Chief Nursing Information Officer

Candidate briefing pack

April 2025

We care

Welcome

Thank you for your interest in joining Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTH) and for taking the time to read this pack.

You will join us at an exciting time in our development as we implement a brand new electronic patient record (EPR) system and digital strategy.

As a Trust we are guided in everything we do by our 'we care' values and are looking to speak to candidates who share a feel for these values of inclusivity and putting the patient at the heart of all we do.

Developed with input from colleagues across the Trust, the DBTH way sits alongside our 'we care' values to define our expectations of one another, strengthen our commitment to providing exceptional care as well as ensuring colleagues have the very best working experience.

We are proud to have strong relationships with our partners across the system. We are an organisation of considerable scale and complexity and by collaborating with our partners we can continue to play and important role in supporting our people, communities and population to achieve the best healthcare outcomes and live happier, healthier lives.

We have a new digital strategy in development and are keen to speak with candidates who are forward thinking and are keen to embrace innovation through the use of digital and technology.

We are excited by the opportunity this new EPR brings, and our future Chief Nursing Information Officer will need to support us to push boundaries wherever we can to help us achieve our ambitions of being regarded as pioneers in this field.

This is a fantastic opportunity for a senior nursing leader to join our Trust and have a big impact at an exciting time of change and development. If you are excited by this opportunity and think you have the skills and expertise to succeed, we would be delighted to hear from you.

To learn more about this role and how to apply please contact our recruitment partners Hunter Healthcare via Finn McNulty on email at **fmcnulty@hunter-healthcare.com** or phone on **07966 006091**

Kind regards,

Dan Howard
Chief Information Officer

Karen Jessop
Chief Nurse

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust

About Us

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTH) is one of Yorkshire's leading acute trusts, serving a population of more than 440,000 across South Yorkshire, North Nottinghamshire, and the surrounding areas.

With three main hospital sites and several additional services, DBTH is one of only a handful of teaching hospitals in Yorkshire.

We train 25% of all medical students in the region and 30% of all other healthcare professional students. Employing more than 7,000 colleagues, every member of our team contributes to patient care and plays a vital role in our ongoing success.

At DBTH, we are guided by the **DBTH Way**, which is built on the foundations of **We Care** – our values of kindness, respect, and ensuring that each colleague is equipped with the tools they need to thrive. This approach shapes our everyday work, ensuring we deliver safe, high-quality care while maintaining a strong sense of community across our multiple sites.

Our commitment to the **DBTH Way** also aligns with our **strategic priorities** – to deliver outstanding care, improve colleague experience, strengthen partnerships, and develop as an anchor institution in our communities. These priorities help us focus on making meaningful improvements, ensuring every decision we make supports better outcomes for patients and creates a positive environment for our colleagues.

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Our Sites

DONCASTER ROYAL INFIRMARY

Is a large acute hospital with over 500 beds, a 24-hour Emergency Department, and trauma unit status. In addition to the full range of district general hospital care, DRI also provides some specialist services including vascular surgery. It has inpatient, day case, diagnostic and outpatient facilities.

BASSETLAW HOSPITAL

Is an acute hospital with over 170 beds, a 24-hour Emergency Department and the full range of district general hospital services including a breast care unit and renal dialysis. Bassetlaw has inpatient, day case and outpatient facilities.
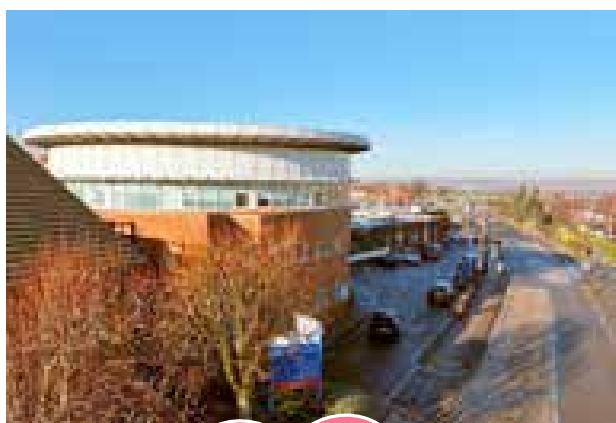
MONTAGU HOSPITAL

