



The Robert Jones and Agnes Hunt
Orthopaedic Hospital
NHS Foundation Trust

Chief Nurse and Patient Safety Officer Candidate Brief



Contents

Message from the Chief Executive Officer	3
About the Trust	6
Job Description	14
Person Specification	19
How to apply	21

Message from the Chief Executive Officer

Dear Candidate,

Thank you for your interest in the role of Chief Nursing and Patient Safety Officer at The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust.

I am delighted that you are considering joining us at what is a hugely exciting and important time in our journey.

This role holds a special significance for me personally, as it was the position that first brought me to RJAH in 2019. Having had the privilege of serving as Chief Nurse here, I understand first-hand the influence this role can have on patient care, professional practice, organisational culture and the future direction of the Trust.

RJAH is a remarkable organisation. We are recognised nationally and internationally for the quality of our specialist orthopaedic services, our clinical outcomes and our commitment to innovation. However, what truly sets us apart is our people.

Every day I see extraordinary examples of compassion, professionalism, expertise and teamwork across our organisation. Whether caring for patients on our wards, supporting rehabilitation, delivering complex surgery or working behind the scenes to ensure our services run effectively, our staff share a commitment to providing the very best care and experience for our patients.

As Chief Executive, I firmly believe that the quality of care we provide is shaped by the culture we create and the leadership we demonstrate. The Chief Nursing and Patient Safety Officer plays a critical role in both.

This is far more than a professional leadership role. It is an opportunity to shape the future of quality, patient safety and clinical excellence across one of the UK's leading specialist hospitals. As a key member of our Board and Executive Team, you will influence organisational strategy, champion the voice of patients and staff, and help ensure that quality and safety remain at the heart of everything we do.

Like all NHS organisations, we operate in a challenging and rapidly changing environment. Demand continues to grow, patient expectations continue to evolve, and the need to deliver sustainable, high-quality services has never been greater. At the same time, we have significant strengths on which to build. We benefit from a highly skilled and committed workforce, a strong organisational identity, a culture of continuous improvement and an ambitious Board committed to excellence.

We are proud of our achievements, but we are equally ambitious about our future.

Our strategy focuses on strengthening our position as a national leader in specialist orthopaedic care, improving quality and patient outcomes, delivering operational excellence and developing innovative models of care. The Chief Nursing and Patient Safety Officer will play a central role in helping us achieve these ambitions.



We are seeking an exceptional leader who combines professional credibility with strategic vision, compassion with courage, and ambition with authenticity. You will be passionate about patient safety, quality improvement and professional leadership. You will understand that outstanding patient care is only possible when colleagues feel valued, supported and empowered to do their best work.

Most importantly, you will share our values and our unwavering commitment to improving lives through excellent and innovative care.

Joining RJAH offers a unique opportunity to make a lasting difference. You will work alongside an experienced and supportive Executive Team, lead talented nursing and allied health professional colleagues, influence quality and safety at Board level and help shape the future of one of the NHS's most respected specialist organisations.

If you are excited by the opportunity to lead quality, patient safety and professional practice within a Trust that combines a proud heritage with ambitious plans for the future, I would be delighted to hear from you. Thank you for considering RJAH and this exceptional opportunity.

Yours sincerely,



Stacey Keegan
Chief Executive Officer



Main Duties of the Job

The Chief Nurse and Patient Safety Officer is an Executive Director of the Trust and as such will contribute to the overall development and implementation of the Trust's long-term vision, strategic direction, financial planning and delivery, and governance arrangements as an NHS Foundation Trust.

About Us

The Robert Jones and Agnes Hunt Foundation Trust is based in North Shropshire, close to the border with North and Mid Wales. It is one of the most attractive parts of the country, with a rich historic culture and excellent transport links. It offers outstanding opportunities for anyone who enjoys an outdoor lifestyle

Joining RJAH is more than just a job - we want our people to have the best opportunities to thrive in their role. We have a range of fantastic staff benefits on offer to everyone who joins, and you'll have access to outstanding professional development opportunities. We have strong links with universities including Staffordshire, Keele, Glyndwr, Chester and Birmingham. The hospital is located outside Oswestry. The nearest train station is in Gobowen, approximately two miles from the hospital. The station is part of the Chester to Birmingham line.

We are an inclusive employer, looking for talented individuals with different protected characteristics to ensure diversity in our workforce.

