent**

**Annual leave – Up to 33 days dependant 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](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

The Deputy Chief Nurse role supports the Chief Nurse in their executive director role in the delivery of the Trust's corporate, professional, operational and clinical service delivery objectives, working across the Trusts corporate and clinical divisions and across the BNSSG system. The post holder will support and deputise for the Chief Nurse in both their corporate and strategic leadership role and also assume leadership responsibility for delivery in specific service areas.

#### 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

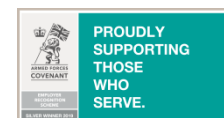
A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



Version Issued: December 2021



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### Main Duties and Responsibilities

This is a key role, working in collaboration with the other Deputy Chief Nurse to defined portfolios, and in conjunction with the Chief Operating Officers team, the Deputy Medical Directors, Deputy HR Directors, Assistant Director of Education, Heads of Quality, Lead AHP and the Divisional Heads of Nursing to provide direction and support to ensure a co-ordinated approach to service delivery, service transformation and the development of services that help achieve the long-term vision and priorities of the Trust.

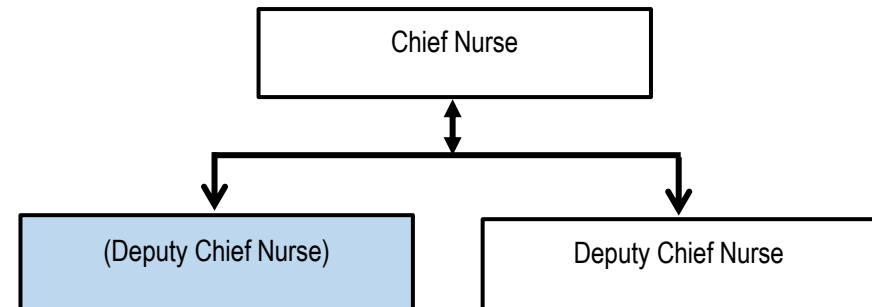
#### **Corporate:**

- To provide leadership, Strategic direction, advice, supervision and support to nurses, midwives and clinical professionals throughout the Trust, ensuring that high quality clinical practice is integrated and embedded into all patient services. The post holder will provide professional advice and expertise to support research and education strategy delivery.

#### **Strategic development / Service transformation:**

- To provide expert clinical advice and guidance to the divisional and other relevant teams and hold responsibility and accountability for the advice given.
- To be accountable for developing and delivering clinical strategy, promoting innovation and service transformation.
- To lead annual operational planning in the Chief Nurse team and to contribute to the development and review of divisional annual operating plans.
- To support Heads of Nursing and Head of Midwifery ensuring appropriate setting and scrutiny of annual quality and safety key performance metrics.  
Working to identify, develop and respond to quality improvement based on assessment of risk, ensuring that resources are effectively utilised and outcomes are clearly defined.
- To lead the project planning and delivery of specific transformation and efficiency projects.
- To provide clinical leadership and support to Trustwide transformation work streams as required.

### Organisational Structure



### Key Relationships

#### **Internal:**

- Chief Nurse and Midwife
- Deputy Chief Nurse
- Heads of Quality
- Divisional Heads of Nursing
- Medical Director and Deputies
- Divisional Directors
- Company Secretary
- Head of Midwifery
- Assistant Director of Workforce
- COO Team
- Head of Therapy/Lead AHP
- Assistant Director of Education

- Contract Team
- Executive and Non-Executive Directors
- Corporate Quality and Safety Team
- Communications Team

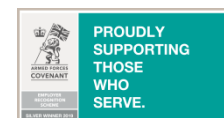
#### **External:**

- Healthier Together – BNSSG
- Safeguarding Adults Boards
- Safeguarding Children Boards
- Commissioners (CCG and Spec com)
- Commissioning Support Unit
- Care Quality Commission
- NHSE/I, HEE

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### Workforce planning and development:

- Operationally lead a programme of service and workforce development for nursing and midwifery staff, ensuring an adaptable, professional workforce which is fit for purpose, competent, compassionate and cost effective.
- Responsible for leading on the workforce agenda including safe staffing, workforce productivity, rostering, new roles and workforce reporting to the Board.
- Lead the implementation of any action plans arising from relevant external reports related to workforce e.g. NHSE/I, HEE.
- Working closely with Human Resources and Education leads to ensure an effective recruitment and retention strategy which attracts new staff and provides clinical experience and mentor support for pre and post registration education.

### Quality and Governance:

- To play a significant leadership role in the delivery of the Trusts Quality Strategy.
- Contribute to delivery of all Care Quality Commission Outcomes including evidence gathering, working closely with the Heads of Quality and designated outcome leads.
- Provide visible professional nursing leadership across the Trust, leading and promoting a culture of safe reliable care resulting in positive experiences for the patient, and carers and high standards of clinical practice / upper quartile performance
- Contribute to the management of risk in the Trust including risk assessments, acting as lead owner of risks, profiling and remedial action ensuring a robust process which staff understand.
- Support the Heads of Quality to ensure quality governance systems are in place to support the patient and professional agenda.
- Ensure professional standards are maintained and the quality of care to patients continuously improves through leadership of the nursing profession.
- Receive and analyse reports to identify any trends in risk, incident or quality issues including the raising of concerns providing detailed information and recommendations for actions.

