

Date 19 August 2026
Our Ref 11692

Enquiries to Richard Mutch
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Dear

FREEDOM OF INFORMATION – WEST LOTHIAN CHIEF NURSE

I write in response to your request for information in relation to the West Lothian Chief Nurse post.

Question:

- I wish to request, under the Freedom of Information Act, the Matched Job Report and current Job Description for the West Lothian Chief Nurse post. I also wish to know the salary band for the role and what are the responsibilities of the job.

Answer:

Please see enclosed job descriptions.

Question:

- Is the West Lothian Chief Nurse part of the Senior management team implementing the NHS Lothian Nursing and Midwifery Strategic Plan 2023-2028, entitled "Connecting our Communities, Realising our Ambitions; Reimagining Nursing and Midwifery for NHS Lothian"

Answer:

The Chief Nurse is part of the Professional leadership of NHS Lothian and so is involved in the development of the strategic plan.

Question:

- After 3 years of the Plan, how is the Plan's ambition of reinvigorating our workforce and making people feel valued, respected and supported being evidenced by NHS Lothian Senior management? Please give concrete examples of NHS Lothian valuing and re-invigorating its SCPHN Specialist School Nurse staff.

Answer:

We can only provide recorded information, opinion is not covered by the Act. As per Section 17 of the Freedom of Information (Scotland) Act 2002 formally I must advise that we do not hold this detail.

Information about the Nursing and Midwifery Strategic Plan and a year 1 evaluation event in 2024 is available on NHS Lothian's website here:

<https://services.nhsllothian.scot/nursingandmidwifery/nursing-midwifery-strategic-plan-celebration-event-2024/>

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive

Matched Job Report

Job Title	Chief Nurse West Lothian
Job ID	Sco13/L-WLHSCP-CNWL
Score	640
Band	8c
Status	Band Matched
National Profile	Nurse/Midwife Consultant Higher Level

Job Statement

Provide strong and focussed nursing leadership and be accountable for the development, delivery and implementation of professional nursing standards ensuring best practice and high standards of clinical performance are delivered across all services within West Lothian HSCP including those services hosted by the HSCP on behalf of NHS Lothian, South East Region and National Services Scotland. Provide professional advice to the HSCP Senior Leadership Teams and commissioned services/partner agencies on all matters relating to Nursing, Midwifery & Specialist Community Public Health Nursing services.

In conjunction with the Senior Leadership Team ensure that there is an appropriate Nursing Workforce to meet the health needs of the local population and that individual nurses are fit to practice.

Contribute to the clinical, financial and staff governance arrangements for the HSCP ensuring clinical and care governance are embedded in the organisation culture and promote an environment where continuous improvement is central to all quality systems and in which a learning culture is developed and maintained.

Lead the development, implementation and governance of Public Protection arrangements in West Lothian and represent health services in multiagency committees for Child and Adult Protection.

Oversee the framework for the interaction with patients, carers and general public to ensure they are involved in person centred service developments.

1. Communication and relationship skills

National Profile Level: 5 (a)/ 5 (b)

Selected Level: 5

Factor Status: Matched

Score: 45

National Profile Factor Description

****Provide and receive highly complex, sensitive or contentious information; barriers to understanding/present complex information to large groups **** Communicates very sensitive, complex condition related information to patients, relatives, empathy, reassurance required; highly complex service information at board level; presents specialist information to large groups of staff

Relevant Job Information

Meets Level 5a

Ref Section 11

In addition the post holder will disseminate communications from NMC and follow NMC procedures for complaints, disciplinary matters etc.

The post holder is required to communicate highly complex and sensitive issues. This requires exemplary and highly developed interpersonal skills using negotiation, motivation, influencing and persuading skills to work with groups who may not always hold similar views and where proposals may have direct consequences on current service provision.

Evidence:

Responsible for building relationships with clinical teams and partner agencies to develop a climate where challenging practices and working patterns create effective and sustainable solutions - requiring sensitivity and strong relationships.