Job Responsibilities - *not an exhaustive list, full job responsibilities can be found within the job description.*

- **Strategic Leadership:** The postholder provides senior leadership across the Trust, shaping organisational strategy and driving innovation, transformation and continuous improvement. They lead the nursing, AHP and quality agenda, ensuring professional excellence and strategic alignment.
- **Professional Leadership:** Acts as the Executive Professional Lead for Nursing and Allied Health Professions, championing high professional standards, accountability and development. Ensures robust professional frameworks, promotes research and audit, and supports workforce development, leadership and succession planning.
- **Quality and Patient Safety:** Holds executive responsibility for clinical governance, risk management and patient safety. Provides Board assurance on quality performance, leads learning from incidents and patient experience, and ensures compliance with statutory and regulatory requirements.
- **Safeguarding and Patient Experience:** Provides executive leadership for safeguarding, promotes trauma-informed and person-centred care, and ensures patient and carer voices shape service improvement and delivery.
- **Workforce and Culture:** Promotes compassionate, inclusive leadership and a positive organisational culture. Supports staff wellbeing, engagement and psychological safety, and champions equality, diversity and inclusion.
- **Partnership Working:** Builds strong relationships across the Integrated Care System and represents the Trust externally on nursing, quality and safety matters. Works collaboratively with regulators, commissioners and partner organisations.
- **Governance and Accountability:** Ensures effective governance systems, contributes to Board assurance and risk management, and supports delivery of operational and financial objectives. Promotes efficient use of resources and value for money.
- **Director of Infection Prevention and Control (DIPC):** Leads the Trust's Infection Prevention and Control strategy, ensuring robust systems, processes and audits are in place and that the organisation maintains compliance with the Hygiene Code.
- **Estates and Facilities Leadership:** Provides executive oversight of Estates and Facilities, ensuring a safe, compliant and efficient built environment. Acts as Executive Lead for Health and Safety, ensuring statutory compliance and a proactive safety culture.
- **Other Duties:** Works as part of a cohesive Executive Team, taking on corporate responsibilities as required. Participates in the Executive on-call rota and engages in annual performance appraisal.

Who we are

The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust (RJAH) is one of the UK's five Specialist Orthopaedic Centres. It is a leading orthopaedic centre of excellence with a reputation for innovation.

- In existence since 1900 and taken into the NHS in 1948
- One of five specialist Orthopaedic Centres in the United Kingdom
- Leading orthopaedic centre of excellence
- Providing both specialist and orthopaedic care
- Specialist centre for treatment of spinal injuries and specialist treatment for children with musculoskeletal disorders
- 9 inpatient wards
- 13 operating theatres
- Treatment centre for bone tumours and community-based rheumatology services
- Single site in Oswestry
- Services are primarily commissioned by:
 - NHS Shropshire, Telford and Wrekin
 - Health Boards in Wales
 - Specialist Commissioners
- Clinically- led organisation
- High employee rating across all staff groups
- Flexible working arrangements available for all
- Part time working supported
- Excellent support for development
- Wellbeing focused
- Supportive professional environment
- Support for managing NHS Pension including a pension-restructuring payment for those opting out
- On-site children's nursery.
- Staff have access to a range of financial benefits such as discounts at a range of retailers, restaurants, travel companies, phone contracts and more.
- Salary sacrifice schemes - currently our schemes include childcare vouchers, cycle to work and car leasing
 - Health and Wellbeing support including Pilates and yoga
 - Year-on-year capital investment to improve our facilities and environment
 - Easy to park!



Our Strategic Vision

We want to create an extraordinary place Our vision is to improve lives through excellent and innovative care, which is supported by our core priorities of Caring for Patients, Caring for Staff and Caring for Finances.

Delivering our vision is through achieving our three key strategic priorities:

- 1 We will become the local system integrator for musculoskeletal (MSK) services**
we will work as part of our system, establishing ourselves as an underwriter of quality of care within that system and developing a long-term contractual model.
- 2 We will develop a specialist orthopaedic chain**
we will explore new markets, leading work to develop a chain and use our voice as a national expert in orthopaedics. We will maintain and secure our position as an excellent educator.
- 3 We will deliver operational excellence**
we will embed and standardise safe processes, using good data to enable transformation schemes and eliminate unwarranted variation and waste.

