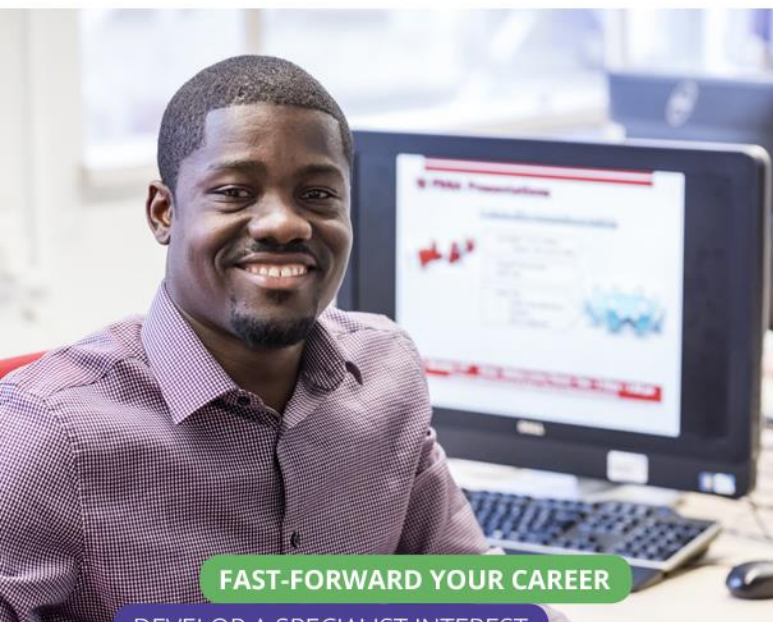


# Recruitment information pack

**Job Title**

**DEPARTMENT / DIVISION**

**JOB DESCRIPTION**



**FAST-FORWARD YOUR CAREER**

**DEVELOP A SPECIALIST INTEREST**

**BE PART OF A SUPPORTIVE TEAM**



**STRUCTURED CAREER PROGRESSION**

**LEADERSHIP COURSES**

**SCOPE TO DEVELOP NEW SKILLS**

# WHO WE ARE

## ABOUT WEST LONDON CHILDREN'S HEALTHCARE

West London Children's Healthcare was formed on 1<sup>st</sup> April 2022 bringing paediatric services at Imperial College Healthcare NHS Trust (ICHT) and Chelsea and Westminster Hospital NHS Foundation Trust (CWFT) under a single leadership structure accountable to both Trust Boards for all elements of operational, quality, safety and financial performance. WLCH runs services from Chelsea & Westminster Hospital; Hammersmith Hospital; St Mary's Hospital and West Middlesex Hospital. In addition, two child development services operate from the Cheyne Centre and Woodfield Road.

WLCH also partners closely with The Centre for Paediatrics and Child Health at Imperial College London (PaeCH) to ensure that care is research driven, with a specific focus on the common diseases of childhood

It is recognised that significant variations in outcomes exist for children and young people in North West London. These variations are driven both by the social economic factors that impact the daily lives of CYP but also as a consequence of variation in systems, processes and access to healthcare.

WLCH has been established to drive the changes needed to reduce these variations and to improve quality, experience and outcomes across all aspects of child health. We value every member of our team and we are absolutely committed to recruiting and retaining a thriving, diverse and inclusive workforce. Every member of our team has a role to play in leading and shaping the transformation required to improve outcomes by optimising joint working, sharing best practice and constantly striving for improvement.

All aspects of the role will support WLCH in achieving its vision, mission and goals;

**Our vision:** *Healthier futures for all children and young people in North West London*

**Our mission:** *To drive continuous improvements in health and wellbeing; engaging with children, young people and their families to deliver outstanding care, to create and share new knowledge and by using our expertise to influence sustainable change*