Manage highly sensitive, contentious, and emotional situations to include complaints handling, dealing with critical incidents, meeting with distressed relatives and hearing disciplinary and grievance cases including appeals.

Required to defuse situations, and to be professionally competent in dealing with the emotional impact of people who present with behaviours that challenge services.

Demonstrate the highest level of interpersonal and communication skills given the need to communicate regularly with staff and other colleagues in the Local Authority and Voluntary Organisations.

Communicate clearly local and national strategy into achievable & measurable activities/objectives for services to motivate teams and encourage team working.

Ensure effective interpretation and communication of complex strategic and operational data, producing and organising information in a way that allows all staff to understand local priorities in the context of the wider organisational and national agenda.

Receive and interpret health information, statistics and research data and communicate at both national and regional events. This information may be contentious and could produce negative responses that require sensitivity and skill in handling and resolving.

Meeting frequently with senior managers within the Partnership and clinical colleagues to update, negotiate and plan strategy implementation. Responsible for developing and maintaining partnership working relationships with colleagues in local authorities and the third sector to ensure effective and integrated delivery of services.

Develop and sustain communication networks across NHS Lothian and nationally. eg. Nurse Director for Community and Primary Care, Chief Nursing Officer Directorate, HIS QI Hub to support the development of strategy and policy and the development and implementation of evidence base practice.

2. Knowledge, training and experience

National Profile Level: 8

Selected Level: 8

Factor Status: Matched

Score: 240

National Profile Factor Description

****Advanced theoretical and practical knowledge **** Professional knowledge acquired through degree/diploma supplemented by specialist training, experience, short courses, to doctorate level or equivalent

Relevant Job Information

Meets Level 8

Ref Section 13

First Level Registered Nurse.

Educated to SCQF level 11 or equivalent, e.g. masters in leadership plus significant leadership experience in a senior Nursing management/leadership role.

Understanding of the Health Care agenda in NHS Scotland with particular knowledge of the Primary and Community Care agenda preferable.

A proven track record in sound and effective leadership.

Proven analytical skills, knowledge and experience in professional development and education are all skills and experience required of this post holder.

Excellent communication skills are required to persuade others and negotiate the implementation of change. The post holder is expected to have strong presentation skills and to be able to express a view convincingly and coherently, verbally and in writing.

Understanding of the NHS, Local authorities and cultural, social and political environments and professional /legal guidelines.

Experience of practice development and innovation at organisational level, people management, education, performance and budget management.

Extensive knowledge and understanding of clinical governance and quality assurance, improvements and evidence based clinical practice.

Proven effective change/project management and leadership skills and the ability to direct change at a clinical and strategic level.

Experience of working in a multi-agency arena, in partnership with other agencies and particularly academic institutions, voluntary organisations and local authorities.
Experience of leading large scale projects.
Experience of participation in national professional forums and professional learning events.

3. Analytical skills

National Profile Level: 5

Selected Level: 5

Factor Status: Matched

Score: 60

National Profile Factor Description

****Highly complex facts or situations, requiring analysis, interpretation, comparison of a range of options. ** Reconciles inter and intra professional differences of opinion, judgements on complex clinical issues**

Relevant Job Information

Meets Level 5

Ref Section 9

Judgements and recommendations are required to the Integration Joint Board, Senior Management Team and Nurse Director for Community Nursing and HR Director of Lothian NHS Board on policy, workforce planning and the development and redesign of services and professional roles.

Makes strategic and influences operational judgements, manages conflicting views, reconciles professional differences of opinion.

Contribute to the assessment and decision making on the professional elements of human resource issues concerning staff performance, absence, staff deployment and matters which lead to disciplinary procedures.

Frequently make judgements and decisions about complex situations that require analysis, including patient involvement, patient complaints, significant adverse events and staffing issues that promote learning and improvement.