### Professional:

- Support the Chief Nurse in providing vision and leadership with operational and strategic governance of the Nursing and Midwifery agenda, to promote and deliver excellence in clinical care for patients.
- Apply professional judgement, leadership and pragmatism to complex clinical organisation or professional situations, both patient and staff related.
- Establish effective working partnerships both locally and regionally to ensure access to appropriate advice and information in order to maintain and take forward delivery high quality care, workforce transformation and education.
- Act as Advisor to the Heads of Nursing/Midwifery in communicating with the Nursing and Midwifery Council in relation to any conduct or registration issues. This involves providing and receiving highly complex information that ensures safety of patients in the Trust.
- To deputise for the Chief Nurse attending all formal Trust Committees, including the Board of Directors, in their absence on all matters relating to nursing and midwifery practice.
- To be the formal designated Deputy acting for the Chief Nurse as Chair for a number of key Trustwide governance groups.
- Represent the Trust on Local, Regional and National professional and service improvement forums.
- Provide professional leadership, expert advice, mentorship and support to identified Divisional Nurses on a variety of clinical issues linked directly to the enhancement of patient safety and quality improvement.

### Management of People:

- Accountable for the line and performance management of the services within the sphere of responsibility and delivery of financial targets, as a first authorised signatory.
- Investigate and action disciplinary matters in accordance with Trust Policy and Procedures, with authority to dismiss when appropriate.
- Lead the Chief Nurse team and support and enable divisional Heads of Nursing to:
  - Deliver on all annual operating plan objectives (Local and Corporate).
  - Be a learning organisation.
  - Achieve Operating Plans and meet Cash Releasing Efficiency Savings targets.

### Operational / Financial:

- Manage the delegated revenue budgets within Corporate Nursing to ensure the expenditure and income is within Directorate financial plans and budget.
- Actively contribute to the performance management and monitoring of standards across the Corporate Teams, taking remedial action where necessary to ensure that corporate objectives and targets are realised and that all performance monitoring requirements are achieved.
- This is a central role in providing professional leadership and advice across the Trust (covering all sites) and will provide professional leadership advice and support to Directorate Teams.
- To be part of the Exec on call rota.

### Personal Development:

- Define and agree personal developmental needs through the Appraisal process.
- As a Registered Nurse or Midwife, achieve continuous professional development as outlined by the Nursing and Midwifery Council.
- Work within the Trust Policy Framework at all times.
- Maintain competency in practice and relevant statutory and mandatory training achievement.

### Direct operational management – Safeguarding:

- To be the operational lead for the Trust lead for Adult and Children Safeguarding including learning disabilities, managing the safeguarding lead professionals.
- Ensure the Trust complies with national, regional and local policies plus initiatives related to safeguarding.
- Ensure the Trust Board meets its statutory responsibilities for safeguarding and is kept fully briefed on systems, processes and risks related to safeguarding.
- Lead the development of robust safeguarding training throughout the organisation, ensuring the quality of this is regularly audited

- Lead the development and implementation of an annual work plan for safeguarding.
- Represent the Trust on local safeguarding boards (adults and children) and in specific safeguarding executive working groups.

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

### Knowledge and Experience

- Ability to manage complex clinical and operational situations that involve staff from all levels within an organisation and across a range of professional and organisational boundaries. (E)
- Detailed knowledge of current professional issues, both in education and practice. (E)
- Demonstrable change management experience. (E)
- Demonstrable track record of achievement at a senior nursing and/or midwifery role in the acute setting. (E)
- Experience of working with multi-agency committees and establishing relationships with external organisations. (E)
- Proven experience of leading and managing substantial change within a complex environment. (E)
- Have an understanding of key areas of Health Policy and their impact on provision of care. (E)
- Recent proven track record in managing and delivering the quality agenda in clinical practice in the NHS. (E)
- Have experience of preparing and presenting written briefings at a senior management level. (E)
- Experience of developing and building research capacity and capability. (E)
- Experience of working at National/Regional system level. (E)

### Aptitudes, Skills and Abilities

- Good organisational and personal effectiveness skills (E)
- Ability to plan ahead and manage the translation of strategic intent into operational reality (E)
- Excellent communicator at a senior level and across organisational boundaries (E)
- Excellent interpersonal and communication skills at all levels including clinical staff (E)
- IT skills to include Microsoft Word, Excel, Outlook (E)
- Ability to prioritise work and manage deadlines (E)
- Ability to work for and as part of a team (E)
- Ability to work independently and demonstrate initiative (E)
- Team worker, able to relate to all grades of staff (E)
- Able to work and remain calm in a busy environment (E)
- Methodical with attention to detail (E)

### Qualifications and Training

- 1st Level Registered Nurse/Midwife. (E)
- Post-graduate qualification to Masters level or equivalent experience. (E)
- Relevant management qualification at degree level or equivalent experience (D)



### 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.