



Imperial College Healthcare NHS Trust and  
Chelsea and Westminster Hospital NHS Foundation Trust

**West London Children's Healthcare**  
**Paediatric Blood and Marrow transplant Co-ordinator**  
**JOB DESCRIPTION**

<b>TITLE OF POST:</b>	Paediatric Blood and Marrow transplant Co-ordinator
<b>SALARY BAND:</b>	Band 7
<b>LOCATION:</b>	St Mary's Hospital, Hammersmith Hospital, Chelsea & Westminster Hospital, West Middlesex Hospital,
<b>REPORTS TO:</b>	Paediatric Haematology Matron
<b>ACCOUNTABLE TO:</b>	Head of Nursing, Children's services
<b>TYPE OF CONTRACT:</b>	<b>Full time</b>
<b>HOURS PER WEEK:</b>	<b>37.5</b>

## **WEST LONDON CHILDREN'S HEALTHCARE: WHO WE ARE**

In 2018, Chelsea & Westminster NHS Foundation Trust, Imperial College Healthcare NHS Trust and Imperial College London stated their intent to collaborate on the development of an integrated care system for paediatric services spanning West London.

West London Children's Healthcare will unite paediatric services from across West London together into hubs that link closely together to support clinical care provision, research, education and training. The hubs will be networked with referral hospitals and primary care networks to optimise local care wherever possible for children whatever complex healthcare needs they have and to facilitate a population health approach.

Over 1500 staff across 4 hospital sites with a bed base of 296 will come together to deliver £100m+ paediatric services providing over 115,000 outpatient attendances and 16,000 elective procedures annually, with the aim of improving the health and well-being of the almost half a million children and young people who live in west London.

## **OUR HOSPITALS AND SERVICES**

West London Children's Healthcare runs paediatric services from four sites (detailed below). In addition, we have formed an alliance, working in partnership with other acute providers in NWL 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. A new, dedicated paediatric dental theatre will open towards the end of 2021. The Cheyne Child Development Centre based at Chelsea & Westminster is dedicated to supporting children with special educational and development needs.

### **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.

### **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 and provides specialist oncology, haematology, bone marrow treatment and infectious diseases care. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

### **West Middlesex**

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.

## **AIM OF THE ROLE**

On 1<sup>st</sup> April 2022, paediatric and child health services across Chelsea & Westminster NHS Foundation Trust and Imperial College Healthcare NHS Trust came together under a single and integrated governance and leadership structure accountable to the Trust Board's for both organisations.

Together we have an ambitious vision to improve the health and wellbeing of children and young people across West London. We will do this by supporting our two previously quite separate clinical teams to come together to work collaboratively on common care pathways and to build stronger, shared links with research and education colleagues at Imperial College.

## **WEST LONDON CHILDREN'S HEALTHCARE: CONTRACTUAL EMPLOYMENT ARRANGEMENTS**

Whilst employment for this role is hosted by Imperial College Healthcare NHS Trust, the post-holder will work equally across Imperial College Healthcare NHS Trust and Chelsea and Westminster NHS Foundation Trust. Services will be transformed and integrated around the needs of children and young people and not institutions. The post holder will be bound by the terms and conditions of employment of ICHT.

## **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:

**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

**KEY WORKING RELATIONSHIPS**

Internal
Matron – Responsible to
Head of Nursing Paediatrics – Professionally accountable to
Director of Nursing services - Professionally accountable to
Lead Nurse for paediatrics
Senior Nurse for paediatric wards and outpatient departments
Clinical Nurse Educators
Research and Audit Nurse
Paediatric Discharge Planning Nurse
Paediatric Family Liaison Nurse
Lead Nurse for Child Protection and safeguarding team
Lead Clinicians, Paediatric consultants
Multidisciplinary teams
Support staff
Clinical Nurse Specialist teams
Infection Prevention and Control team
Risk Management team
Patient Advisory Liaison/Patient and public Involvement team
Play specialists

External
Patients, their families and visitors
university link tutors
Support staff
External partners including Pulse Bank, Social Services and transport
Student nurses


## **Job Summary**

Provide focused Co-ordination of Pre and Post Stem Cell Transplant care, managing a Case load of recipients and donors, responsible for ensuring that care is of the highest quality, placing the needs of children and their families at the centre of care deliver

Assist the Lead Consultant for the Children's Stem Cell Transplant Service, CNS for Children's Haematology, General Manager and Service Manager in strategic and financial Planning for the Children's Stem cell Service, helping to ensure that financial and performance targets are met and sustained.