Ref Section 10

Identify opportunities to influence service development and redesign, balancing highly complex and sometimes conflicting opinions, advice and political drivers to meet demand and deliver safe and effective services.

Ref Section 11

Ensure effective interpretation and communication of complex strategic and operational data, producing and organising information in a way that allows all staff to understand local priorities in the context of the wider organisational and national agenda.

Receive and interpret health information, statistics and research data and communicate at both national and regional events. This information may be contentious and could produce negative responses that require sensitivity and skill in handling and resolving.

4. Planning and organisation skills

National Profile Level: 4-5

Selected Level: 4

Factor Status: Matched

Score: 42

National Profile Factor Description

****Plan and organise broad range of complex activities, requiring formulation, adjustment of plans, strategies/ formulate long-term strategic plans, involving uncertainty, impact across the whole organisation ** Responsible for service development, education, training in specialist field/ strategic planning for specialist service for region, impacting on external agencies**

Relevant Job Information

Meets Level 4

Ref Section 2

In conjunction with the Senior Leadership Team ensure that there is an appropriate Nursing Workforce to meet the health needs of the local population and that individual nurses are fit to practice.

Contribute to the clinical, financial and staff governance arrangements for the HSCP ensuring clinical and care governance are embedded in the organisation culture and promote an environment where continuous improvement is central to all quality systems and in which a learning culture is developed and maintained.

Ref Section 5

The post holder will be professionally responsible for nursing services and will ensure the HSCP is able to deliver safe, effective, person centred services which enable and support improvements in the health of the people of West Lothian.

The post holder will be responsible for the provision of nursing leadership in relation to developing, establishing and implementation of corporate objectives and to ensure effective delivery of the clinical strategy.

The post holder will therefore require to work at a significantly high operating level in conjunction with the Director, Head of Health, Head of Social Policy and Senior Management Team.

Ref Section 6

5. Develop Governance frameworks, which ensure that a system of corporate accountability and effectiveness exists in health and clinical functions and the management of staff and other resources are in place. Lead and direct the development of the WLHSCP quality management system and its application across all services e.g SAE ,datix and complaints.

7. Identify projected levels of clinical workforce in conjunction with Senior Management Team and NHS Lothian Nurse Director for community nursing. Professional lead for the development of Nursing Workforce Planning including capacity building and development of new roles, recruitment and retention, training and development, staff regulation and continuing professional development and maintain continuing links with educational establishments, developing and monitoring standards for all student placements.

12. Contribute to the planning, implementation and evaluation of service redesign projects including health improvement initiatives, consulting on proposals for organisation and service change and identifying the key issues for and impact on nursing services to improve health status, reduce health inequalities and improve health and social care.

13 Lead the development of Patient and Public Involvement for the HSCP ensuring staff, patients, clients and communities can be involved in the delivery and planning of health and social care and health improvement.

15. Lead responsibility for implementation of "Getting it Right for Every Child" to ensure that all children get the best possible start and are protected from harm.

Ref Section 9

Judgements and recommendations are required to the Integration Joint Board, Senior Management Team and Nurse Director for Community Nursing and HR Director of Lothian NHS Board on policy, workforce planning and the development and redesign of services and professional roles.

Contribute to the assessment and decision making on the professional elements of human resource issues concerning staff performance, absence, staff deployment and matters which lead to disciplinary procedures.

5. Physical skills

National Profile Level: 3 (b) - 4

Selected Level: 2

Factor Status: Variation

Score: 15

National Profile Factor Description

****Highly developed physical skills, accuracy important, manipulation of fine tools, materials/ highly developed skills, high degree of precision **** Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures/ undertakes suturing, endoscopies

Relevant Job Information

Meets Level 2

Ref Section 12

Standard key board skills.