### Our Goals:

- **Equity of care** – improved access and better outcomes for children and young people across all of our communities, defined by their need.
- **Thriving, diverse and inclusive workforce** – with equal access to the opportunities that inspire them, our people are supported to grow and empowered to contribute to, and feel valued for, the ongoing development of their services
- **Research driven care**- transformed and responsive services driven by data and expertise from across our clinical and academic teams
- **Collaborate to deliver seamless care** – North West London-wide solutions to delivering sustainable paediatric services are evident in all we do with zero focus on competition and all our focus on improving health
- **Increased clinical effectiveness** – demonstrable improvements across key metrics achieved by sharing expertise and resource, relentless review of our data and delivery of a clinical site strategy that optimises care pathways
- **Digitally enhanced care** –user informed and directed care enabled by clinicians through innovation, data and technology

- **Increased visibility and impact** – an elevated voice for children and young people in North West London supported by an established new WLCH brand

## OUR HOSPITALS AND SERVICES

West London Children's Healthcare runs paediatric services from four acute sites and 2 child development service locations. In addition, we have formed an alliance, working in partnership with other acute providers in North West London and with our partners in community, mental health, local borough and voluntary sector services.

### **Chelsea & Westminster Hospital**

Chelsea & Westminster Hospital is the lead centre for specialist paediatric and neonatal surgery in north-west London, carrying out the most complex surgeries on babies and children. The site has undergone major redevelopment to improve the children's wards, including the recent development of a brand new Neonatal Intensive Care Unit. It also benefits from state of the art children's operating theatres and has put in place new premises for the hospital school. In 2022-3 we opened a new, dedicated paediatric dental theatre, to improve access for some of our most vulnerable patients, and a new Paediatric Assessment Centre.

### **Hammersmith Hospital**

Hammersmith Hospital is a specialist hospital and hosts the David Harvey Paediatric Ambulatory unit and a paediatric outpatient department. Neonatal intensive care is provided from the Queen Charlottes and Chelsea Hospital (QCCH) on the Hammersmith Hospital site. Serving a diverse population, Hammersmith Hospital children's services will continue to evolve to meet the needs of children and young people in the area.

### **St Mary's Hospital**

St Mary's Hospital is a large, acute hospital and hosts one of the two major trauma centres for paediatrics in London, alongside a 24-hour specialist children's A&E department. St Mary's is the lead centre for paediatric intensive care in north-west London, in a recently opened new and expanded PICU, and provides specialist oncology, haematology, a bone marrow transplant service and specialist infectious diseases care. St Mary's is also the home of the specialist allergy team providing the latest treatments including oral immunotherapy.

### **West Middlesex Hospital**

The paediatric department at West Middlesex is a busy local service providing high quality paediatric care for the local population. The unit comprises a general paediatric ward (Starlight), a dedicated paediatric short stay unit (PSSU), a day case unit (Sunshine), a Special Care Baby Unit (SCBU) and paediatric outpatient facilities. The paediatric emergency department provides assessment and care for acutely unwell children.

### **Child Development Services**

There are two Child Development Centres within WLCH at Cheyne Child Development Centre and Woodfield Road. Child development services are delivered across 3 London Boroughs, in conjunction with community partners to provide identification, assessment and management of children with disability, in a multi-disciplinary/multi-agency basis. The services received recent significant recurrent investment in 2022 to improve access to this important service.

## OUR VALUES

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

All WLCH post holders will be expected to follow the values of both organisations (detailed below) and in addition to follow the WLCH guiding principle; *that everything we do is in the best interests of children and young people.*

#### **Imperial College Healthcare NHS Trust Values;**

- **Kind** - We are considerate and thoughtful, so you feel respected and included.
- **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- **Expert** - We draw on our 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.

#### **Chelsea & Westminster NHS Foundation Trust Values;**

These values form the mnemonic PROUD:

Putting patients first

Responsive to, and supportive of, patients and staff

Open, welcoming and honest

Unfailingly kind, treating everyone with respect, compassion and dignity

Determined to develop our skills and continuously improve the quality of care

## **WHY JOIN US?**

### **Outstanding learning and development opportunities**

WLCH promote staff development through internal and external training opportunities as well as research involvement. The unique position of WLCH means we are able to offer a wide range of development pathways bridging both trusts (e.g. rotational posts and secondment opportunities) in order to facilitate development of our team members in all professions and into leadership roles. This is supported by a robust personal development review agenda, in order to ensure we identify individual's needs on their career pathway.

