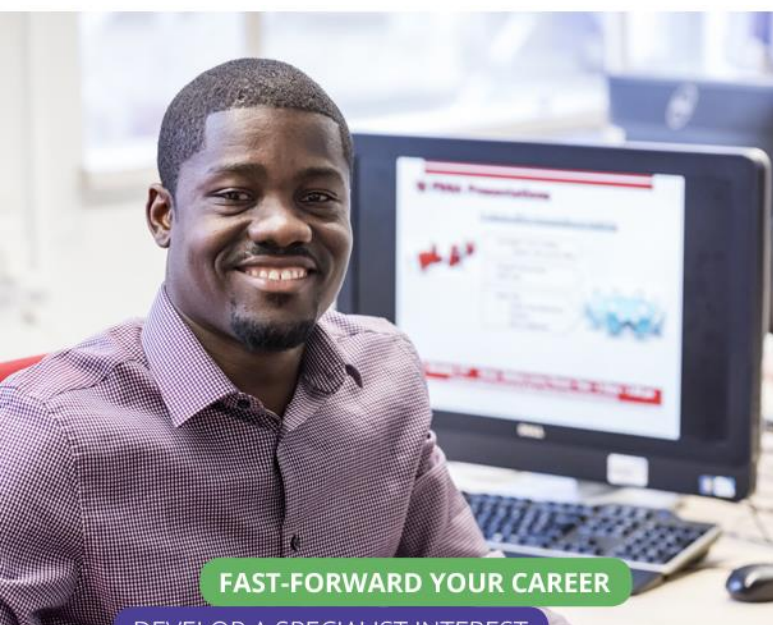


Recruitment information pack



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

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

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

Reach your potential in hospitals that make history

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

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!

Reach your potential in hospitals that make history
Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

JOB DESCRIPTION

Job Title	Data Quality Systems and Training Co-ordinator
Band	Band 6
Directorate/ Department	Oncology and Palliative Care
Division	Surgery and Cancer Division
Location of work	Charing Cross
Hours	37.5
Reports to	Deputy General Manager
Accountable to	General Manager

- **Job purpose**

- The post holder will be required to provide competent and comprehensive service coordination of SACT data to ensure the quality of data is accurate and is collected in a timely fashion. The post holder will be responsible for data quality checks of all the data collected as part of the patient SACT journey. Working closely with the Data Quality Systems and Training Manager, the post holder will be expected to take lead on resolving local data quality issues, liaising with the relevant teams and ensuring that data and activity is captured before reporting month cutoff date and other deadlines
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- The post holder will be responsible for the smooth running of the patient journey from referral to treatment/discharge from their cancer care by ensuring that coordinated and streamlined administrative processes revolve around the patient and their individual needs. They will assist the management team to ensure key performance, quality and financial targets are met and the service is developed as per Directorate plans.
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- They will be required to manage people, processes and performance with the Clinical Oncology directorate. Manage the planning and prioritization of the work associated with their team and organizes all activities in order to achieve a cost effective, productive and high quality service.

- **Key stakeholders**

- **Internal**

- . Pharmacy Management team
- . Directorate Management Team.
- . Project Management Teams
- . Business Intelligence Analysts
- . Performance Business Partners
- . Divisional Managers and Staff
- . I.C.T. System Managers and Technical Staff
- . Health Records Managers and Staff
- . Clinical Coding Managers and Staff
- . Finance Managers and Staff
- . Clinicians and nursing team

- **External**

- Cluster Commissioning Units
- Strategic Health Authority Information and Performance Staff
- Department of Health
- E-prescribing software systems provider
- Other NHS Trusts

- **Key areas of responsibility**

1. Manage the day to day data quality checks of the SACT data for both CXH and HH.
2. To ensure Oncology activity is captured, validated and coded on systems.
3. To fully understand and work to the Trust policy on RTT, Cancer, Planned, and elective waiting lists, and to escalate potential problems to line manager.
4. To monitor RTT pathways and ensure any patients reaching target or above 18 weeks are validated, reported and escalated accordingly.
5. Creating and managing workflow, creating SOP for different tasks to ensure smooth continuity of the service.
6. Ensuring the timely coding of Oral SACT data and managing the Workflow with the Data Quality systems and training Manager.
7. To have a good understand of the SACT data collection on Prescribing system and System reports for essential part of data collection.
8. To Support the Data Quality systems and Training manager in the quality checks and submission or all the SACT data set.