A small non-acute hospital with over 50 inpatient beds for people who need further rehabilitation before they can be discharged. There is a nurse-led minor injuries unit, open 9am to 9pm. It also has a day surgery unit, renal dialysis, a chronic pain management unit and a wide range of outpatient clinics. Montagu is the site of our Rehabilitation Centre, Clinical Simulation Centre and the base for the abdominal aortic aneurysm screening programme.
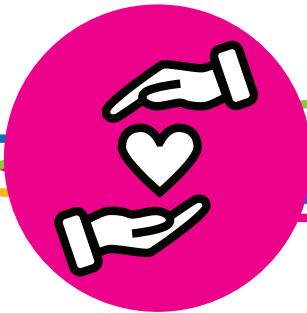
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Our Vision and Values

Our vision is:

Healthier together – delivering exceptional care for all

Patients	People	Partnership	Pounds
We deliver safe, exceptional, person-centred care	We are supportive, positive and welcoming	We work together to enhance our services with clear goals for our communities	We are efficient and spend public money wisely

Our values are:

Encouraging and valuing our diverse staff and rewarding ability and innovation.

Responsible and accountable for our actions – taking pride in our work.

We care

We always put the patient first.

Everyone counts – we treat each other with courtesy, honest, respect and dignity.

Committed to quality and continuously improving patient experience.

Always caring and compassionate.

We care

The DBTH Way

Developed with input from colleagues across the Trust, this framework sits alongside our We Care values to define our expectations of one another, strengthen our commitment to providing exceptional care as well as ensuring colleagues have the very best working experience.

We are:

- Kind
- Inclusive
- Person centred
- Empowering
- Accountable
- Collaborative

We show:

- Attentive listening
- Integrity and honesty
- Courage and positivity

About the Area

If you're considering joining us as Chief Nursing Information Officer, you'll be pleased to know that the surrounding area offers an excellent quality of life.

Located in South Yorkshire and Nottinghamshire, Doncaster and Bassetlaw provide the perfect balance between urban convenience and rural charm.

Doncaster is a vibrant town with a rich history, fantastic shopping, and a thriving food and drink scene. The Frenchgate Shopping Centre, bustling markets, and a variety of restaurants and bars make it a lively place to explore.

Bassetlaw, with towns such as Worksop and Retford, offers a more relaxed pace of life with excellent amenities, independent shops, and charming cafes. For those who love culture, the area is home to attractions such as Doncaster Dome, Cast Theatre, and Cusworth Hall.

You're also within easy reach of Sheffield, a city renowned for its music, arts, and dining, and Nottingham, famous for its historical landmarks and vibrant nightlife. Transport links are exceptional. Doncaster is a major railway hub with direct trains to London in just 90 minutes, while the A1(M) and M18 motorways provide easy access to the rest of the UK. Robin Hood Airport offers convenient international travel.

Nature lovers will appreciate the nearby Peak District National Park, Clumber Park, and Sherwood Forest, ideal for walking, cycling, and outdoor adventures. Picturesque villages such as Tickhill and Bawtry offer a blend of countryside tranquillity and boutique shopping. Whether you're drawn to city life, rural retreats, or somewhere in between, Doncaster and Bassetlaw provide an outstanding place to call home. We hope you'll join us in shaping the future of healthcare while enjoying all that this wonderful region has to offer.

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Job Description

Job Title:	Chief Nursing Information Officer
Band:	8D
Department:	Digital
Responsible to:	Chief Nurse
Accountable to:	Chief Information Officer

JOB PURPOSE

Be the principal nursing digital advisor to the Trust and the main point of contact for nursing, midwifery and AHPs (NMAHPs) in relation to digital developments.

Working in collaboration with the Chief Clinical Information Officer (CCIO), the post holder will provide visible clinical leadership and will champion and promote innovation and stimulate a positive culture in the development of clinical informatics across the Trust.

The Chief Nursing Information Officer (CNIO) will work with the Trust's NMAHP professionals to provide expert clinical input in the planning, development, implementation, delivery and evaluation of digital systems and services to support nursing and AHP practice and the delivery of quality care.

They will promote innovation and champion the development of a clinically appropriate digital culture across the organisation. The post holder will work at the forefront of transformation and cultural change that integrates digital solutions into clinical and business practice, driving clinical excellence and delivering tangible benefit for our patients and staff.

The post holder will be responsible for leading and delivering a range of innovative technical solutions across a number of workstreams to ensure the aims and objectives of the Digital Strategy are delivered.

