



JOB DESCRIPTION

TITLE:	Executive Director of Quality/Chief Nurse
REPORTS TO:	Chief Executive
REMUNERATION TERMS AND CONDITIONS:	As determined by SECamb Appointments and Remuneration Committee within the policy framework set out by the British Government. Executive on call is a requirement of this post.
LOCATION:	Trust Headquarters (Crawley HQ). Flexibility is required and the post holder may be required to work out of any Trust site or other location to meet the business needs of the organisation

KEY RELATIONSHIPS:	Chief Executive Executive Directors Trust Chair & Non-Executive Directors Trust Board Council of Governors Senior Management Team Staff Side Representatives and Trade Unions (Local and National) Clinical Commissioning Groups Directors of Quality/Nursing in other NHS organisations Local authority Other Ambulance Trusts NHS Improvement Care Quality Commission The Department of Health & NHSE Voluntary and Community Organisations Care UK Managers and Directors (111 partnership) MP's and members of local community councils Media Patients, their carers and the public
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JOB SUMMARY

The Executive Director of Quality/Chief Nurse is a voting member of the Trust Board and has Board Level responsibility for quality, compliance, governance, assurance and learning. Working closely with the Medical Director and Director of Operations they will ensure effective delivery of Services, service performance and patient safety.

As an Executive Director of the Trust Board, the Executive Director of Quality/Chief Nurse will inspire confidence through their knowledge and expertise and ensure that the Board of Directors keep quality of care at the core of decision making.

They will also perform the role of Executive Director of Infection Prevention and Control (DIPC), Nominated CQC, safeguarding and Patient experience lead. Ensure local Freedom to Speak up policy and processes are in place and the post holder will also champion an open, learning and transparent culture within the organisation.

The post holder will ensure the safe provision of high quality patient focussed care develop patient safety and quality standards and adherence to clinical controls and improvement in patient outcomes. They will lead the development of a Risk management strategy and risk management culture throughout the organisation ensuring that there are systems and processes in place to report, monitor, mitigate and learn from incidents. They will ensure Duty of Candour compliance is embedded across the Trust.

You will provide nursing advice to the Trust and ensure that SECamb's strategic vision is conversant with best practice and potential opportunities with regards to nursing issues. Working in collaboration with other directors to support the interpretation and delivery of government policy and facilitate opportunities for the Trust to influence local and national policy.

The post holder is the executive lead for ensuring robust systems and processes are in place for information governance and Freedom of Information working closely with the Company Secretary on legal matters, coroner enquires etc.

The post holder will provide leadership and chair the Quality and Patient Safety Committee.

You will lead the Trusts development of Commissioning for Quality and Innovation (CQUIN) goals and work across the Trust and with other agencies to develop and lead ideas.

The Executive Director of Quality/Chief Nurse works in close partnership with the Medical Director in relation to Clinical governance, Serious Incidents, leadership and championing of the Trust's Clinical model to match or exceed international best practice. The post holder is also responsible for the delivery of continuous quality improvement and in providing safe and effective patient centred services across the Trust.

The Executive Director of Quality/Chief Nurse is accountable for the following areas:

- Statutory quality accounting/reporting
- Care Quality Commission lead
- Professional lead for nursing professionals
- Safeguarding (Adults and Children)
- Infection Control
- Business Improvement (QI)
- Quality & Compliance
- Whistleblowing
- Risk Management, including incidents and Duty of Candour
- Information Governance & Freedom of Information
- Patient Experience , including complaints, commendations and compliments
- CQUIN

He/she will provide strategic corporate leadership and advice to the Trust Board. Together with Executive Director colleagues ensure the highest level of clinical care is maintained and that robust clinical governance systems are in place whilst ensuring that the clinical workforce is deployed to best effect.

All Executive Directors are expected to demonstrate highly visible leadership, working as part of a unitary Board and a cohesive, multi professional senior team, contributing to the overall strategic

direction and leadership of the Trust; and when necessary taking lead responsibility for corporate matters outside their immediate sphere of responsibility.

As an Executive Director of the Trust Board, the Director of Quality and Safety/Chief Nurse will inspire confidence through their knowledge and expertise and ensure the safe provision of high quality patient focussed care.

