

# Recruitment information pack



**PUSH THE BOUNDARIES**

**ENJOY FLEXIBLE WORKING**

**EXPERIENCE THE LONDON LIFESTYLE**



**IMPACT ON PATIENT OUTCOMES**

**DIFFERENT ENVIRONMENTS**

**FLEXIBLE WORKING**

# 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**

Text to come

## **WHY JOIN US?**

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

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

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

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

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

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

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

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

## 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	Highly Specialist Occupational Therapist Trauma, Vascular and Surgery
Band	7
Directorate/ Department	Therapies
Division	Medicine and Investigative Science
Location of work	TRUSTWIDE- St Mary's Hospital and Charing Cross Hospital
Hours	37.5/ week
Reports to	CLINICAL LEAD PHYSIOTHERAPIST TRAUMA & ORTHOPAEDICS
Accountable to	HEAD OF ADULT THERAPIES OT/PT

## 1. Job purpose

- To provide a high quality Occupational Therapy service within the specialties of Trauma and Orthopaedics (T&O), vascular surgery and General Surgery.
- Patients seen have a wide range of trauma, vascular and surgical conditions and their needs are frequently complex.
- The service aim is for clinical risk management pre and post-operatively, post-injury or post-diagnosis, to maximise functional ability and ensure safe discharge of patients.
- This team covers Orthopaedics, Vascular Surgery, Plastics, GI Surgery, Major Trauma Unit step down patients and the Surgical Rehabilitation Unit.
- Conditions seen include various types of trauma, vascular, amputees, cancer and palliative surgical patients and other surgeries.
- The post holder will have their own caseload and actively participate in the ongoing development, evaluation and audit of this service.
- To provide team leadership, direction and support for junior staff and students.
- To assist in the management, development of occupational therapy services, including service reviews and audit. To hold responsibility for defined projects.
- To comply with the College of Occupational Therapists Code of Ethics and Professional Conduct.
- To provide speciality OT input into education, training and development programmes for staff and students within clinical speciality and profession.

## 2. Key stakeholders

- Patients and carers
- Clinical Lead Occupational Therapist –T&O, Surgery and Hand Therapy

- Clinical Lead Therapist – T&O and Surgical Services
- Therapy Team
- Hand Therapists
- Plastic, Orthopaedic and Surgical Consultants
- Multi-disciplinary Team
- Community health and social Services
- Rehabilitation Services

### 3. Key areas of responsibility

- Patient Care
  - To plan and deliver a client centred occupational therapy service to a caseload of patients in the acute hospital setting.
  - To identify referrals appropriate for OT, prioritising and allocating these according to team procedures, and liaising with referees to justify decisions and offer alternatives.
  - To select and apply OT assessments for a designated, predominately complex caseload, to establish clients' physical, cognitive, perceptual, psychological and social functioning, utilising specialist OT tools where appropriate.
  - Through analysis and synthesis of findings, develop individual goal and task orientated treatment plans in collaboration with patients, carers and colleagues.
  - To utilise specialist occupational therapy skills in the assessment of cognition and mental functioning to diagnose and determine capacity to consent. Assess patient understanding of treatment proposals, gain valid, informed consent and to have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
  - The ability to manage, treat, and discharge a diagnostically varied and complex patient caseload
  - To adjust the environment to suit clients needs by recommending appropriate equipment and / or adaptations to the home in accordance with relevant policies and procedures
  - To instruct patients / carers on the safe use of equipment / adaptations and techniques to increase their safety, independence and quality of life.
  - Assess for and provide wheelchairs, accessories and cushions to ensure clients' seating and positioning needs are met on the ward.
  - To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
  - To ensure patient reviews demonstrate clinical reasoning and problem solving techniques to determine agreed discharge outcomes across health and social care.
  - To undertake risk assessments to determine appropriate management, specifically related to moving and handling, safe use of equipment, pre-discharge access visits



and home assessments. To ensure safety of self and others during all occupational therapy interventions in hospital, patient's home and other appropriate environments.