They will work in partnership with the CCIO leading on all clinical aspects of the Digital Strategy, representing the views of medics and NMAHPs.

MAIN DUTIES AND RESPONSIBILITIES

Strategy and leadership

- The CIO, CNIO and the CCIO will lead the delivery of the Digital Strategy, ensuring that we have the technology, skills and expertise to meet national policy objectives and to play a leading role in driving innovation across South Yorkshire.

- Provide nursing overview and expertise to the design and development of digital–enabled change programmes and development strategies, plans and activity to ensure they deliver safe effective evidence-based and accessible services and systems to meet the health and care knowledge and information needs of patients and nurses.

- Provide inspirational leadership to the CNIO team, improving performance, creating and driving a shared vision while increasing its impact and the impact of the wider Digital team.

- Provide leadership and strategic direction for digital working throughout the Trust. Promote innovation and champion digital using clinical expertise as an enabler for safe and effective care.

- Provide leadership to the clinical Digital Practitioner team (and any other temporary staff as required), being responsible for workforce planning, staff management, professional revalidation processes/ appraisal and staff development.

- Manage significant digital capital and revenue budgets in line with team priorities, including operational and project budgets. Undertake detailed long term financial planning and budget monitoring.

- To keep abreast of developments in the clinical digital field and contribute to strategic plans for the Trust.

- Effectively collaborate with the senior NMAHPs team to drive forward standardised digital and professional practice across the Trust.

- Contribute to any professional strategies/ workplans in relation to field of expertise (such as the NMAHPs Quality Strategy).

- Prioritise patient safety in relation to implementation of change and digital progress.

- Undertake an active role in regional and national CNIO communities building networks with other trusts.

EPR

- Provide strategic and clinical oversight to a benefit driven EPR implementation programme in support of digital excellence, leading the transition to new standardised pathways, clinical models and skillsets and embedding a culture of continuous improvement.

- Champion and drive the continued development and evolution of the EPR, increasing its adoption and impact throughout the Trust and with partners.

Innovation, change management and service delivery

- Combine knowledge of patient care, digital concepts and change management to address effectively the information and knowledge needs of healthcare professionals and patients to promote safe, effective and efficient use of digital in clinical settings.

- Understand the impact of regulatory changes and interpret them for internal and external users.

- Co-create informatics strategies related to health IT procurement, implementation, maintenance and optimisation.

- Serve as the strategic liaison for digitising health, representing NMAHPs and patient care team needs.

- Develop clinical systems strategies in collaboration with other senior informatics and operational leaders.

- Act as a change agent in the identification, development, planning, implementation and value measurement of digital strategies to support quality patient care and professional practice.

- Design, develop and implement appropriate service delivery in collaboration with Digital leadership in defining, delivering and improving digital services.

- To identify and initiate measures which may be necessary to promote digital adoption and reduce hybrid working between different digital and paper systems, with the aim to move care to be fully digital.

Clinical Safety

- Monitor clinical incidents related to digital solutions, ensuring learning and appropriate action is disseminated to all levels of the Trust.

- Prepare and present to the Executive team and Trust Board on a range of complex issues as necessary relating to clinical informatics and technology.

- Ensure a robust network of Clinical Safety Officers is in place ensuring regular reviews and assessments ensuring good clinical safety for all digital systems and services.

Other

- Ensure adherence to NMC Code Standards and Guidelines on professional issues.

- Deputise for the CIO and / or Chief Nurse in specific areas of their role, as required.

- Develop and maintain effective links with universities, colleges and other education providers, specifically on advising on the digital component of undergraduate, postgraduate and other relevant training programmes.

- Delegated responsibility within the EPR Programme and Digital team, including national, regional and local projects and use of external digital funding.

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the role including senior manager on call duties.

- To be familiar with and comply with all Trust and departmental policies, procedures, protocols, and guidelines.

- To be aware of and work towards the Trust's strategic goals.

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.

- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.

- The post holder must comply with and support the development of the performance standards within the service/ department to ensure the service is responsive to and meets the needs of its customers.

- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.

- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic, and professional manager.

- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibility to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

Equality and Diversity and Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.

- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.

- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

- The post holder will be involved in a formal appraisal review with their manager at least every 12 months. Once performance / training objectives have been set, progress will be reviewed on a regular basis, so that new objectives can be agreed and set.

- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Confidentiality and Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff, and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.

- All information obtained or held during the post holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

Health and Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.

- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.

- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors, or members of the public.

- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.
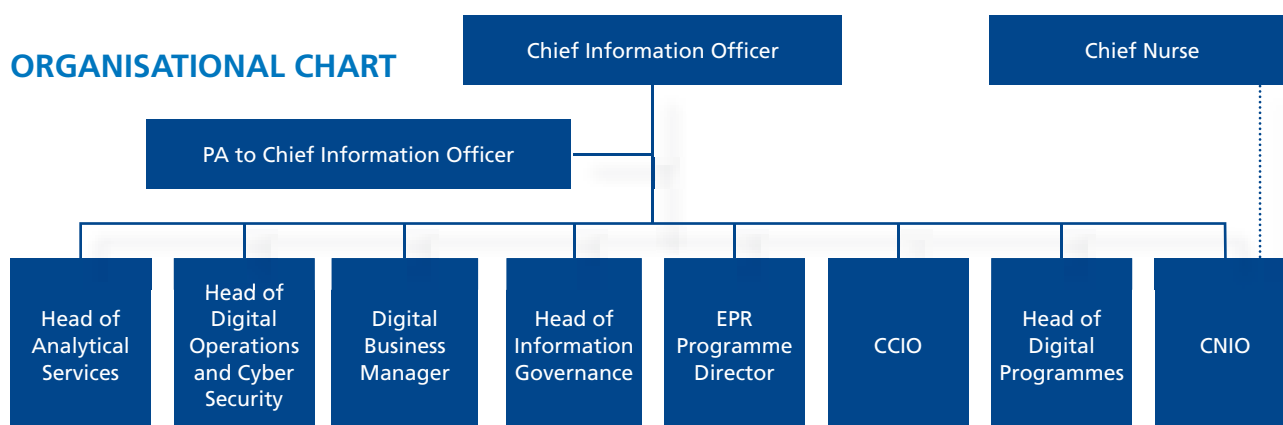
Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.

- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

SCOPE AND RANGE

- The post holder will support the CIO and Chief Nurse in a wide range of business, finance, performance and planning related tasks. It is expected that supervision will be minimal with an agreed set of objectives being set out by the CIO and Chief Nurse with the post holder having significant freedom to act in how such objectives are met.

ORGANISATIONAL CHART

Chief Information Officer

Chief Nurse

PA to Chief Information Officer

Head of Analytical Services

Head of Digital Operations and Cyber Security

Digital Business Manager

Head of Information Governance

EPR Programme Director

CCIO

Head of Digital Programmes

CNIO

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Appendix 1: Specific Terms

- All employees and volunteers working within the Trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role.

- The prevention and control of infection is an integral part of the role of all health care personnel. employees, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.

- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.

- Maintaining confidentiality of information related to individual patients or employees is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Employees should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.

Person Specification

	AM
AM = Assessment Method: AF = Application Form, I = Interview, P = Presentation, R = References, C= Certificates	AM

KNOWLEDGE AND EXPERIENCE	
ESSENTIAL	
• Significant experience of operating at a senior level within the NHS. Significant experience of senior nursing leadership with a focus on digital priorities	AF/I
• The postholder must be a fully Registered Nurse	AF/C/I
• Leadership of, or active involvement in, at least one major recent digital project (such as EPR) to improve care quality	AF/I
• Ability to provide a strategic overview of the development of digital systems to support high quality of care and organisational effectiveness	AF/I
• High level influencing skills: able to persuade nurses and other clinicians to engage with, implement and embed change to achieve successful outcomes	AF/I
• Resilient: able to cope with difficult interpersonal situations, competing demands and tight timescales	AF/I
• Excellent communication skills: able to express complicated, multi-stranded concepts in an accessible way, both verbally and in writing and in a multi- professional environment	AF/I
• High level presentation skills: confidently able to present information publicly using a variety of media in different settings in both 1:1 settings and to large gatherings of clinical professionals (conferences and workshops etc) or to Trust executive or senior leadership team	AF/I
• Benefits management: able to identify and articulate benefits of information-enabled change and drive through these benefits through their active management	AF/I
• Patient safety: responsibility for clinical risk	AF/I
• Management of clinical informatics systems and services in accordance with NHS standards	AF/I
• Demonstrable record of successful line management of staff and proven team leadership and motivational skills	AF/I
• Autonomous practitioner, able to manage staff and work programmes effectively and to take decisions	AF/I
• Evidence of quality improvement initiatives undertaken and able to demonstrate value added	AF/I
• Able to apply NHS expertise to complex clinical and business areas in order to implement solutions that support service essential processes	AF/I
• Proficient in leading significant change, delivering tangible, timely and sustained improvements	AF/I
• Ability to make judgement on clinical and professional standards	AF/I
• Ability to write management reports identifying investigation findings, clearly documented with appropriate judgement and actions needed	AF/I
• Ability to gain credibility with and influence fellow clinicians, managers and speciality leads- including influencing clinical changes where appropriate	AF/I
• Highly developed oral communication skills, ranging from informal 1:1 discussions, formal presentations covering both oral and written skills	AF/I
• Ability to build strong working relationships at all levels	AF/I