As a member of the Executive team and Trust Board, the post holder will work with the Chief Executive Officer and fellow directors to shape the strategic direction of the Trust. He/she will also lead and chair the Quality and Patient Safety Committee.

MAIN DUTIES AND RESPONSIBILITIES

- You will provide corporate leadership for Safeguarding Children and Vulnerable Adults and to process, policy and external relationships relating to those client groups and be the Executive Director accountable to the Board in relation to this.
- You will develop the Service's quality improvement and change management capability to develop person-centred, safe and effective models of care, working closely with the Medical Director and other senior clinical staff.
- With the Medical Director, you will develop and maintain systems of patient safety and quality improvement activity. Support the Medical Director manage Serious Incidents, reporting and learning.
- As the professional lead for the nursing profession you will ensure re validation systems and processes are in place and that the nursing profession have appropriate leadership and support.
- The Executive Director of Quality/Chief Nurse will lead and develop Infection Prevention and Control, protecting vulnerable people and patient experience plans to ensure safe and effective practice responsive to patient and carer needs. Ensure the Trust has robust plans in place to audit, monitor and report on compliance.
- You will be accountable for ensuring the effective implementation and monitoring of infection prevention and control in all areas within his/her areas of responsibility to ensure continued compliance of the Trust with the health Act 2006, Health and Social Care Act 2008 and any future Acts of Parliament regarding infection prevention and control.
- You will provide expert clinical advice and opinion to members of the Trust's Board, Quality and Patient Safety Committee and to Exec Team and SMT.
- You will play a full and active role as a Board member; and as a member of the Executive Team, contributing actively to Board Assurance processes via its committees, corporate reports and Board intelligence.
- In line with the Governance and Assurance Framework, you will identify and manage the range of risks which are evident in relation to the development of services within the Trust. Lead risk management across the Trust and ensure that the Trust has a Risk

management strategy, appropriate policy and procedures and is developing a risk management culture. Ensure that risks are regularly reviewed, mitigated and reported to enable learning across the Trust to take place. This learning should include Duty of candour being embedded across the Trust.

- You will provide a major contribution to the overall success of the Trust, through the development and delivery of its corporate vision, strategic plans and key performance and financial targets.
- You will ensure the Freedom to Speak up Policy and Processes are in place and develop a culture of open transparent and learning culture.
- You will lead Patient Experience across the Trust and ensure that the Trust has robust arrangement in place to manage, investigate, respond, learn and report on complaints, compliments and commendations. This should include Duty of candour awareness, training and compliance.
- You will be committed to working as part of an effective team and share corporate responsibility for the quality of Trust services, policy and decision-making, business planning and the overall success of the Trust, its services and its staff.
- He/She will take the lead on developing the Trusts annual Quality Account measures and draft Statutory Quality Accounting/Report. Work closely with the Director of Strategy and Development to ensure this is an accurate reflection of the Trusts quality reporting.
- As Executive lead ensure robust information governance systems and process and compliance are in including Freedom of Information working closely with the Company Secretary on legal matters, coroner enquires etc.
- You will lead the Trusts development of Commissioning for Quality and Innovation (CQUIN) goals and work across the Trust and with other agencies to develop and lead ideas.
- You will build and deliver cultural change to develop an organisation which is fit for purpose, creating a climate of open and honest communication within the context of partnership working.
- You will ensure that the Trust has effective arrangements in place for the management of Health Safety and security.
- You will work with local Sustainability and Transformation Plans to enable joint working, sharing of resources to support reduced hospital admissions.
- You will develop the effectiveness and capability of the Trust, through strong personal leadership and management skills.
- You will develop and maintain strong collaborative working relationships both internally and externally with all partners and stakeholders, working by example, exercising the Trust's standards and assisting others, including senior colleagues, to do so.

- As Executive lead for the Care Quality Commission lead the Trusts preparation for CQC inspections and any associated CQC action plans. Maintain an effective working relationship with the CQC.
- You will work with senior colleagues to promote the Trust within the wider community, building sustainable relationships with key partners.
- You will take active responsibility for own personal development in agreement with the Chief Executive, and in line with the NHS Leadership Qualities Framework.
- You will participate in the Directors' on-call rota.