- To apply an advanced level of understanding of the effect of disability upon occupational performance and provide training and advice on lifestyle changes and adaptations to the patients social and physical environment.
  - To demonstrate professional skills and standards consistent with a specialist in the field and to ensure that services provided comply with professional and departmental standards of practice.
  - When necessary, to provide cover for other patient specialities in the absence of occupational therapists due to annual/maternity leave or sickness and to work across ICHT sites depending on service needs.
  - To ensure written and electronic patient records and reposts are maintained in accordance with Trust and Professional standards.
  - To ensure activity data is maintained in line with Trust and departmental standards.
- **Communication**
    - To communicate and liaise effectively with other professionals, patients, family/carers and other agencies to ensure an integrated pattern of service delivery. Use formal and informal reporting mechanisms including electronic reporting, to ensure effective communication related to health and social care referral procedures.
    - To routinely provide specialist advice, education and support to patients and their carers as part of the occupational therapy process. To adopt a patient centred treatment approach in order to support meaningful participation in life roles.
    - Use verbal and nonverbal communication to disseminate clinical information, acknowledging sensitivity and complexity i.e. adult/child protection issues, and using approaches appropriate to the context or culture.
    - Use of effective interpersonal skills to encourage patients and carers active participation in the occupational therapy process.
    - Ability to work effectively with patients and families requiring a language interpreter, ensuring services are accessible for all service users regardless of their spoken language or communication status.
    - To attend and contribute to ward/department meetings and progress meetings relating to patient caseload.
    - When appropriate, to co-ordinate network meetings related to the care of patients with complex functional and/or social needs.

- To record patient treatment and other related activity in accordance with professional and departmental guidelines.
- To communicate effectively and skilfully with team members within own team and the wider department.
- Planning and Organisational
  - To plan and prioritise own caseload independently on a day-to-day basis to ensure patients are appropriately seen, in conjunction with the priorities of the team and to give assistance to other team members as required.
  - To be flexible in the organisation of own caseload and to respond to predictable and unpredictable service needs throughout the day.
  - To take delegated responsibility for the operational management of the team, allocating and guiding the work of junior and assistant staff to meet service priorities on a daily basis.
  - To have mechanisms in place to ensure that your own practice and that of staff under your supervision meet the required professional standards of practice.
  - To make recommendations for service development, with an active involvement in the implementation of changes to practice or service protocols.
  - To be responsible for ensuring all staff and students adhere to safety procedures regarding to patient equipment.
  - To seek managerial support appropriately
  - To be actively involved in departmental and professional activities e.g. peer group and project meetings.
  - To be an active participant and have a good understanding of the department and Trust's Clinical Governance Framework.
  - To undertake the collection, collation and reporting of statistical information
- Research and Development
  - To participate in the delivery of the Directorate / Therapy business plan, including operational planning and implementation of policy and service development within the team, leading on delegated projects
  - To advise and collaborate with the Clinical Lead Occupational Therapist in further development/consolidation of services, to contribute to service reviews, and to hold responsibility for defined projects.
  - To further develop and consolidate the role of the occupational therapist in orthopaedics and surgery and elective pre-admission work, providing services which are sensitive to the needs of the culture and diversity of individual patients.
  - To promote occupational therapy through liaison with other health professionals, patients, relatives and the public and by establishing professional and departmental standards in clinical and managerial work.
  - To lead on developing efficient team working. To contribute to the development of collaborative working practices within team and community staff.
  - To develop and consolidate protocols and guidelines regarding service delivery.
  - To instigate, participate in or investigate research projects as appropriate. To lead on audits in designated clinical area.
  - To contribute to the Trust's, Directorate's and team's clinical governance arrangements and quality agenda.
  - To identify need and participate in the planning, evaluation and audit of practice, clinical pathways and protocols, leading on delegated projects.
  - To demonstrate understanding and application of national guidelines and legislation



- relating to health and social care.
  - Seek and select evidence to ensure practice is evidence based.
  - To contribute to the collation of an occupational therapy risk register.
- Human resource management
  - To organise the induction and/or training of staff, both within or external to the department.
  - To participate in the organisation of clinical teaching programmes for occupational therapy students and to undertake fieldwork supervisor responsibilities as required.
  - To participate in the teaching programmes of students from other professions.
  - To actively participate in professional and multidisciplinary in-service training/education.
  - Build and sustain relationships as an independent practitioner and collaboratively as a member of a team.
  - To exercise good personal time management, punctuality and consistent reliable attendance.
  - To co-ordinate the day to day activities of junior staff where applicable.
  - To be responsible for the allocation of referrals to junior staff and management of waiting lists, using a prioritisation system.
  - To supervise and guide the professional work of junior staff, ensuring compliance with professional and departmental standards of practice.
  - To co-ordinate and conduct the performance reviews of junior staff, when appropriate.
  - To participate in the recruitment of junior staff, in collaboration with Clinical Lead OT's, as required.
  - To collect, collate and analyse workload statistics required for departmental purposes and for service reviews. To advise the Clinical Lead OTs of changes in trends related to patient activity.
  - Be aware of and apply relevant Trust and departmental policies and procedures to your team (eg. sickness absence policy).
  - To share responsibility for ordering, issuing retrieving and maintaining departmental equipment.
  - To undertake designated departmental duties to ensure efficient use of equipment, facilities and materials.
  - To act as a representative for occupational therapy and/or therapy services on trust wide initiatives.