### **The challenge of a new organisation?**

This is an exciting time to join WLCH as we have a unique opportunity to combine services with children and young people at the centre of our care. Our position as one organisation delivering children's services across 2 trusts means we can offer our colleagues a wide range of career opportunities in clinical care, administration and leadership roles.

## Engage with child-health specific research

West London Children's Healthcare (WLCH) is a part of the Imperial College Academic Health Science Centre (AHSC), which offers a comprehensive research infrastructure to support the translations of discovery science into patient benefit. In 2020 Imperial College Launched the Centre for Paediatrics and Child Health (PaeCH). The centre's mission is to drive world-class multi-disciplinary research in all aspects of newborn and child health, and the genetic, epigenetic and environmental factors that subvert child development and brings together, in a single network, all academics interested in paediatric and child health research from all four faculties at Imperial College London, not just the Faculty of Medicine. We encourage all staff to be involved in research and support translating research into clinical practice.

Our clinical services are deeply embedded in the local population and our research has an international impact. As such, the partnership between PaeCH and WLCH is uniquely placed to meet local needs with sustained improving outcomes, while also achieving our goal to become an international leader in child health research. One of the WLCH's strategic goals is to contribute to, and benefit from, the most up-to-date learning, research and innovation, with a strong focus on common childhood illness. We are particularly committed to increasing participation across all our professional groups including medical, NMAHPPPs and administrative staff.

# JOB DESCRIPTION

|                            |                                                                                                      |
|----------------------------|------------------------------------------------------------------------------------------------------|
| Job Title                  | Senior Healthcare Play Specialist                                                                    |
| Band                       | 5                                                                                                    |
| Directorate/<br>Department | Children's Services                                                                                  |
| Division                   | West London Children's Healthcare                                                                    |
| Location of<br>work        | St. Mary's and/or Hammersmith Hospitals * may be required to work at other WLCH locations as needed. |
| Hours                      | 37.5                                                                                                 |
| Reports to                 | Play Service Team Lead & Department manager                                                          |
| Accountable<br>to          | Play Service Team Lead                                                                               |

Add specific JD info

Please use the following terminology:

Please note

CWFT – Division of Women, Children and neonates no longer exists

ICHT: Division of Women, Children, and Clinical Services no longer exists

Division:

Add "West London Children's Healthcare"

Directorate / Department:

For posts working across WLCH add all WLCH sites e.g. " Chelsea & Westminster Hospital; Hammersmith Hospital; St Mary's Hospital and West Middlesex Hospital"

For posts hosted at a specific site / location add ward / department and site name, plus statement "and may be required to work at other WLCH locations as needed"

## 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. WLCH is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is therefore 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.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

## **1. Job purpose**

- To use theoretical knowledge and evidence based practice to assess, plan, implement and evaluate therapeutic play programmes within the departments, contributing towards the holistic care of children and young people.
- To foster an awareness of the emotional needs of children within the hospital and promote the importance of play within the multi-disciplinary team.
- To supervise, support and mentor junior staff, students and volunteers.
- To assist with the service planning and delivery of the play service.

## **2. Key stakeholders**

- Play Specialist team
- Patients, their families and visitors
- Ward manager
- Paediatric Site Practitioner team
- Ward Nursing team
- Clinical Nurse Educators
- Medical team
- Multidisciplinary team members – therapists, psychologists, School staff
- Senior Nursing team
- Phlebotomists
- Volunteers
- Domestic staff
- Admin staff
- External & Internal Charities
- Interpreting services

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

### **1. Clinical/Therapeutic**

- To plan and provide play, support and therapeutic interventions to help children and young people cope with hospitalisation and overcome difficulties associated with their condition and/or treatment.
- Assess, plan, implement and evaluate play programmes, including timely preparation, support and procedural play
- To provide normalising and interactive play, in isolation or with others, as appropriate to the developmental, emotional and medical needs of the child.

