

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

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 | Paediatric Staff Nurse |
| Band | Band 5 |
| Directorate/ department | WLCH |
| Division | Paediatrics |
| Location of work | Great Western Ward |
| Hours | 37.5 hrs per week. Long Days and Nights |
| Reports to | Ward Manager |
| Accountable to | Head of Nursing |

1. Job purpose

- To work alongside the multi-disciplinary team (MDT) in the management of children and families with general paediatric conditions.
- Provide high quality and evidence based after-care and ensure patients and family are well supported prior to discharge.
- Support management of ward and ensure the unit is run in line with national safety guidelines.
- The post holder will support junior members of the team and student nurses to ensure the delivery of high quality patient care and provide support as needed.
- To offer an individual service and psychological support to patients and their families respecting their diverse backgrounds.
- Provide specialist nursing advice to support and facilitate high quality, individualised care to patients/clients and relatives/carers without supervision in collaboration with the MDT.
- To work across hospital where this is indicated and as the needs of the service change.

2. Key stakeholders

- Patients, their families and visitors

- Ward manager
- Matron
- All paediatric nursing team including student nurses
- Play specialists
- Clinical nurse educators
- Safeguarding children and young people team
- Lead clinicians
- Administration Team
- External partners including nurse bank, social services and patient transport
- Infection prevention and control team
- Risk management team

3. Key areas of responsibility

1. Communication and relationship skills

- 1.1 To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- 1.2 Contribute towards sharing good practice within the unit and trust wide.
- 1.3 To promote a positive image of Imperial College Healthcare NHS Trust at all times.
- 1.4 To work cohesively with all members of the ward team in ensuring that the very best services to patients are provided at all times.
- 1.5 Be involved in St Mary's organisational development plans to transform the hospital to meet the needs of future, this will include upholding St Mary's shared values.
- 1.6 Ensure good communication routes between patients and families attending Westway and those planning and managing implementation of care (i.e. surgical and medical teams).

2. Responsibility - Patient/Client care

- 2.1 In partnership with the MDT develop individual programmes which provide measurable outcomes of patient care. The process should include assessment, planning, implementation and evaluation of patient care in accordance with Imperial College Healthcare NHS Trust policies.
- 2.2 To lead the provision of care in accordance with St Mary's NHS Trust Policies reflecting current trends and developments in nursing and the NHS.
- 2.3 To work towards regularly taking charge of the clinical area as required utilising appropriate support as necessary to ensure safe staffing levels are maintained.
- 2.4 To delegate tasks and activities to a range of team members in relation to patient care.
- 2.5 Ensure that nursing documentation is maintained to the Trust standards.
- 2.6 In conjunction with the staff team contribute to developing and maintaining a ward /department philosophy and model of care.
- 2.7 To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. To work towards promoting this to others.

2.8 To be aware of, and to work towards actively participating in the Trust's framework of clinical governance within the ward or department area, seeking advice or guidance where necessary.

2.9 Identify and report clinical risks so that appropriate action can be taken in accordance with the Trust risk management policy.

2.10 To provide a suitable and safe environment for the physical, psychological and spiritual well-being for staff, patients/clients and their relatives/carers, seeking guidance or advice where necessary.

2.11 Record and report all incidents/complaints involving staff, patients and visitors in accordance with Imperial College Healthcare NHS Trust policies and assist in any investigations required.

2.12 To promote actively a healthy lifestyle for patients and staff appreciating national strategy requirements.

3. Responsibility- Policy and service

3.1 Under the supervision of the ward / department manager to work on delegated projects relating to local policy and service development.

3.2 To work towards an awareness of service delivery plans

3.3 To be involved actively in the implementation of Trust policies and procedures at ward / department level, reinforcing their use.

3.4 Maintain, update and develop personal and professional knowledge and skills, at first under supervision, using the Trust's Performance Review System, enabling standards of patient care to be monitored constantly and improved.