#### 4. General Responsibilities

- To provide cover for colleagues as appropriate
- To work cross-site depending on the needs of the service and rotate with band 7 T&O and Surgery OT at the Charing Cross Hospital site.

#### 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
Therapies	Highly Specialist Occupational therapist: Trauma, Orthopaedics and Surgery	Band 7

Criteria Relevant to the Role	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>Degree (or equivalent) in Occupational Therapy</li> <li>HPC registration</li> <li>Adequate English to fulfil job requirements</li> <li>Evidence of post-qualification Continuing Professional Development</li> </ul>	<p>Postgraduate training at masters module level or equivalent related to clinical speciality</p> <p>Clinical Supervisors course</p>
Experience	<p>A level of post-graduate OT experience proportional to the competencies associated with the post including: experience in acute orthopaedic &amp; surgery services and knowledge of related initiatives and guidelines</p> <p>Knowledge of core OT skills in both physical and mental health areas</p> <p>Knowledge and experience of a range of treatment techniques with specific reference to orthopaedic, surgery &amp; amputee patients</p> <p>Experience in fabricating splints</p> <p>Wheelchair assessment especially postural management including amputees</p> <p>Experience in the use of OT models of practice</p> <p>Assessment, planning, implementing and evaluating treatment, complying with professional and departmental standards</p>	<p>Experience in amputee rehab</p> <p>Developing, monitoring, evaluating and auditing services</p> <p>Formal training in postural management</p> <p>Formal training in splint fabrication</p>

	<p>Teaching, supervision and guidance of OT staff and other professions</p> <p>Supervision and support of OT students and students of other professions</p> <p>Team work and effective communication / liaison</p> <p>Objective recording and reporting of intervention and maintenance of activity data</p> <p>Evidence of continuing professional development</p> <p>Participation in / knowledge of OT research / audit</p> <p>Demonstrate an understanding of the use of evidence based practice in speciality</p>	
Skills/Knowledge/Abilities	<p>Management of a varied acute orthopaedic and surgical caseload with evidence of skills in orthopaedics and surgery</p> <p>Ability to set goals and monitor outcomes</p> <p>Specialist knowledge of orthopaedic and surgical conditions and application of relevant assessments and interventions</p> <p>Clinical reasoning and problem solving skills to determine discharge of complex patients from own caseload</p> <p>Professional skills to inform suitability for discharge from hospital care and associated risks</p> <p>Ability to work as an autonomous practitioner seeking guidance when necessary</p> <p>Ability to organise and respond efficiently to complex information</p>	<p>Presentation &amp; training skills; writing for publication</p> <p>Team building skills</p>

	<p>Skills to develop and consolidate service including service reviews</p> <p>Ability to undertake team leadership roles where appropriate, including staff management and supervisory skills</p> <p>Advanced skills in managing mental health issues associated with the clinical caseload</p> <p>Ability to cope with pressurised working environments. Skills to manage and be accountable for team workload prioritisation.</p> <p>Ability to receive and impart sensitive information related to disability and loss of function</p> <p>Ability to deal with distressing situations involving profound disability, life-threatening situations, bereavement &amp;/or death</p> <p>Ability to positively manage exposure to patients and environments which maybe highly distressing, antagonistic, open to aggression and unpleasant</p> <p>Understand and implement appropriate standards, including risk assessment, in all work undertaken</p> <p>Effective negotiation skills /communication skills related to difficult clinical or team management issues</p> <p>Ability to reflect on and critically appraise own performance</p> <p>Ability to appreciate the sensitivity and complexity of patients' culture and diversity and the ability to provide services appropriate to individual needs</p> <p>Ability to undertake physical activity involved with therapeutic handling of patients</p>	
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	<p>Ability to perform motor tasks e.g. splint fabrication/equipment adjustment</p> <p>Promote occupational therapy and demonstrate professional attitude and appearance</p> <p>Establish and maintain good working relationships</p> <p>Willingness to extend skills and knowledge</p> <p>Flexible approach to service delivery</p> <p>Understanding of clinical quality &amp; patient safety and ability to implement and lead on related projects</p> <p>Detailed knowledge of legislation, policies and guidelines effecting current practice</p> <p>Detailed knowledge of the principles of clinical governance and its application</p> <p>Computer literate</p> <p>Adherence to COT and HPC guidelines and codes of ethics and professional conduct.</p>	
Values and Behaviours	Demonstrate awareness of and ability to meet trust values	

## 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.