6. Responsibility - patient/client care

National Profile Level: 6 (a) (c) (d)

Selected Level: 6

Factor Status: Matched

Score: 39

National Profile Factor Description

****Develop highly specialised programmes of care, care packages; provide highly specialised advice concerning care; accountable for direct delivery of sub-division of clinical care **** Develops & implements of specialist care packages; provide clinical advice in specialist area; accountable for specialist area of nursing/midwifery

Relevant Job Information

Meets Level 6d

Ref Section 2

Provide strong and focussed nursing leadership and be accountable for the development, delivery and implementation of professional nursing standards ensuring best practice and high standards of clinical performance are delivered across all services within West Lothian HSCP including those services hosted by the HSCP on behalf of NHS Lothian, South East Region and National Services Scotland.

Provide professional advice to the HSCP Senior Leadership Teams and commissioned services/partner agencies on all matters relating to Nursing, Midwifery & Specialist Community Public Health Nursing services.

In conjunction with the Senior Leadership Team ensure that there is an appropriate Nursing Workforce to meet the health needs of the local population and that individual nurses are fit to practice. This requires ongoing development with Higher Education establishments focusing on new graduates and advancing practice.

Ref Section 6

1. Professional responsibility for the quality of all clinical services, maximising the contribution of nursing and the quality of the patient experience in line with NHS Lothian Strategy whilst ensuring efficiency and effectiveness, timely and appropriate communications, and the development of positive behaviours to achieve new ways of working.

3. Support the provision of quality patient services by providing professional advice, seeking assurance and adding the professional Nursing, Midwifery and SCPHN dimension to discussions and decision making within the Partnership.

10. Lead the identification of priorities to reduce the risk of Healthcare Associated Infection (HAI) within all in-patient, community and social care settings within the Partnership, responsible for high level quality assurance through regular audit such as undertaking announced HEI inspections and monitoring assurance through multi-agency meetings eg care home assurance group.

7. Responsibility - policy and service

National Profile Level: 4

Selected Level: 5

Factor Status: Variation

Score: 45

National Profile Factor Description

**Responsible for policy implementation, development for a service ** Develops and implements policies for specialist service

Relevant Job Information

Meets Level 5

Ref Section 2

Provide strong and focussed nursing leadership and be accountable for the development, delivery and implementation of professional nursing standards ensuring best practice and high standards of clinical performance are delivered across all services within West Lothian HSCP including those services hosted by the HSCP on behalf of NHS Lothian, South East Region and National Services Scotland.

Contribute to the clinical, financial and staff governance arrangements for the HSCP ensuring clinical and care governance are embedded in the organisation culture and promote an environment where continuous improvement is central to all quality systems and in which a

Ref Section 6

4. Ensure that appropriate Professional Standards are adhered to, in line with the Nursing and Midwifery Council (NMC) and be accountable for the safe staffing legislation across nursing families across WL HSCP.

7. Identify projected levels of clinical workforce in conjunction with Senior Management Team and NHS Lothian Nurse Director for community nursing. Professional lead for the development of Nursing Workforce Planning including capacity building and development of new roles, recruitment and retention, training and development, staff regulation and continuing professional development and maintain continuing links with educational establishments, developing and monitoring standards for all student placements.

11. Lead the professional development of nursing and associated services within the West Lothian HSCP encouraging and promoting effective clinical audit, supervision and research and development within the profession. Responsible for training and education of the nursing workforce both through direct delivery and being responsible for assurance of up to date education being maintained. Contribute to the formulation of Nursing Strategy, Policies and Procedures nationally and within Lothian and ensure the consistent application across the HSCP.

Ref Section 9

Within the context of changing strategy and policy judgements and recommendations are required regarding the implementation of and the implications this will have on service delivery.

Ref Section 10

Within the context of changing strategy and policy judgements and recommendations are required regarding the implementation of and the implications this will have on service delivery.