Our three strategic objectives are underpinned by **Culture and Leadership**. Effective leadership and an open culture that supports and motivates staff to do their best will ensure that we continue to innovate and improve the care and experience of our patients and staff.

Our day-to-day operational work is organised and monitored through delivery of our corporate objectives.

Each overarching corporate objective is underpinned by further, more detailed objectives and description of how success will be measured.

The objectives are monitored through a quarterly update to Board, together with the alignment of our key performance indicators within the integrated performance report, which is reported monthly to the Board. Assurance is managed through the Board Assurance Framework (BAF).



1
Deliver high quality clinical services



2
Develop our Veterans Service as a nationally recognised centre of excellence



3
Integrate the MSK pathways across Shropshire, Telford and Wrekin



4
Grow our services and workforce sustainably



5
Innovation, education & research at the heart of what we do

Our Values

Values matter. We all have our own personal values that help shape who we are as people. We also have organisational values – values that serve as the foundation of our hospital’s identity and a guide for the decisions we take and the culture we promote. At RJAH, we have six organisational values. They are:



Against each of our six values, we have defined signature behaviours that set out what we will and what we will not do in the workplace. You can read more about these [on our website](#).

Our Clinical Education and Training

The Trust is world renowned as a postgraduate teaching institution and provides for the West Midlands Trauma and Orthopaedic Specialist Registrar Training Programme, in addition the MCSI contributes to the rehabilitation medicine training programme, and our Rehabilitation ward, Sheldon, is home to rotational GP trainees.

Clinical Placement Team

The Clinical Placement Team coordinates pre-registration clinical placements for allied health profession (AHP), nursing, and medical students. Working in partnership with 15 universities, the team ensures that educators are well supported and remain up to date with current clinical practice. It encourages a collaborative culture of education and training while maintaining high professional standards and a strong focus on patient-centred care. Through its commitment to learning and development, the Trust aims to enhance the quality of care provided to patients.

The Trust now has 7 Foundation Year doctors, who rotate from Shrewsbury and Telford Hospitals, and is in the process of recruiting Education fellows to support with the education of our medical students who come to us from Chester University Post-Graduate Medical School.

The Trust hosts the Oswestry/Stoke Trauma and Orthopaedic Training Programme, which is one of three rotational trauma and orthopaedic training programmes within the West Midlands Region. The other two programmes are Birmingham and Coventry/Warwick.

The Training Programme—rooted in a distinguished surgical heritage and guided by a forward-looking vision—is led by the Training Programme Director based at The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust. Postgraduate medical education is overseen by the Director of Medical Education, a Consultant Anaesthetist.

CPD Accredited Courses

The Trust has recently gained CPD accreditation for the following RJAH run courses:

- Human Factors and Patient Safety (run by our RJAH Human Factors Faculty)
- Improvement Champions and Improvement Advocates (run by our Improvement Manager)
- The Orthopaedic Course (run by our Education, Training and Development Manager)
- Simulation courses – run in our Simulation Suite- include Autonomic Dysreflexia, Blood Glucose Monitoring, Cannulation, ECG, Step into Healthcare and Venepuncture.

Our Commitment to Research, Innovation and Improvement

At RJAH, we have embedded a commitment to research, innovation and improvement at the heart of our Trust strategy.

Our current research strategy aims to contribute to realising the goals of our Trust by:

- Improving treatment of musculoskeletal conditions through innovation
- Research into better outcomes post-surgery-Prehabilitation and Recovery for Enabling Potential (PREP) Program
- Supporting nurses and AHPs to lead and participate in research, quality improvement and service development initiatives.
- Improving the quality of care for patients
- Attracting high quality clinical staff
- Increasing our national and international reputation as a centre of excellence
- Developing strong academic partnerships
- Our continued success is underpinned by the long-standing partnerships we have formed and invested in for many years.

Research and innovation is also supported by our Nurses and AHPs at RJAH who play a vital role. They support gathering evidence, leading quality improvement initiatives, and translating research findings into clinical practice. RJAH is committed to developing a workforce that is research-aware, research-active and equipped to drive improvements in patient outcomes.

At RJAH we have a long history of collaboration with several long-standing partnerships with academic partners over the years

Keele University:

We have a long history working with Keele University through our Professorial Department and basic science laboratories. We continue to build on this successful relationship which is benefiting the Trust through closer working with basic scientists in addition to supporting our people to gain honorary contracts with Keele for access to academic resources. This partnership continues to strengthen our research capability across a range of disciplines and supports opportunities for medical, nursing and AHP staff to engage in research, teaching and clinical academic activity through honorary academic appointments and access to academic resources.