4. General Responsibilities

Pathway Data and management

1. To take a leading role in data quality checks and validation of the Oncology and palliative Data, including DQI, Activity capture, UKONS, RTT pathways and the Oncology and palliative data set including Oral SACT.
2. Working closely with different teams and administrators to provide high quality support and understanding of the SACT data set
3. The guide and support local teams in capturing data related to the Oncology and palliative data and ensuring administrative team is clear on important of data capture and activity.
4. To version control existing SOPS whilst developing new SOP and guidance so the new workflows are captured and documented
5. To ensure compliance against all Trust data quality indicators
6. To be responsible along with the directorate management team for maximising activity capture and data accuracy
7. To communicate with all levels of staff both internal and external to the Trust.
8. Proactively manage elective patient pathways to avoid breach targets and take steps to resolve any issues.
9. Create and prepare reports relating to service delivery and performance and recommends actions where areas of improvement are identified.
10. Attend weekly and monthly meeting related to the capture of Oncology and palliative care data and to deputise for the Data Quality Systems and Training Manager where necessary
11. Take responsibility for patient/client care in terms of dealing with complex patient pathway queries, particularly reporting to management and RTT team
12. To constantly review, streamline and update processes for recording patient data, in order to improve data quality. To liaise with staff to review and update protocols. To take part in decision making and influence departmental changes, and contribute and participate in review of systems, policies and procedures.
13. To attend all mandatory training and updates
14. To participate in appraisals and attend study days and further training as appropriate to the post.
15. Establish key working relationships and rapport with clinical teams, administrative, management teams and other relevant teams.
16. Ensure patient records (manual and electronic) are updated in a timely manner; ensuring that information entered onto the system is in line with the Trust data quality standards.

Other duties

1. Provide cover for other managers during periods of leave as appropriate.
2. Provide cover for the other administration/ service support staff during busy periods, sickness and annual leave and where there is an imbalance of workload.
3. Assist in producing ad hoc reports and in project work.
4. 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.

PERSON SPECIFICATION

ATTRIBUTE/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
EDUCATION	Degree or equivalent qualification or experience.		CV/Application form Original certificates/diplomas

SKILLS/ABILITIES	<p>Creation and use of administrative systems.</p> <p>Advanced experience of using Microsoft Word, Excel, PowerPoint and Outlook.</p> <p>Experience of working within a multidisciplinary team.</p> <p>Efficient and systematic approach to work.</p> <p>Systems Management.</p> <p>Knowledge of RTT and Cancer targets</p>	.	Application forms/interview/
EXPERIENCE	<p>Able to undertake Confidential work. Good oral and written communication skills</p> <p>Numeracy</p> <p>Ability to work under pressure with conflicting /tight deadlines</p> <p>Ability to prioritise workload and work to deadlines.</p> <p>Ability to remain calm under pressure. Advanced minute and note taking.</p> <p>Ability to cope with fluctuating volume of work.</p> <p>Able to assimilate quickly and exercise initiative.</p>	<p>Experience of Somerset/ Chemocare/ Cerner</p> <p>Knowledge of data protection Act</p>	Application forms/interview/references
COMMUNICATION SKILLS	<p>Demonstrated ability to deliver staff training.</p>		Application/forms/ interview

PHYSICAL QUALITIES	Sufficient for the job with any aids and adaptations		
VALUES	Demonstrable ability to meet Trust values		Interview/assessment

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

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 & 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>. 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 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. Staffs 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.