8. Responsibility - finance and physical

National Profile Level: 2(b)(d) / 3 (a) (d) **Selected Level:** 3

Factor Status: Matched

Score: 21

National Profile Factor Description

**Safe use of equipment other than equipment used personally; authorised signatory, small payments/ authorised signatory; holds delegated budget ** Responsible for ensuring the safe use of specialist equipment and advising budget holders on best value purchasing; authorised signatory / delegated budget holder for e.g. training

Relevant Job Information

Meets Level 3c

Ref Section 2

Contribute to the clinical, financial and staff governance arrangements for the HSCP ensuring clinical and care governance are embedded in the organisation culture and promote an environment where continuous improvement is central to all quality systems and in which a learning culture is developed and maintained.

Ref Section 3

The postholder has influence over the core CHCP expenditure and workforce detailed above covering staff and associated costs and is has responsibility in supporting Senior Managers for the effective use, monitoring and management of the nursing budget along with the professional leadership of nursing.

Ref Section 6

8. To influence and support the achievement of all operational and financial targets relevant to nursing and to support the delivery of wider targets for the HSCP including reducing demand for supplementary staffing.

Ref Section 9

The post holder will indirectly influence the Nursing workforce budgets within the HSCP e.g. Professionally advising on use of Nursing resources in services that are operationally managed across health & social care.

9. Responsibility - staff/HR/leadership/training

National Profile Level: 3 (c) – 4 (b)

Selected Level: 4

Factor Status: Matched

Score: 32

National Profile Factor Description

**Teach, deliver core training, range of subjects/ teach, devise training and development programmes, major job responsibility ** Provides specialist training & education/ develops education programmes

Relevant Job Information

Meets Level 4a

Ref Section 2

In conjunction with the Senior Leadership Team ensure that there is an appropriate Nursing Workforce to meet the health needs of the local population and that individual nurses are fit to practice. This requires ongoing development with Higher Education establishments focusing on new graduates and advancing practice.

Ref Section 6

7. Identify projected levels of clinical workforce in conjunction with Senior Management Team and NHS Lothian Nurse Director for community nursing. Professional lead for the development of Nursing Workforce Planning including capacity building and development of new roles, recruitment and retention, training and development, staff regulation and continuing professional development and maintain continuing links with educational establishments, developing and monitoring standards for all student placements.

18. Establish effective working relationships with NMC, NHS Education Scotland and Higher/Further Education providers to address current and future educational requirements for the profession at pre and post registration level. Influence the development and direction of education programmes by offering professional expert opinion to shape the local nursing workforce needs . Examples of this in West Lothian is the Skills Boost Training and the changing framework for Health Visiting.

Ref Section 9

Judgements and recommendations are required to the Integration Joint Board, Senior Management Team and Nurse Director for Community Nursing and HR Director of Lothian NHS Board on policy, workforce planning and the development and redesign of services and professional roles.

Ref section 10

Leading and developing a highly motivated and professionally diverse mix of specialist and generic

nursing workforce that are able to deliver NHS Lothian's strategic objectives and services that will improve the health outcomes of individuals, their families and local communities whilst achieving performance measures.

10. Responsibility - information resources

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 4

National Profile Factor Description

****Record personally generated information **** Maintains patient/client records, records research results

Relevant Job Information

Meets Level 1

Record personally generated information

Ref Section 11

Ensure effective interpretation and communication of complex strategic and operational data, producing and organising information in a way that allows all staff to understand local priorities in the context of the wider organisational and national agenda.

Receive and interpret health information, statistics and research data and communicate at both national and regional events. This information may be contentious and could produce negative responses that require sensitivity and skill in handling and resolving

11. Responsibility - research and development

National Profile Level: 3/4/5

Selected Level: 2

Factor Status: Variation

Score: 12

National Profile Factor Description

****R&D activities as major job requirement/ co-ordinate, implement R & D activity as job requirement/ initiate, develop R & D activities **** Conducts research in specialist area/member of audit, research steering group developing trust wide research

Relevant Job Information

Meets Level 2

Ref Section 6

9. Monitor and audit compliance with organisational and professional standards, taking corrective action as necessary, undertake more complex audit activity linked to external assessments, unannounced inspection.