Staffordshire University:

Research collaborations with Staffordshire University have helped create opportunities for nurses, AHPs and other healthcare professionals to undertake postgraduate study, including Master's-level education and research training

Other Universities:

We recognise the importance of working closely with other academic institutions both in the UK and internationally to maintain cutting edge research capability. These partnerships can support multiprofessional research capability. Whilst rheumatology and cellular treatments are well covered by Keele's capabilities, other academic partners play an important role

Recent successful and potential partnerships have included:

- The University of Cardiff
- The University of Birmingham
- The University of Edinburgh
- The University of Chester
- Wrexham University

Through these partnerships, multidisciplinary research, innovation and clinical development opportunities are available ensuring that our medical, nursing and AHP colleagues and staff are involved in shaping the future of patient evidence-based care at RJAH.



Achievements and Highlights



Surgical and Critical Care services were both rated Good by the Care Quality Commission in an extremely positive inspection report which was published in October 2025. It means the Trust is now rated Good across all of its services, and it rates as 'Outstanding' for care.



RJAH is accredited as an Elective Surgical Hub, delivering high standards in clinical and operational practice. The scheme, Getting It Right First Time (GIRFT) programme in collaboration with the Royal College of Surgeons, assesses hubs against a framework of standards to help hubs deliver faster access to some of the most common surgical procedures.



RJAH is currently in segment 1 of the National Oversight Framework. Segment 1 is reserved for Trusts with the narrowest range of challenges, and just 21 of the 134 Trusts in England have been categorised as such. The Trust is also ranked at 17th in the latest iteration of the national league tables.



RJAH was singled out as one of just eight providers producing results "much better than expected" in the CQC's Adult Inpatient Survey 2024, which was published in September 2025. The same report highlighted RJAH as having the cleanest wards and rooms in the NHS, for the fifth year in a row.



RJAH has entered into a strategic alliance with our partners at The Royal Orthopaedic Hospital in Birmingham. The two Trusts signed a Memorandum of Understanding that will see them work closely on several key initiatives around delivery, workforce and efficiency.



The Trust was reaccredited – for the second time – with its Veteran Aware status, from the Veterans Covenant Healthcare Alliance (VCHA). Veteran Aware status, which is awarded by the VCHA, signifies the Trust's commitment to providing the best standards of care to the Armed Forces community, past and present, and their families, based on the principles of the Armed Forces Covenant.



RJAH secured £2.4 million to significantly expand the amount of self-generated renewable energy it produces. The money came from Great British Energy, through its solar investment programme, which is providing £100 million to NHS Trusts across the UK. The project included three solar carports in staff and patient parking areas, as well as roof-mounted panels on hospital buildings.



The Trust has been at the cutting edge of innovation, including introducing a new robotic-assisted solution in Theatres - an advanced precision system designed to enhance precision and predictability. The robot does not perform the surgery itself. Instead, it supports the surgeon throughout. For patients, this has the potential to offer a more personalised surgical experience.



The Trust solidified its reputation as a powerhouse in education and training – ranking first in the Midlands and second nationally in the prestigious National Education and Training Survey (NETS).

Our support to the armed forces and veterans

We are incredibly proud and privileged to be able support and care for members of the armed forces and veterans.

Working in partnership with Shropshire Council we provide Armed Forces Outreach Support for military personnel, veterans and their families, in addition to an NHS service exclusively for veterans with arthritis.

Our Veterans' Orthopaedic Service is led by Lieutenant Colonel Carl Meyer and is open to those who have served with the UK military, including National Service, and treats arthritic lower limb problems, especially those requiring hip and knee replacements.

We are also playing a leading role in the transformation of veterans' services. This work took a momentous leap forward earlier this month after a special ribbon cutting event took place celebrating the opening of the UK's first dedicated orthopaedic centre for veterans.

The pioneering Headley Court Veterans' Orthopaedic Centre has been built on-site at The Robert Jones and Agnes Hunt Orthopaedic Hospital following a £6 million donation from The Headley Court Charity. The two-storey building features nine standard examination and clinic rooms, an enhanced treatment room for minor outpatient procedures, an assessment room, a splinting, and therapy room, as well as clinic space for virtual appointments.