- To provide play-based observations to influence and support the overall assessment of the child.
- To monitor, reflect upon and modify therapeutic interventions to measure best outcomes.
- Work in partnership with children & families encouraging their involvement to their care and contributing towards an environment in which advocacy is a prominent part of care.
- Liaise and work alongside colleagues to provide a continuity of care for patient's between inpatient & outpatient services.
- Through the provision of play provide support for the families and siblings that are under stress and in crisis.
- To accept referrals for play input, preparation and support from within Children's Services and for non-children's services as directed by the Play Team Lead.
- To provide cover to another ward/department as appropriate to the needs of the service
- Create a welcoming, safe and age appropriate environment for all children & young people.
- Co-ordinate special events and celebrate children's successes/achievements regularly
- To hold the team bleep and manage & prioritise urgent referrals on a day to day basis
- To help manage the team referral system to ensure patient's & service needs are met

## **2. Communication**

- To establish effective communication, both verbal and written, with all members of the multidisciplinary team involved in the care both inside and outside of the hospital. For example;
  - Devising care plans and planning daily input with other members of the play & MDT team
  - attending relevant handovers
  - attending & contributing to relevant meetings, including play meetings, weekly MDT and case reviews
  - documenting input in medical notes
  - sharing information & seeking support for any worries or concerns with the appropriate person within the service, e.g Safeguarding, Team Leader, Ward manager



- Effective & confident communication with colleagues & families within difficult or challenging situations

### **3. Documentation**

- To ensure that up to date written records and activity data are maintained in accordance with Professional and Trust standards. To document in shared care notes as appropriate.

### **4. Professional Ethics**

- To comply with the NAHPS Code of Professional Conduct and Trust policies.
- To respect the individuality, values, cultural and religious diversity of patients and their families, and contribute to the provision of a service sensitive to these needs.
- Pay due regard to the Trust's and Children's Services Policies, especially Health and Safety, Equal Opportunities, Safeguarding and issues related to the Children act and children rights.
- To demonstrate a mature ability to reflect on professional & ethical issues and to provide guidance to junior staff as necessary.

### **5. Leadership, Supervision & Appraisal**

- To undertake the supervision of junior staff as delegated by Play Service Team Lead. Modelling, teaching & conducting 1:1 support meeting where appropriate.
- To act as a positive mentor to junior members of staff and students.
- To demonstrate leadership skills through the management of designated projects, individually or working alongside colleagues.
- Providing peer support & peer mentorship to colleagues.
- Active participation in the Trust appraisal system.

### **6. Training Staff & Students**

- To participate in the planning and implementation of the training/education of students and other members of the multidisciplinary team.
- To be responsible for the mentorship, supervision and written assessment of HPS/nursing students on placement.

### **7. Service Development & Delivery**

- To participate in the planning, evaluation and audit of practice, care pathways and protocols.
- To contribute to the weekly planning of the service
- To be proactive in the delivery of the play service and planning for the on-going needs of the service.
- To offer flexible working across the Children's Services

### **8. Professional Development**

- To apply enhanced knowledge and skills in order to establish and maintain professional competence.
- To maintain a professional portfolio in line with HPSET recommendations for re-registration, recording learning outcomes from participation in internal and external development opportunities.
- To demonstrate a knowledge and understanding of current research and best practice

### **9. Personal Development**

- To review and reflect on own practice and performance through effective use of reflective practice, clinical supervision and the PDR process. To use reflective practice for development of self and others.
- To maintain a professional development portfolio in line with HPSET recommendations for re-registration and in accordance with the Trust Professional registration for clinical practitioners core policy.
- To apply theoretical knowledge and understanding to professional practice
- To identify & attend relevant training and study sessions to enhance own knowledge and skills, including core skills training.

## **4. General Responsibilities**

### **10. Clinical Governance, Quality, Standards**

- To work within the Trust's Clinical Governance framework and quality agenda.
- To demonstrate and apply an understanding of the NAHPS Guidelines for Professional Practice and legislation relating to health and social care.

- To work within Trust & national policies and guidelines and help with the monitoring and maintaining of standards.

### **11. Management**

- To prioritise, organise and plan caseload within department in accordance with the individual/service needs.
- To supervise Health Play Specialist students and volunteers. Mentorship responsibilities as required within the team.
- To organise and supervise visiting entertainers within the ward/department and nominating children and young people for external trips & special events.
- Contribute to the teaching of students and other health care professionals within formal and informal settings.
- To co-ordinate the day to day activities of junior staff & volunteers where applicable and/or directed by Play Service Team Lead.
- To help ensure the smooth and safe running of the service during the absence of the team lead.

