**Job Description**

**POST TITLE**  
Chief Nurse

**GRADE**  
Executive Director

**ACCOUNTABLE TO**  
Chief Executive

**RESPONSIBLE FOR**  
Deputy Chief Nurse  
Strategic Lead for Health Services Research  
Head of School, The Royal Marsden School  
Head of Risk Management

**KEY RELATIONSHIPS**  
Internal – Council of Governors, Trust Board Directors, Executive Board, Chairman of Quality and Risk Committee (sub-Committee of the Board), Director of Royal Marsden Cancer Charity and Head of Royal Marsden School

Externally – Chief Nurses Network, RM Partners, Institute of Cancer Research and Southampton University (Academic Partners), NHS England (London) & CCGs, STP Leads (Sustainable Transformation Plan) South West London

**JOB SUMMARY**

The Chief Nurse is a member of the Trust Board and Executive Team. The postholder is responsible for providing professional leadership and direction to the Trust Board to ensure that clinical issues are understood and appropriately drive the Trust’s strategic and operational plans working alongside the Medical Director.

The Chief Nurse shares all the corporate responsibilities of the Board. As a member of the Executive Team, the Chief Nurse makes an important contribution in supporting the Chief Executive in leading and managing the organisation. This includes working with the Chief Executive in setting the Trust’s strategic direction, ensuring effective stewardship and highest standards of corporate governance.

As the two clinical leads on the Trust Board, the Medical Director and the Chief Nurse role play a pivotal role in ensuring that the Trust’s system of clinical governance is robust and delivers safe and high quality care.

The postholder will lead the implementation and regular review of the Trust’s nursing strategy to ensure it reflects the leading edge practice and best outcomes for patients. The postholder will have responsibility for delivery of the highest standards of nursing care, patient and public engagement and experience. The Chief Nurse will be expected to lead on developing new models of care and innovations to further develop Trust’s national and international reputation in the provision of cancer treatment, education and research.
KEY RESULT AREAS

1. Corporate/Board
   1.1. Contribute to the leadership of the Trust as a member of the Trust Board and in developing the Trust’s strategic direction
   1.2. Contribute to the meetings of the Council of Governors
   1.3. Support the Chairs of Board sub-committees, currently this includes the Quality and Risk Committee.
   1.4. Provide Board leadership in ensuring that the Trust is compliant with requirements of CQC and Monitor as the primary regulators, together with other relevant regulatory/inspection bodies as appropriate.

2. Executive Director Responsibilities
   2.1. Responsibility, with the other Executive Directors, for the performance of the organisation.
   2.2. Contribute to the development of RM Partners Vanguard programme working closely with the Medical Director and the Chief Financial Officer. It is anticipated that the Chief Nurse will play an important role in influencing this programme.
   2.3. Develop effective partnership working relationships with key stakeholders to further the Trust’s strategic ambitions.
   2.4. Lead on HCAI prevention and control as the Trust Director of Infection Prevention and Control.
   2.5. Executive Director lead for safeguarding children and adults.
   2.6. Lead on emergency planning and management of, and participation in, the Trust’s Management Executive on-call rota.
   2.7. Contribute to the successful team working of the Executive Team.
   2.8. Act at all times in a manner that promotes the values of the Trust.

3. Professional leadership
   As a professional lead, the Chief Nurse will be required to:
   3.1. Provide professional nursing advice to the Chief Executive, the Board and other key decision-makers.
   3.2. Provide visible and inspiring leadership for nursing and allied health professional (AHPs) on both professional and managerial issues.
   3.3. Articulate a compelling vision for nursing, through the nursing strategy, and ensure this reflects leading-edge practice and the ambition of the organisation to enhance its national and international reputation.
   3.4. Take responsibility for the maintenance of professional standards and practice for nurses and including oversight and enforcement of professional standards for AHPs.
   3.5. Ensure that there are effective systems to enable safe staffing and a clear escalation pathway for decision-making.
   3.6. Ensure effective mechanisms are in place for the revalidation of nurses and AHPs.
   3.7. Keep abreast of professional developments in keeping with this professional leadership role and maintain networks necessary for the role.

