

# Recruitment information pack



**FAST FORWARD YOUR CAREER**

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD-LEADING EXPERTS



**DELIVER INNOVATIVE PATIENT CARE**

ACCESS PERSONALISED CAREER DEVELOPMENT

BE PART OF A SPECIALIST AND DYNAMIC NURSING TEAM

## WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focused on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

## OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

## OUR HOSPITALS

### Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

#### **Charing Cross Hospital, Hammersmith.**

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

#### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections. and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

#### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

#### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

#### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

## **WHY JOIN US?**

### **Reach your potential through outstanding learning and development opportunities**

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

### **Experience the rich heritage of hospitals that have made history**

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

### **Draw on huge expertise as part of a strong international community**

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the

prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

### **Feel supported by a positive culture**

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

### **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

### **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

## JOB DESCRIPTION

Job title	Mental Health Clinical Education and Improvement Fellow
Band	7
Directorate/ department	Corporate Nursing
Division	Corporate Nursing
Location of work	Cross Site
Hours	37.5
Reports to	Site Based Mental Health Matron – Charing Cross or St Mary's
Accountable to	Lead Nurse for Mental Health

### 1. Job purpose

- To provide visible clinical leadership championing safe mental health practice, including expert clinical advice.
- Contribute to strategic planning and ensure collaboration with patients and stakeholders.
- Contribute to the development of policies and practices to guide and support safe mental health practice
- As a clinical expert, to support the operational delivery of safe mental health practice across the Trust in accordance with national, regional and local legislation, policies and recommendations, ensuring that holistic care is provided to all patients, their families and carers by a well-trained and proactive workforce.
- Design and deliver specialist safe mental health education and training
- Support the delivery of and spread of rigorous improvement practices to promote safe mental health practice
- Support audit, monitoring and data driven approach
- Participate in the patient safety incident response to mental health related incidents.

### 2. Key stakeholders

- Corporate Nursing Team
- Medical Directors Office and Safety Improvement Partners

- Divisional Directors of Nursing
- Lead nurses
- Demetria Team
- Clinical lead including medical leads
- CNIO and digital nursing team
- Divisional Clinical Practice Education Teams
- Allied Health Professional Leads
- Improvement Team
- Clinical Academic teams including Patient Safety Research Centre and Digital Collaboration (iCARE)

### **3. Key areas of responsibility**

- Act as a visible clinical expert
- Implementation of education and training
- Provide expert advice, practice and support for colleagues in relation to safe mental health practice
- Support delivery and strategic spread of rigorous improvement work.

#### **1. Clinical and Practice Development Responsibilities**

- 1.1 Act as a clinical expert within your sphere of work and provide expert advice and leadership for complex cases related to managing safe mental health practice.
- 1.2 Where required, assess care needs of in-patients with complex mental health needs and provide a structured plan of care in collaboration with nursing, allied health, medical and other members of the MDT.
- 1.3 Support the Lead Nurse for Mental Health and Mental Health Matrons in the effective delivery of objectives.
- 1.4 Provide support and guidance on the development, and/ or updating of clinical guidelines, policy and procedure that relates to the practice setting.
- 1.5 Ensure Trust guidance practice reflects and responds to changes to national guidance and changes in the evidence base
- 1.6 Support the completion of national and internal audits and service evaluation of practice related to safe mental health care.

- 1.7 Provide expert insight and support for patient safety incident response processes in relation to safe mental health care
- 1.8 Represent the mental health outreach team at corporate and divisional governance, quality and safety meetings as request by the Lead Nurse for Mental Health/Mental Health Matrons.
- 1.9 Manage concerns raised by patients, visitors and staff in a proactive, timely fashion and take remedial actions as necessary.
- 1.10 Identify and celebrate examples of excellent practice and support recognition and spread.
- 1.11 Act as the patient's advocate, liaising with community health teams and several hospital multidisciplinary teams, ensuring patients have access to high quality care and timely treatment or intervention
- 1.12 Lead on and ensure the active engagement of service users and patient/ family and carer feedback and ensure feedback informs service development
- 1.13 Identify problems or areas of concerns relating to clinical practice and liaise with the Clinical Governance Lead/Matrons to agree remedial action and the setting and maintaining of standards

## **2. Managerial Responsibilities**

- 2.1 Liaise with local managers to provide support as required to manage the performance of staff effectively
- 2.2 Manage verbal or physical aggression of patients, visitors or staff in accordance with Trust policy.
- 2.3 Assist in the management and handling of complaints and possesses the ability to escalate concerns where appropriate.
- 2.4 Communicate effectively at all times and maintain a harmonious working environment, demonstrates an understanding of conflict resolution.
- 2.5 Be responsible for the accurate documentation and care of patient care records
- 2.6 Maintain a safe environment ensuring Health and Safety guidelines are implemented and adhered to
- 2.7 Deputise for Mental Health Matron as appropriate