### **12. Responsibility for Resources**

- To be responsible for maintaining stock, advising and ordering as directed by Play Service Team Lead to meet the needs of the service
- Ensure the maintenance, storage and cleaning of toys and resources in line with the trusts Health & Safety and Infection control policy

### **13. Research and Practice Development**

- To demonstrate the ability to evaluate current research and apply to practice.
- To actively participate in audit and research within the play team and MDT where applicable.

### **14. Other duties**

- Provide cover for colleagues as appropriate.
- Undertake any other duties requested as appropriate to the banding.

## 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.

Whilst employment for this role is hosted by Imperial College Hospital NHS Trust (ICHT), the post-holder may be required to work for WLCH across Imperial College Healthcare NHS Trust and Chelsea and Westminster NHS Foundation Trust. The post holder will be bound by the terms and conditions of employment of ICHT.

## PERSON SPECIFICATION

| Directorate/<br>Department | Job Title                         | Band |
|----------------------------|-----------------------------------|------|
| Children's Services        | Senior Healthcare Play Specialist | 5    |

| Criteria Relevant to<br>the Role | Essential                                                                                                                                                                                                                                                                                                                                                                         | Desirable                                                                                                                                       |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Education/<br>Qualifications     | <p>* Edexcel Certificate in Hospital Play Specialism or HPSC/HPSEB or overseas equivalent</p> <p>Or</p> <p>Foundation degree in Healthcare Play Specialism</p> <ul style="list-style-type: none"><li>• Current registration with HPSET or overseas equivalent.</li><li>• Documented evidence of Continuing Professional Development (up to date professional portfolio)</li></ul> | <ul style="list-style-type: none"><li>• Additional training relevant to role</li><li>• Membership of Professional Body (NAHPS or CLC)</li></ul> |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                            |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience                 | <ul style="list-style-type: none"> <li>• Proven post qualifying experience including individual and group work with children from a diversity of backgrounds.</li> <li>• Varied &amp; diverse clinical experience with a wide range of children and families in the hospital setting and community.</li> <li>• Experience with children with additional needs - including children with challenging behaviour, disabilities and sick children within specialist areas.</li> <li>• Experience with family-centred work</li> <li>• Experience of audit procedures.</li> </ul>                                                   | <ul style="list-style-type: none"> <li>• Experience of formal teaching &amp; concerning the area of play in hospital</li> <li>• Experience of formal mentorship</li> <li>• Experience with adolescents</li> <li>• Experience with young people with mental health difficulties.</li> </ul> |
| Skills/Knowledge/Abilities | <ul style="list-style-type: none"> <li>• Specialist knowledge and application of therapeutic assessments and interventions relevant to patient group and treatment plan.</li> <li>• Applied knowledge of the effects of hospitalisation, treatment and long-term chronic illness on children, young people and their families.</li> <li>• Applied knowledge of current theories of child development, theory and practice of play, psychodynamics and <i>family dynamics</i>.</li> <li>• Good working knowledge of the Children's Act, data protection act, Safeguarding, cultural issues and equal opportunities.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to research, implement and evaluate independent projects within the workplace</li> </ul>                                                                                                                                                  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>• Good knowledge of cultural needs in the provision of play.</li> <li>• Knowledge &amp; understanding of a wide range of relevant medical and surgical terminology. Able to communicate this to others.</li> <li>• General anatomic knowledge.</li> <li>• Flexible approach to work, supervising staff and changing service needs.</li> <li>• Understanding of confidentiality with staff, management and practice issues.</li> <li>• Ability to recognise stress in self and others and take appropriate action.</li> <li>• Ability to motivate and prioritise workload for self and others in the team</li> <li>• Ability to mentor, motivate and support junior members of the team in liaison with senior management staff.</li> <li>• Ability to work autonomously and set own priorities.</li> <li>• Ability to use a diplomatic approach with both practice and management issues.</li> <li>• Ability to contribute to and implement teaching programmes for students and affiliated staff about the profession.</li> </ul> |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                       | <ul style="list-style-type: none"> <li>• Sound communication skills, using both verbal and written observations on children's needs.</li> <li>• Ability to act as an advocate for the service.</li> <li>• Ability to reflect and critically appraise own performance.</li> <li>• Ability to organise and respond efficiently to varied information</li> <li>• ICT literate</li> <li>• Ability to build effective working relationships at all MDT levels.</li> <li>• General knowledge of the Children's Act, health legislation and NAHPS Guidelines for Professional Practice.</li> <li>• General knowledge of the principles and application of clinical governance.</li> <li>• High level of understanding regarding relevant Infection control.</li> <li>• Awareness of health and safety issues and risk management involved with service delivery.</li> </ul> |  |
| Values and Behaviours | <ul style="list-style-type: none"> <li>• Commitment to patient/family-centred, non-discriminatory practice.</li> <li>• Pro-active, self-motivated attitude towards individual development and team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                          |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|                    | <ul style="list-style-type: none"> <li>• Ability to recognise individual strengths &amp; limitations and apply these in a professional sense.</li> <li>• Maintain professional image.</li> <li>• Punctual.</li> <li>• Adaptable and flexible.</li> <li>• Willing to learn new skills.</li> </ul>                                                                                                                                                                                                                                                |                                                                                          |
| Other Requirements | <ul style="list-style-type: none"> <li>• Sensitive and empathic communication with children and families in hospital and during stressful situations</li> <li>• Confident advocate of the service.</li> <li>• Recognises and reflects on barriers to effective communication and modifies own communication in response.</li> <li>• Excellent communication skills at varied levels with appropriate interpersonal skills.</li> <li>• Able to communicate with people in an appropriate manner which is consistent with their needs.</li> </ul> | <ul style="list-style-type: none"> <li>• Confidence and mentorship abilities.</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 whilst 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**