4. Quality and patient experience
   Working alongside the Medical Director, the Chief Nurse will be required to:
   4.1. Lead on ensuring there are robust and effective mechanisms in place to support to the Trust’s system for clinical governance.
   4.2. Lead on ensuring there are effective systems in place for risk management including oversight of the Trust’s Risk Register and Board Assurance Framework.
   4.3. Lead on the integration of learning from complaints, audits, incidents, claims, research and development and ensure the Board are advised of any trends and significant issues.
   4.4. Lead on development and implementation of the Trust’s Quality Strategy.
4.5. Ensure robust systems are in place for monitoring and improving outcomes for patients, ensuring that clinical care is safe and the patient experience is of a high standard.
4.6. Lead on development of new models of care to continuously improve patient care.
4.7. Ensure there are processes in place for quality impact assessment of all strategic developments and cost improvement programmes.
4.8. Lead on quality accreditation processes including CQC inspections, compliance with NHSLA standards etc.

5. **Operational management**
5.1. Lead and manage support services including Risk Management, Clinical Negligence, Emergency Planning, PALS and Quality Assurance.
5.2. Lead on patient and public Involvement (PPI) ensuring development and implementation of a PPI strategy.
5.3. Act as Trust’s Caldicott Guardian and chair the Information Governance Committee.
5.4. Lead on the development and publication of the Trust’s Annual Quality Account.

6. **Education and Research**
6.1. Actively seek opportunities to enhance The Royal Marsden’s reputation as a national and international centre of excellence for education and research.
6.2. Support the development and implementation of the Trust’s multi-professional education and training strategy.
6.3. Actively develop opportunities for non-medical research and clinical academic careers.

7. **Workforce**
Working with the Director of Workforce the postholder will be required to:
7.1. Regularly review the nursing and AHP leadership structures to enable effective clinical engagement with service delivery, education and research.
7.2. Support development and implementation of the appropriate workforce strategies to recruit and retain high quality nursing and AHP staff.
7.3. Lead and develop a nursing and AHP workforce that is representative of the population that the Trust serves, at all levels of seniority.

8. **Communications and engagement**
8.1. Work with the Director of Communications and Marketing to further improve communication with clinical staff, patients and partners.
8.2. Ensure that the clinical priorities of the Trust and the nursing strategy are understood and have high visibility within the organisation.
8.3. Actively seek opportunities to publicise and promote achievements of the Trust.

This job description is not intended to be exhaustive. The post holder will be expected to carry out any reasonable duties requested of them, appropriate to the seniority of the role.
## Person Specification

### Chief Nurse

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<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>• Registered nurse</td>
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<td>• Masters degree/higher qualification or equivalent experience</td>
<td>Further evidence of management qualification or training</td>
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<td>• Evidence of continued personal and professional development</td>
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<td><strong>Knowledge</strong></td>
<td>• A thorough understanding of current issues relating to professional nursing practice and NHS Policy</td>
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<td>• An understanding of Foundation Trust governance requirements</td>
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<td>• Knowledge of revalidation</td>
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<td>• Understanding of equalities agenda and its practical application to nursing</td>
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<td><strong>Clinical Experience</strong></td>
<td>• Extensive experience gained at senior leadership level within nursing</td>
<td>Evidence of influencing quality improvement across organisational &amp; professional boundaries</td>
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<td>• Proven ability to deliver improvements in patient care and experience at organisation level</td>
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<td>• Thorough knowledge and experience of clinical governance issues, quality improvement and minimising risk for an organisation.</td>
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<td>• Experience of research and development</td>
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<td>• Experience of leading, implementing and evaluating complex change</td>
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<td>• Experience of budget management</td>
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<td>• Experience of successfully leading multi-professional teams</td>
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<td><strong>Skills and Ability</strong></td>
<td>• Ability to think and act strategically and to articulate a clear sense of direction and vision to a wide audience</td>
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<td>• Ability to make positive contribution at the Board and handle constructive challenge</td>
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<td>• Innovative approach</td>
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<td>• Intellect and ability to command the respect of clinical staff, academics and managers</td>
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<td>• Ability to build effective relationships with a range stakeholders and in a complex environment</td>
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<td>• Ability to manage competing demands</td>
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<td>• Ability to work as part of team</td>
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<td>• Ability to deliver challenging messages whilst maintaining confidence of the profession</td>
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<td><strong>Personal Attributes</strong></td>
<td>• Decisive leader, able to translate strategy and analysis into practical actions</td>
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<td>• Self-confidence and personal drive</td>
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<td>• Flexible leadership style</td>
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<td>• Resilience</td>
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<td>• Calm under pressure</td>
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<td>• Commitment to NHS values</td>
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