Finance and Activity

Our financial position

The Trust experienced significant financial challenges during the year due to a number of factors, including the implementation of a new Electronic Patient Record (EPR) system causing higher than planned activity disruption (loss of income), combined with slippage on consultant recruitment and use of flexible capacity planned to support delivery of the new operating model. While part of the activity income loss is mitigated by direct cost reductions, the reduced contribution earned from core activity generated a financial pressure.

The pressures were mitigated through the efforts of a Performance and Financial Improvement Group (PFIG) which led on the stabilisation and recovery of activity, flexing of the cost base and oversight of enhanced financial controls. This was underpinned by full delivery of a £9.6m (6%) recurrent efficiency programme along with £1.4m of additional non recurrent efficiency.

As a result, the Trust ended the year slightly ahead of the planned breakeven position, generating a £64k control total surplus. Achieving plan made the Trust eligible for the receipt of Deficit Support Funding (DSF) provided by NHS England, which was a re-distribution of central funding from organisations which did not achieve plans and redistributed to organisations which successfully delivered plan. The additional funding totals £1,638,000 allowing the Trust to post a control total surplus of £1,702,000.

Shropshire, Telford, and Wrekin Integrated Care System continues to be under financial pressure, however due to material recovery in 25/26 the system is no longer in segment 4 of the NHS Oversight Framework and is making progress to delivering a breakeven plan over the medium term. This is important to RJAH as a partner in the system the Trust and the Trust continues to be committed to improving the financial position collaborating with partners and leading key areas of development such as MSK Transformation.

Shropshire and surrounding areas

Shropshire

The Trust is situated in Oswestry amongst the beautiful Shropshire countryside, on the Welsh border in the middle of an extensive unspoilt rural area with has excellent transport links. Only 30 minutes by road from Chester and Shrewsbury. Manchester and Liverpool airports are about an hour by road, and Birmingham airport 90 minutes. The M54 motorway, which starts just outside Shrewsbury, provides quick access to the national motorway network and there are reasonable rail links from Gobowen via Shrewsbury or Chester. There is a variation of priced housing, and excellent education system, with outstanding schools in both the state and independent sector.

North Wales

North Wales is well known for its stunning coastline, mountains, and picturesque views with ideal countryside for walking, cycling and other outdoor sports. House prices are varied and affordable too. North Wales is bursting with historic towns, villages independent shops and markets, predominantly rural with excellent links to road networks. Families can again, also take advantage of the excellent schools scattered throughout the area.



The Robert Jones and Agnes Hunt
Orthopaedic Hospital
NHS Foundation Trust

Job Description

Job Details

Job Title:	Chief Nurse and Patient Safety Officer
Pay Band:	VSM
Department / Ward:	Trust Board of Directors (Office of the CEO)

Accountable to:

- | | |
|-------------------|-------------------------|
| 1. (Managerially) | Chief Executive Officer |
| 2. (Reporting) | Chief Executive Officer |

Vision Statement

Improving lives through excellent innovation and care.

Cultural Characteristics:

1. We respect people for their skills and devotion. Not their grade.
2. Patient need over rules process.
3. We choose positivity (we look for strength before weaknesses).
4. The person who knows most about something is able to get on with it.
5. Being humble is a sign of greatness, not weakness.
6. People are aware of – and manage – the impact they have on others.
7. We are honest and transparent in our dealings with each other.
8. If we see a problem we can fix it, if we see an opportunity we can grasp it.
9. We strive constantly to make things better for our patients, ourselves and the hospital.
10. We know that our differences are valuable – we don't believe that our differences make us superior or inferior.
11. We are do-ers not bystanders if we see something we don't like we say so (and do something about it), and if we see something we do like, we say so.

Job Purpose

The Chief Nurse and Patient Safety Officer is an Executive Director of the Trust and as such will contribute to the overall development and implementation of the Trust's long-term vision, strategic direction, financial planning and delivery, and governance arrangements as an NHS Foundation Trust.