WLCH and both trusts aim to promote equal opportunities. Copies of relevant policies are 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 & 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. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. 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 whilst 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. Staffs 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** –the Trust's expectation is that all patient-facing staff have an annual flu vaccination, 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. Staff 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 Trade 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.

# Chelsea and Westminster Hospital NHS Foundation Trust

Chelsea and Westminster Hospital NHS Foundation Trust provide services from two main hospitals, Chelsea and Westminster Hospital and West Middlesex University Hospital, and a number of clinics across London and the South-East.



We have over 6,000 members of staff that are ***PROUD to Care*** for nearly one million people. Both hospitals provide full clinical services, including full maternity, emergency and children's, in addition to a range of community-based services across London, such as award-winning sexual health and HIV clinics.

We're one of the safest and best performing Trusts in the country. We're also one of the top trusts to work for – our staff say they're engaged, motivated, and would recommend us as a place to work and receive treatment.

In 2020 the Trust was rated by the Care Quality Commission as Outstanding in the well-led and use of resources domains and Good in the safe, effective, caring, and responsive domains. The Trust as a whole was Good, but the Chelsea site was Outstanding.

Our facilities are some of the best in the country. We have been investing around £10 million a year in our estate. We are currently spending £25 million on expanding our adult and neonatal critical care facilities at Chelsea and Westminster and redevelopment of our children's unit at West Middlesex – in partnership with our charity, CW+ and generous donors.

## Our priorities

### 1. **Deliver high-quality patient-centred care**

Patients, their friends, family and carers will be treated with unfailing kindness and respect by every member of staff in every department and their experience and quality of care will be second to none.

### 2. **Be the employer of choice**

We will provide every member of staff with the support, information, facilities and environment they need to develop in their roles and careers. We will recruit and retain people we need to deliver high-quality services to our patients and other service users.

### 3. **Deliver better care at lower cost**

We will look to continuously improve the quality of care and patient experience through the most efficient use of available resources.

## Our staff

Our staff survey results show that our Trust continues to have high levels of job satisfaction. Striving to improve this even further remains our priority of being an employer of choice. This means not only attracting staff, but keeping them through investment in learning and development, career progression and attention to work/life balance.