4. Responsibility- Financial and physical

4.1 To assist the ward/unit manager in the effective and efficient use of resources & adequate stock levels, adhering to procedures for the use of supplies.

4.2 Ensure appropriate staffing levels and skill mix are scheduled to reflect the workload and meet the needs of the patient. Assist the ward / department manager by adhering to the procedures for the activation of the nurse bank/alteration of nurse duty rotas

4.3 To participate in the business planning process, helping to identify areas for service development.

5. Responsibility- Staff/ HR/ leadership, training

5.1 Actively manage own annual leave in line with Trust and local Policy and Procedure.

5.2 Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's 1:1 process and PDP development.

5.3 Participate in the programme for clinical supervision as required.

5.4 Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.

5.5 Work towards delegation of tasks and activities to a range of team members and evaluate outcomes in conjunction with the Ward / Department Manager.

5.6 Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive ward team and the achievement of team objectives

5.7 To participate in planning the duty rota taking into consideration the needs of the service and in conjunction with the parameters set by the Ward / Department manager.

5.8 To contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.

5.9 To participate in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for student nurses, adaptation and unqualified members of the nursing team.

4. General responsibilities

1. Responsibility- Information resources

- 1.1 To be involved actively in maintaining data quality
- 1.2 Undertake relevant training for electronic information systems in place & under development.
- 1.3 Following Trust / local guidelines order relevant tests and access results reported on Cerner.
- 1.4 To have an active e-mail account

2. Responsibility- Research and development

- 2.1 Demonstrate through a holistic approach to nursing care and day to day clinical issues an understanding of evidence based practice.
- 2.2 Participate in the collection of audit and research data as required. Identify areas where local audit is needed, conduct the audit and analyse the data with support.
- 2.3 Monitor the quality of nursing care and action audit information to achieve agreed standards under the direction of the Ward / Department Manager.
- 2.4 Under the supervision of the Sister/Charge Nurse contribute and participate in the process of setting goals and benchmarking standards of care. Develop tools to improve the quality of the service and co-ordinate clinical services across the Ward/Department. Participate in conducting nursing audit to achieve the agreed standards.
- 2.5 Participate in Trust wide research awareness sessions for nurses and midwives and recommend innovations for clinical practice.

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 |
| Paediatrics | Paediatric Staff Nurse | 5 |

| Criteria relevant to the role | Essential | Desirable |
|--------------------------------|---|---|
| Education/ qualifications | <ul style="list-style-type: none"> RSCN/RN (child) | <ul style="list-style-type: none"> Level 3 safeguarding |
| Experience | <ul style="list-style-type: none"> Evidence of continuing professional development Experience of caring for sick patients in a variety of settings – this could be as a student | <ul style="list-style-type: none"> 6 months post registration experience in a ward environment Experience caring for general paediatric child Experience of change management – positive change agent Experience working with newly qualified nurses and students |
| Skills/knowledge/ abilities | <ul style="list-style-type: none"> Ability to manage own patient workload Knowledge of research and audit Ability to practice within the scope of the NMC Code of Professional Conduct. Ability to demonstrate application of the NHS Plan to own Competent interpersonal skills. Able to manage difficult situations. Able to prioritise and meet deadlines. Effective time management for self and others Competency in medication administration including IV | <ul style="list-style-type: none"> Ability to take charge of a ward or part of a ward, delegate and supervise junior staff Leadership skills Competency in cannulation/venepuncture |

| | | |
|-----------------------|--|--|
| | <p>drug administration or willingness to undergo training</p> <ul style="list-style-type: none"> • Able to use initiative. • Basic IT skills | |
| Values and behaviours | <ul style="list-style-type: none"> • Ability to work within a team and independently. • Flexible • Able to work to pressure • Punctual • Enthusiastic | |
| Other requirements | <ul style="list-style-type: none"> • Maintain a friendly, caring, safe environment for staff, patients and visitors • Provide a polite and helpful telephone service • Be able to liaise with MDT across numerous trusts, patients and their families | |

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.