11. Lead the professional development of nursing and associated services within the West Lothian HSCP encouraging and promoting effective clinical audit, supervision and research and development within the profession.....

12. Contribute to the planning, implementation and evaluation of service redesign projects including health improvement initiatives, consulting on proposals for organisation and service change and identifying the key issues for and impact on nursing services to improve health status, reduce health inequalities and improve health and social care.

Ref Section 11

Receive and interpret health information, statistics and research data and communicate at both national and regional events. This information may be contentious and could produce negative

responses that require sensitivity and skill in handling and resolving.

12. Freedom to act

National Profile Level: 5

Selected Level: 5

Factor Status: Matched

Score: 45

National Profile Factor Description

**General policies, need to establish interpretation ** Responsible for establishing how policies should be interpreted for specialist area

Relevant Job Information

Meets Level 5

Ref Section 2

Provide strong and focussed nursing leadership and be accountable for the development, delivery and implementation of professional nursing standards ensuring best practice and high standards of clinical performance are delivered across all services within West Lothian HSCP including those services hosted by the HSCP on behalf of NHS Lothian, South East Region and National Services Scotland. Provide professional advice to the HSCP Senior Leadership Teams and commissioned services/partner agencies on all matters relating to Nursing, Midwifery & Specialist Community Public Health Nursing services.

Ref Section 8

The post-holder provides professional nursing leadership to the West Lothian HSCP, and works autonomously within broad direction given by the HSCP Director and in collaboration with the Head of Health & Head of Social Policy and the strategic framework provided by HSCP, NHS Lothian and national nursing and other strategies.

Ref Section 9

Judgements and recommendations are required to the Integration Joint Board, Senior Management Team and Nurse Director for Community Nursing and HR Director of Lothian NHS Board on policy, workforce planning and the development and redesign of services and professional roles.

13. Physical effort

National Profile Level: 2 (d)

Selected Level: 1

Factor Status: Variation

Score: 3

National Profile Factor Description

**Occasional moderate effort for several short periods ** Moves, manoeuvres patients

Relevant Job Information

Meets Level 1

Ref Section 12

Occasional requirement to exert light physical effort e.g. lifting relevant documents, laptop, etc.

14. Mental effort

National Profile Level: 3 (a)

Selected Level: 3

Factor Status: Matched

Score: 12

National Profile Factor Description

**Frequent concentration, work pattern unpredictable ** Concentration for patient/client care; interruptions for urgent patient/client, staff needs

Relevant Job Information

Meets Level 3ab

Ref Section 12

Prioritising conflicting demands within workload.

Concentration required when reviewing management reports, clinical procedures and protocols to guide staff. This may be interrupted by more immediate demands to provide guidance, support and decision making in operational situations.

To work expeditiously and appropriately when responding to crisis situations this can happen on a frequent basis.

15. Emotional effort

National Profile Level: 3 (a) (b) / 4

Selected Level: 3

Factor Status: Matched

Score: 18

National Profile Factor Description

**Frequent distressing or emotional circumstances; occasional/ frequent highly distressing or emotional circumstances ** Works with critically and/or terminally ill patients/clients/ imparts unwelcome news to staff, patients/clients

Relevant Job Information

Meets Level 3ab

Ref Section 12

Managing conflicting opinions.

Dealing with staff conflict.

Occasionally imparting unwelcome news to staff.

Investigation of complex/critical incidents.

Communicating with distressed/anxious/worried staff/patients/relatives on a daily basis.

16. Working conditions

National Profile Level: 3 (b)-4(b)

Selected Level: 2

Factor Status: Variation

Score: 7

National Profile Factor Description

**Occasional/frequent exposure to highly unpleasant conditions ** Body fluids, faeces, vomit, smells and foul linen

Relevant Job Information

Meets Level 2c

Ref Section 12

Travelling/driving across Lothian on a daily basis working within busy open plan office with constant interruptions.