## Trust Values

The Trust has launched its values to patients and members of the public to demonstrate the standard of care and experience they should expect from any of our services.

These values form the mnemonic PROUD:

**P**utting patients first

**R**esponsive to, and supportive of, patients and staff

**O**pen, welcoming and honest

**U**nfailingly kind, treating everyone with respect, compassion and dignity

**D**etermined to develop our skills and continuously improve the quality of care



**proud  
to care**

# Imperial College Healthcare NHS Trust

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 – focussed 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, 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 National Vocational Qualification 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!



# Imperial College London

Imperial College London is ranked one of the world's leading institutions for clinical and health research (THES World University Rankings 2022) and has a critical mass of researchers interested in paediatrics and child health, primarily in common disease:

- **The School of Public Health** is one of the largest and most successful academic departments in the country and has a new vision focused on four themes germane to west London children's healthcare: world health; community health and policy; children's health and wellbeing; life-long health. The children's health theme is being delivered by the Mohn Centre for Children's Health and Wellbeing, a new £25m investment focused on understanding and preventing common childhood disease.
- **The National Heart and Lung Institute (NHLI)** is the single largest grouping of cardiovascular and respiratory researchers in the UK. It's known internationally for its paediatric respiratory research programmes, particularly in severe asthma and cystic fibrosis.
- **The Department of Infection** has a comprehensive and renowned research portfolio in acute and chronic infectious disease, in children and adults, including pathogenesis, susceptibility and treatment of viral and bacterial infections, including vaccines and omic approaches.
- Imperial College London's clinical academic appointments in paediatrics have honorary appointments with Chelsea and Westminster and Imperial College Healthcare.

## The Imperial College Centre for Paediatrics and Child Health

The centre was launched in 2020 with the aim to support collaboration between researchers and clinical academics working in neonatal, paediatric and adolescent research and to provide the academic underpinning to west London Children's Healthcare.

The Centre for Paediatrics and Child Health's mission is to drive world-class multi-disciplinary research in all aspects of newborn and child health, and the genetic, epigenetic and environmental factors that subvert child development. As such, the centre brings together, in a single network, all academics interested in paediatric and child health research from all four faculties at Imperial College London, not just the Faculty of Medicine.

The centre has nine core research themes, which are:

- allergy
- global health
- infection
- neonatal medicine
- neuroscience
- public health



- respiratory disease
- origins of child health disease
- child and adolescent mental health.

There are five cross-cutting themes underpinning the centre's research interests and encapsulate its large scale, long-term ambition. These are:

- integrated care
- acute care
- Imaging
- genomics, personalised medicine, platform science and bioinformatics;
- immunology.
- 

## Imperial College Academic Health Science Centre (AHSC)

West London Children's Healthcare is a part of the Imperial College Academic Health Science Centre (AHSC), which offers a comprehensive research infrastructure to support the translations of discovery science into patient benefit. For example:

- Imperial NIHR Biomedical Research Centre (BRC), a partnership between Imperial College London and Imperial College Healthcare, enables experimental medicine research across a range of diseases. The BRC's renewal application (£100m over five years) had child health research integrated across its 14 themes, including: respiratory disease; infections; brain sciences; pregnancy and prematurity; and social, genetic and behavioural health determinants.
- The NIHR NWL Applied Research Collaboration (ARC) is a partnership between Chelsea and Westminster and Imperial College London. Launched in October 2019, it undertakes high-quality applied health and care research, working across local health and care systems, and has research programmes in childhood disease including mental health.

## Advanced health informatics

Advanced health informatics are also a strength of the sector. Supported by Imperial College London's integrated health and social care record for 2.6m residents, whole systems integrated care (WSIC), the BRC and the ARC also have digital health themes.

West London Children's Healthcare also benefits from advanced data analytics platforms available for research and direct care; Imperial BRC's iCARE and Discover-Now, and the Health Data Research UK (HDRUK) Health Data Research Hub led by Imperial College Health Partners. Access to these resources across West London Children's Healthcare and the Centre for Paediatrics and Child Health provides a valuable and unique opportunity to better use data to drive improvements in outcomes for children and young people.