Duties and Responsibilities

Strategic Leadership

- Contribute to the overall strategic leadership of the Trust
- Support development and delivery of organisational strategy
- Lead the nursing, AHP and quality agenda across the organisation
- Promote innovation, transformation and continuous improvement

Professional Leadership

- Act as the executive professional lead for nursing and allied health professions
- Promote professional standards, accountability and development

- Ensure professional practice frameworks are embedded and maintained
- Promote the development and application of research and audit in Nursing and AHP practice
- Support workforce development, leadership and succession planning

Quality and Patient Safety

- Executive Trust Lead for clinical governance including risk management
- Ensure effective systems for patient safety and clinical assurance
- Provide Board assurance regarding quality and safety performance
- Lead learning from incidents, litigation, complaints and patient experience fostering a culture of transparency, accountability, learning and sharing.
- Ensure compliance with regulatory and statutory requirements

Safeguarding and Patient Experience

- Provide executive leadership for safeguarding across the organisation
- Champion patient and carer involvement and co-production
- Promote trauma-informed and person-centred approaches
- Ensure patient voice informs improvement and service delivery

Workforce and Culture

- Promote compassionate and inclusive leadership
- Support staff wellbeing, engagement and psychological safety
- Champion equality, diversity and inclusion

Partnership Working

- Build effective relationships across the Integrated Care System
- Represent the Trust externally on nursing, quality and patient safety matters
- Work collaboratively with regulators, commissioners and partner organisations

Governance and Accountability

- Ensure robust governance arrangements are in place
- Contribute to Board assurance and risk management processes
- Support delivery of operational and financial objectives
- Ensure effective use of resources and value for money

Director of Infection Prevention and Control (DIPC)

- Accountability for ensuring that adequate systems, processes, and audits are in place across all clinical and non-clinical areas (the Trust) to support ongoing improvements in the prevention and control of infection enduring the Trust actively monitors its ongoing compliance with the Hygiene code.
- To lead the Trusts strategy for Infection Prevention and Control

Estates and Facilities

- Provide executive leadership and strategic oversight for all Estates and Facilities functions, ensuring the organisation's-built environment, infrastructure, and support services are safe, compliant, efficient, and aligned with organisational objectives.
- Executive Lead for Health and Safety, ensuring robust governance, compliance with statutory duties (including the Health and Safety at Work Act 1974), and a proactive safety culture. Provide assurance to the Board on risk management, incident reporting, and continuous improvement.

OTHER DUTIES

- All Executive Directors are expected to work as part of a cohesive Executive team and, when necessary, take the lead responsibility for corporate duties outside of their immediate sphere of responsibility.
- Participate in the Executive on call rota.
- The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.

Risk Management and Good practice

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

Risk Management and Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
- Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place
- Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
- Compliance with all instruction and training given by members of the Trust relating to health and safety.
- Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.

Infection Control

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
- Participate in any screening programmes initiated by the Director of Infection Prevention and Control

- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

Confidentiality and Information Security

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records of Trust information. This duty lasts indefinitely, and will continue after you leave the Trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure.”

This does not affect your rights and obligations under the Trust's Openness Policy.

Records Management

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you father or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

Safeguarding Children and Adults

The Robert Jones and Agnes Hunt NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:-

- Attending mandatory training on Safeguarding children and adults.
- Being familiar with the individual and Trust requirements under relevant legislation.
- Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
- Reporting any concerns to the appropriate manager or authority

Continuous Improvement

We are committed to creating a culture of continuous improvement at the Trust. Our staff are valued, encouraged, and empowered to suggest and to get involved in delivering improvements in their areas of work.

To play your part in contributing to this culture, you should participate in improvement activities at a level appropriate to your role. This includes attending relevant quality improvement training, and applying these skills to improve the health, wellbeing, and experience of our patients, staff and local population.”

Transition to NHS Net Zero

The Trust is committed to implementing and promoting environmental sustainability. The postholder will demonstrate a commitment to sustainable practices and continuous improvement to contribute to the Trusts goals,

principles and initiatives in line with the sustainability strategy. This may include attendance at appropriate sustainability training. This Commitment aligns with the NHS ambition to achieve Net Carbon Zero

General

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning within an open "no-blame culture".

To promote equality and value diversity.

Prepared by/Reviewed by
Prepared/Reviewed date

Chief Executive Officer
June 2026



**The Robert Jones and Agnes Hunt
Orthopaedic Hospital**
NHS Foundation Trust

Personal Specification

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the post holder requires to perform the job to a satisfactory level.