### **3. Education, Training, Safety and Improvement**

- 3.1 Assess the needs of patients, relatives and carers and provide them with information as requested
- 3.2 Assist in designing, and lead on delivery and evaluation of, systematic and bespoke safe mental health practice education for staff of all professions (including the implementation of new policies)
- 3.3 Contribute to improving the management of patient safety in the Trust by coordinating mental health care improvements.
- 3.4 Work collaboratively to ensure spread and coordination of best practice
- 3.5 Regularly monitor and report on clinical standards of practice and support the response to outcomes.
- 3.6 In conjunction with the Lead Clinician for safe mental health, regularly review and develop education and training provision for staff.
- 3.7 In conjunction with the Lead Nurse for Mental Health/Mental Health Matrons, regularly review and develop education and training provision for staff.
- 3.8 Assist in the development and review of orientation and development programmes.
- 3.9 Assist in the development of the educational strategy and take responsibility in meeting education targets
- 3.10 Be responsive to changing needs within the practice area in relation to local and national strategic requirements
- 3.11 Assist in the production of regular and adhoc reports.
- 3.12 Participate in local and national research projects. Provide critical analysis of research findings and the potential application to practice.
- 3.13 Co-ordinate the collection, analysis and presentation of appropriate quantitative and qualitative data, ensuring service improvements can be measured against agreed set criteria for success

### **4. Professional Responsibilities**

- 4.1 To keep up to date with current developments in nursing and ensure evidence based practice
- 4.2 Develop new skills and knowledge pertaining to the speciality as required



- 4.3 Take responsibility for self-development through the appraisal system and work towards completing agreed personal development plan
- 4.4 Ensure the delivery of the Trusts Nursing Strategy at ward or department level
- 4.5 Conduct oneself in accordance with the NMC Code of Conduct and Trust policies
- 4.6 Promote awareness and compliance amongst colleagues regarding Trust policies, procedures, guidelines and standards and national standards
- 4.7 To undertake responsibility for tasks delegated by the Lead Nurse for Mental Health/Mental Health Matrons
- 4.8 Develop and maintain effective, collaborative working relationships with all members of the MDT and key people within the Trust.
- 4.9 Provide cover for colleagues, across the Trust as and when appropriate.
- 5.0 Work across sites.
- 5.1 Undertake any other such reasonable duties as requested by senior manager.

#### 4. General responsibilities

This might include, for example, responsibility towards NHS policy development, team leadership, research support or leadership, project management.

#### 5. Scope and purpose of job description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

## PERSON SPECIFICATION

Directorate/ department	Job title	Band
Text	Mental Health Clinical Education and Improvement Fellow	7

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>• Current Clinical registration – NMC or HCPC</li> <li>• Working towards BSC/MSc</li> <li>• Teaching Qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Extensive clinical experience within mental health</li> <li>• Experience of leading improvement</li> <li>• Experience of implementing change</li> <li>• Experience of presenting in different forums</li> <li>• Experience of leading audit and or service evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Project management course or equivalent experience</li> <li>• Experience of participating in incident review</li> </ul>
Skills/knowledge/ abilities	<ul style="list-style-type: none"> <li>• Organisation, administrative and management skills</li> <li>• Teaching</li> <li>• Ability to problem solve</li> <li>• Coaching skills</li> <li>• Articulate with advanced written and oral communication skills</li> <li>• Ability to work effectively under pressure</li> <li>• Ability to perform clinical activities specific to speciality</li> <li>• IT skills including use of email and office packages</li> <li>• Ability to interpret simple descriptive statistics</li> <li>• Knowledge of quality, standard setting, benchmarking and audit</li> </ul>	

	<ul style="list-style-type: none"> <li>• Knowledge of NMC and or HCP Code of Professional Conduct</li> <li>• Extensive knowledge of speciality</li> </ul>	
Values and behaviours	<ul style="list-style-type: none"> <li>• Demonstrable ability to meet Trust values</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Calm</li> <li>• Supportive</li> <li>• Motivated</li> <li>• Professional</li> <li>• Problem solving approach</li> <li>• Physical qualities – general good health</li> </ul>	<ul style="list-style-type: none"> <li>• Have an interest in professional development</li> </ul>

## Additional information

### 1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

### 2. Medical examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### 3. Equal opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### 4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### 5. Disclosure & Barring Service/safeguarding children and vulnerable adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

## **6. Professional registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

## **7. Work visa/ permits/Leave to remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## **8. Conflict of interests**

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## **9. Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with, and adhere to, current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their

hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents' library section on the intranet.

#### **10. No smoking**

The Trust operates a smoke free policy.

#### **11. Professional association/trade union membership**

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.