

# 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

**Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

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

#### **Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

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	Staff Nurse
Band	5
Directorate/ department	Gynaecology, Sexual Health, Reproductive and Retroviral Medicine/ Victor Bonney Ward and Day-Day Unit QCCH
Division	Women and Children's Division Job Description
Location of work	Imperial College Healthcare Trust
Hours	37.5 per week
Reports to	Ward Manager
Accountable to	Matron - Gynaecology and Reproductive Medicine

## 1. Job purpose

- To develop and maintain the highest specialised nursing care to all patients undergoing gynaecological investigations and procedures, providing a high level of information and support.
- To be responsible for all aspects of patient care including the assessment, planning, deliver and evaluation of direct patient care of patients on the ward and in the Day Unit.
- To liaise appropriately with all key members of the multidisciplinary team and services users related to Victor Bonney Ward and Day-Unit
- To support the Ward Manager and Senior Staff Nurses to monitor the safety and quality of care for patients.
- In the absence of the Ward Manager and Senior Staff Nurses, be responsible for the day-to-day management of the ward.

## 2. Key stakeholders

- Patients and their families
- Ward manager and senior staff nurses
- Department nurses and HCA's
- Multidisciplinary staff
- Divisional Head of Nursing
- Directorate Head of Nursing
- Directorate Lead Nurse

- Chief of Service
- Consultants and clinical staff
- Hospital Senior nurses, Ward Sisters and Clinical Nurse Specialists
- Clinical Governance team
- Other departments that provide services to the ward

### 3. Key areas of responsibility

- To support the ward manager, senior staff nurses and directorate senior nursing team in developing, delivering and maintaining the highest standards of nursing care for women with gynaecological problems.
- Promoting high standards of patient experience.
- Ensure that all staff act in accordance with Trust policies such as Infection Prevention and Control, Confidentiality, Health and Safety and Equal Opportunities.
- Updating own knowledge and skills to promote excellence in clinical practice.
- Contributing to clinical audit of service and outcomes.

### 4. General responsibilities

#### Professional Responsibilities

- Keep up to date with current developments in nursing and ensure evidence based practice.
- Develop new skills and knowledge pertaining to the speciality as required for the role.
- Take responsibility for self-development through the appraisal system and work towards completing agreed personal development plans.
- Act as role model, mentor and preceptor to junior staff, students and health care assistants.
- Assist, advice and supervise unregistered staff in the delivery of patient care.
- Contribute to the delivery of the Trusts Nursing Strategy at ward level.
- Conduct oneself in accordance with the NMC Code of Conduct and Trust policies and procedures.
- Ensure adherence to Trust policies, procedures, guidelines and standards.
- Responsible for the correct administration and storage of medicines according to Trust policy.



- Deal with concerns raised by patients and visitors in a proactive manner and take remedial action as necessary.
- Be aware of and take appropriate action in regard to cardiac arrest, fire and major incident.
- Ensure that nursing practices comply with Trust policies and procedures.

### **Responsibilities to patients**

- Support the multidisciplinary team in the management and treatment of patients using the gynaecological service.
- Responsible for ensuring that care and advice to patients is of the highest quality, placing the needs of the patient, their relatives and carers at the centre of care delivery.
- Responsible for the assessment and delivery of patient care needs and the development, implementation and evaluation of plans of care.
- Provide high standard of care and treatment for women undergoing termination of pregnancy including administration of Mifepristone.
- Responsible for providing excellent communication with patients and significant others is established, ensuring empathy and reassurance regarding assessment, care and treatment.
- Responsible for ensuring prompt discharge is carried out enabling appropriate arrangements to be in place for patients leaving hospital, making referrals and providing information to community services, as required, in order to achieve a safe and timely discharge from hospital.
- To ensure that care given is evidenced based.
- Responsible for maintaining accurate clinical observations of the patients and acting accordingly.
- To act as the patient's advocate.
- Carry out tasks in delivering care to patients unsupervised.
- To ensure that all patients are cared for in a clean and well-maintained clinical area escalating issues when necessary.
- Be accountable at all times for ensuring that safeguards are in place for patients, in particular those adults or children at risk.

### **Management responsibilities**

- Manage own workload ensuring most effective use of time.
- Communicate effectively at all times and maintain a harmonious working environment.
- Ensure that nursing practices comply with Trust policies and procedures.
- Assist in the orientation of new staff and students.
- Co-ordinate the care given by healthcare assistants and students.
- Supervise, assist and advise more junior and unregistered staff in the delivery of patient care.
- Be responsible for the accurate documentation of care in patient's records.
- Promote effective liaison between all members of the multi-disciplinary team.
- Participate in the regular departmental meetings.
- Maintain a safe and healthy environment ensuring Health and Safety guidelines are implemented and adhered to.
- Assist in ensuring the availability of resources for patient care.
- Demonstrate an awareness of the economical use of resources and contribute to the overall control of the ward budget.
- Ensure equipment is in good working order, and report appropriately when defective.
- Reporting untoward incidents using Datix.

### **Education, Training and Research**

- Assess the needs of patients, relatives and carers and provide them with information as requested.
- Assist in the teaching and development of new staff, students and healthcare assistants helping them to achieve their learning outcomes.
- Act as a role model and mentor to junior staff, pre-registration students and nurses undertaking supervised practice and return to nursing programmes.
- Take responsibility for ensuring that your mandatory training is up to date.
- Assist in orientating new staff and students to the department.
- Keep up to date with current developments in nursing and promote professional development for the nursing team
- Take responsibility for self-development through the appraisal system and work towards completing own agreed personal development plan



- Assist in departmental Audits as required.

### **Other Responsibilities**

- Undertake any other duties requested as appropriate to the banding of the post
- Contribute to discussions and plans regarding service improvements and initiatives.
- Promote Imperial College Healthcare NHS Trust as a centre of excellence for nursing care

## **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 post-holder.

## PERSON SPECIFICATION

Directorate/ department	Job Title	Band
Gynaecology, Sexual Health, Reproductive and Retroviral Medicine/ Victor Bonney Ward	Staff Nurse	5

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	Registered Nurse (NMC register)  Relevant nursing / health related degree level or diploma	Evidence of post registration professional development
Experience		Recent experience of working in an acute area.
Skills/knowledge and abilities	Self-directed, able to use initiative Good time-management Able to prioritise effectively. Flexible and adaptable. Self-motivated. Medication administration skills including IV drug administration (or a willingness to undergo training) High standard of oral and written communication skills  Computer skills	Venepuncture and cannulation skills

Values and behaviours	<p>Demonstrable ability to meet the Trust's values</p> <p>Kind and compassionate</p> <p>Calm and supportive</p> <p>Professional and acts as an excellent role model</p> <p>Ability to work within a team and independently</p> <p>Self- motivated</p> <p>Great Team worker</p> <p>Flexible and adaptable</p> <p>Able to work under pressure</p> <p>Ability to communicate effectively both individually and to groups</p> <p>Assertive attitude</p> <p>Resilient</p>	
Other requirements	<p>Demonstrates an interest in the specialist area</p> <p>Physically able to fulfil the duties of the post with any reasonable adaptations.</p>	

## **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.