	AM = Assessment Method: AF = Application Form, I = Interview, P = Presentation, R = References, C= Certificates	**AM**

KNOWLEDGE AND EXPERIENCE	
DESIRABLE	
• Significant digital implementation experience	AF/I
• Attained national Clinical Safety Training for clinicians	AF/I
• Knowledge of national IM&T strategy and trends in clinical informatics	AF/I
• Knowledge of the currentand/or future EPR system	AF/I
• Demonstrates ability to interpret and analyse data and adapt national and local policy from several sources to develop Trust policy or strategy	AF/I

QUALIFICATIONS/TRAINING	
ESSENTIAL	
• Professional nursing, midwifery or AHP qualification with appropriate and active registration with the Nursing and Midwifery Council (NMC) or Health and care professions council (HCPC)	AF/C/I
• Registered with BCS, the Chartered Institute for IT, the professional body for informatics: or willing to register within six months of appointment	AF/C/I
• Demonstrates evidence of commitment to professional development	AF/C/I
• Educated to degree level in appropriate field	AF/C/I
• Master's degree or demonstrable equivalent experience	AF/C/I
DESIRABLE	
• PRINCE2 Practitioner / Agile practitioner (or equivalent project management methodology)	AF/C/I
• Master's degree in risk, governance, and patient safety or equivalent (or relevant experience)	AF/C/I
• Master's level degree in either informatics, business analysis or process re-engineering, or equivalent (or relevant experience)	AF/C/I
• Fellow of BCS	AF/C/I

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PERSONAL ATTRIBUTES & SKILLS

ESSENTIAL

• Ability to present and operate at Board level	AF/I
• Proven ability to engage effectively with a broad range of stakeholders within and outside the organisation and in a multi-professional environment	AF/I
• Passionate about digital healthcare as a tool to drive up clinical quality of care and support professional practice	AF/I
• Excellent communicator both orally and in writing	AF/I
• Successful influencer and negotiator	AF/I
• Highly developed analytical and interpretation skills and the ability to understand, evaluate and make sound recommendations from complex and contentious data	AF/I
• Strong organisation skills – able to organise own workload and take responsibility across an area of responsibility	AF/I

PERSONAL ATTRIBUTES & SKILLS

DESIRABLE

• Able to manipulate complex data using IT	AF/I

DEMONSTRATES OUR WE CARE VALUES AND THE DBTH WAY

- Kind
- Inclusive
- Person centred
- Empowering
- Accountable and collaborative
- Attentive listening
- Integrity and honesty
- Courage and positivity

How to Apply

The closing date for applications is **20 April 2025**.

Applications should include:

- A covering letter explaining why the appointment interests you, how you meet the appointment criteria and what you specifically would bring to the post.

- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. Please include daytime and evening telephone contact numbers and email addresses. The CV should include names and contact details of three referees. References will not be taken without your permission.

- A completed **Diversity Monitoring Form** and **Fit and Proper Person Monitoring Form**.

Please note that the information you provide will be treated as confidential and is for monitoring purposes only. It will not form part of the application process.

All applications should be sent to: **apply@hunter-healthcare.com**. All applications will be acknowledged.

For an initial conversation about this role, please contact Finn McNulty at our recruitment partners, Hunter Healthcare by email: **fmcnulty@hunter-healthcare.com** or phone: **07966 006091**.

KEY DATES

Application closing date	20 April 2025
Shortlisting	w/c 21 April 2025
Interviews & Stakeholder groups	2 May 2025

The DBTH Way

NHS

Doncaster and Bassetlaw Teaching Hospitals

NHS Foundation Trust

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