	Post Requirements	Evidenced by
Qualifications/Training	<ul style="list-style-type: none"> Registered Nurse (RN) with current NMC registration. Master’s degree in a relevant field (e.g., Nursing, Healthcare Leadership, Patient Safety, Quality Improvement) or equivalent senior-level experience. Evidence of ongoing professional development aligned to executive-level nursing leadership. Formal training in patient safety, quality improvement, human factors, or clinical governance (e.g., IHI, QI methodology) is highly desirable. Leadership or management qualification (e.g., ILM, NHS Leadership Academy programmes) is desirable. 	<p>Certificates – verified and copies of originals taken for personal file</p>
Experience	<ul style="list-style-type: none"> Extensive experience at senior nursing leadership level within a complex healthcare organisation, ideally within the NHS. Proven track record of improving patient safety outcomes, reducing harm, and embedding safety culture. Demonstrable experience leading large, multi-disciplinary clinical teams and influencing across organisational boundaries. Experience overseeing clinical governance, risk management, incident investigation, and regulatory compliance. Evidence of leading quality improvement programmes at scale, with measurable impact. Experience working with external regulators and partners (e.g., CQC, NHS England, ICS partners). Experience managing large budgets, workforce planning, and strategic resource allocation. Experience of leading through major change, transformation, or organisational challenge. 	<p>Application form</p> <p>Interview</p> <p>References</p>
Skills and Competencies	<ul style="list-style-type: none"> Exceptional strategic leadership with the ability to set vision and direction for nursing, AHP and patient safety. Highly developed communication and influencing skills, able to engage credibly with staff at all levels, patients, families, and external partners. Ability to analyse complex data, identify trends, and translate insights into improvement actions. Skilled in building safety culture, psychological safety, and open reporting. Strong decision-making skills, especially under pressure or in high-risk situations. Ability to lead and support investigations, ensuring learning and accountability. Competence in financial management, workforce planning, and resource optimisation. 	<p>Certificates</p> <p>Application form</p> <p>Interview</p> <p>References</p> <p>Recruitment competency test</p>

	<ul style="list-style-type: none"> Ability to inspire, motivate, and develop the nursing and AHP workforce. Politically astute, with the ability to navigate complex systems and competing priorities. 	
Knowledge (including specialist or technical knowledge required)	<ul style="list-style-type: none"> Deep understanding of NHS policy, national patient safety frameworks, and regulatory requirements. Expert knowledge of clinical governance, risk systems, incident reporting, and learning from harm. Strong understanding of human factors, safety science, and high-reliability organisation principles. Knowledge of workforce strategy, professional standards, and the NMC Code. Understanding of health inequalities, safeguarding, and inclusive care delivery. Awareness of digital transformation, data quality, and how analytics support patient safety. 	<p>Application form</p> <p>Interview - scenario questions</p> <p>References</p>
Personal Qualities & Trust Values	<ul style="list-style-type: none"> Demonstrates compassionate leadership, aligned to NHS values and the People Promise. Visible, credible, and approachable; acts as a role model for professional nursing standards. Committed to patient-centred care, safety, dignity, and reducing inequalities. Champions diversity, inclusion, and fairness in all aspects of care and workforce management. Promotes a culture of learning, transparency, and continuous improvement. Demonstrates resilience, integrity, and sound judgement. Advocates for staff wellbeing and a positive working environment. 	<p>References</p>
Other	<ul style="list-style-type: none"> Ability to work flexibly, including out-of-hours leadership if required Willingness to act as Executive Lead for safeguarding, infection prevention and control, Estates and Facilities or other portfolios as required. Commitment to ongoing professional development and reflective practice. 	<p>Application form</p>

How to apply

Key Date: the closing date for applications will be **12 July 2026**.

In order to apply, please submit a comprehensive CV, along with a covering letter which sets out your interest and encapsulates the aspects of your experience relevant to the required criteria. Please **DO NOT** apply through completion of the application form. Please see the additional attachment for the email address for CV submission. Please include within your CV the names and address of referees which cover a full 3 years of employment history (references will only be requested in the event of a conditional offer being made).

Applications should be submitted to Mary Bardsley, Assistant Trust Secretary mary.bardsley@nhs.net

All applications will receive an automated response.

For a conversation in confidence, please contact:

Stacey Keegan, Chief Executive Officer

Stacey-lea.keegan@nhs.net

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g., referees) who have not previously agreed to their inclusion.

Should you require access to these documents in alternative formats, please contact mary.bardsley@nhs.net