Corporate Governance: You will provide strong leadership to managers and all staff within directorate. Contribute to the development of corporate policy and decision making activity. Actively contribute to the successful team working of the Trust Board and executive team. Maintain good corporate and clinical governance arrangements, including risk management. Embrace high standards of quality, safety and clinical governance in accordance with the "Managers' Code of Conduct". Promote the vision, values and goals of the organisation. Support the Trust by providing as requested, a media presence and informed comment to journalists.

Financial Management: You will actively manage the allocated budget, ensure financial balance and provide the Chief Executive with monthly reports on financial activity. Anticipate and take early actions to mitigate any financial imbalance. Ensure that the Trust's funds are properly used, represent value for money and can withstand public scrutiny. Develop and agree budgets with direct reports and monitor expenditure against those budgets. Act within Standing Orders and Standing Financial Instructions of the Trust.

Health, Safety and Security: You will manage health, safety and security issues in own area of responsibility. Meet Health and Safety legislation and move towards an environment where health and safety considerations are firmly embedded in the planning and decision making processes and the "culture" of own area of responsibility. Promote, monitor and maintain best practice in health, safety and security. All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees. All staff have a duty to protect their own health and safety and that of other persons who may be affected by their acts or omissions. In addition managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation.

Policies: The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time. Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECAMB policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

Values: The Director of Nursing will be required to demonstrate compassionate care in their daily work and adopt the 6 C's – NHS values essential to compassionate care i.e. Care, Compassion, Competence, Communication, Courage and Commitment. Post-holders will also be required to understand and work in accordance with the NHS constitution and put the patient at the heart of their work.

Equality and Diversity/Equal Opportunities: You will promote equality of opportunity and diversity in own area of responsibility. Ensure compliance with equality and diversity legislation and develop active commitment to the need to ensure equality of opportunity and the benefits of diversity. Indicate an acceptance of commitment to and promotion of the principles underlying the Trust's Equal Opportunities Policy. The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups. Individuals (including volunteers, contractors and temporary works) must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and Equality laws. Similarly all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associates.

Confidentiality / Data Protection / Freedom of Information: Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure. In addition managers have specific responsibilities to ensure that their staff maintain the confidentiality, and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldecott. Managers should also ensure that their staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

NOTES

- This job description reflects the principle duties of the post as identified at date of issue. It may be subject to amendment in the light of the changing needs of the service. The post holder is required to be highly flexible in terms of their current and future portfolio of work
- The post holder is expected to work with the minimum of supervision and may be expected to deal with other duties appropriate to their level and post
- This is an outline of the post holder's duties and responsibilities. It is not intended to be an exhaustive list and may change from time to time to meet the changing needs of the Directorate and Trust
- Other tasks reasonably and normally incidental to the job are set out in training, operational and health and safety instructions, service policies, Trust standing orders and in general information circulars
- The post holder is required to comply with the Trust's Code of Business Conduct and the NHS Manager's Code of Conduct

PERSON SPECIFICATION	
Person Attributes required on the basis of the Job Description	Essential (E) or Desirable (D)
Qualification and Experience	
NMC Registered Nurse/Midwife	E
Educated to Masters degree level or equivalent through knowledge & experience	E
Strong evidence of continuing personal and professional development	E
Successful track record of leading high performing teams.	E
Experience of leading clinical care in the NHS	E
Knowledge and Skills	
Excellent knowledge and understanding of the pre-hospital and community care operating environment and wider NHS health economy.	E
Significant Board level experience	D
Experience of leading a senior clinical team	E
Experience of working with partnership organisations	E
Significant experience of leading and implementing major change programmes	E
Has business planning, objective setting and performance management experience	E
Highly driven with a transformational leadership style and the ability to drive performance through people	E
High degree of integrity with an understanding of and commitment to compassionate care	E
Highly experienced in nursing and clinical leadership	E
Ability to translate strategic goals into effective and achievable operational plans	E
Effective negotiating and influencing skills	E
Able to communicate across wide demographic boundaries and to a wide variety of stakeholders in an appropriate manner	E