Promote, facilitate and provide multi-professional research, audit and education within the Children's Stem Cell Service that delivers the Academic Health Sciences Centre (AHSC) vision of delivering world class care and achieving excellence in all aspects of its business

## **West London Children's Hospital**

In November 2018, Imperial College Healthcare NHS Trust (ICHT), Chelsea & Westminster NHS Foundation Trust (C&W) and Imperial College London (ICL) set out, as part of 'Healthier Hearts and Lungs', their joint commitment to develop an integrated children's hospital network for north- west London and a new academic centre for child health. Following the transition period full integration, with a single governance structure will take place on the 1st April 2022.

## **MAIN TASKS AND RESPONSIBILITIES**

To provide specialist nursing advice and expertise to support and facilitate the delivery of high quality, individualised care to patients and relatives/carers undergoing Stem Cell Transplant in collaboration with the multi professional team in line with local and national targets. This will be both within and outside of the Trust, ensuring that the needs of the patient are placed at the centre of care delivery.

Act as a professional role model, provide direct and indirect clinical care, teaching, audit and research, this involves managing a wide range of complex and sometime conflicting priorities.

To be flexible in the approach to clinical area and provide cover for any area specified. In collaboration with the Clinical Nurse Specialist for Children's Haematology support the Lead Nurse and Head of Nursing, Children services to ensure compliance to the National Service Framework for Children and Young People (2004), which incorporates Safeguarding of Children, in all areas across the trust where children are seen.

Assess, plan, implement and evaluate programmes of care, for children and families undergoing the SCT process, providing specialist advice, actively seeking evidence based practice which will support clinical outcomes as appropriate.

Manage episodes of care, discharging patients as per protocol and ensure appropriate post-transplant investigations are undertaken, including long term follow up and revaccination programmes and transfer back to referring agencies and hospitals.

Provide nurse-led clinics, admitting and discharging patients from caseload.

To act as patient advocate and to actively apply in depth knowledge of holistic/socioeconomic and cultural aspects of the care to clients within your specific speciality, acting as a role model and resource for patients, relatives and staff. This will include patient choice.

To co-ordinate pre-admission visits for both patients and families and undertake preadmission nursing and home assessments, liaising with and visiting outside agencies as required.

To co-ordinate all pre-transplant assessments and investigations for both recipient and donor including tissue typing, extended family searches, unrelated donor searches and cord blood referrals, liaising with the families, providers of these services and relevant professionals to communicate results.

To coordinate pre - SCT procedures i.e. admission date, Hickman Line Insertion, Bone Marrow Harvests, radiotherapy etc.

Work in partnership with support staff to ensure that care, treatment and service needs are met, focusing in particular on Children's SCT.

Provide information and support to relatives/carers as appropriate, following consultation with members of the multi-disciplinary team.

To take a lead role in promoting a healthy lifestyle for patients and staff, providing guidance regarding wellness, disease risks and potential changes in health status.

Act as resource both within and outside the Trust to ensure appropriate information /advice is given client.

To provide sound clinical leadership and develop support mechanisms for sharing good practice within the Ward or Department and Trust wide.

To plan and deliver education and/or practice development activities to support evidence based care.

Ensure that nursing documentation is maintained to the Trust standard (including electronic records) and implement audits of records to measure and evaluate care planning. Devise and implement education and training programmes as required.

Ensure the provision of care is in accordance with Imperial College Healthcare NHS Trust's Policies & procedures, focusing in particular on clients clinical needs, using specialist knowledge.

To be aware of and champion current trends and developments in nursing, education and practice development in the NHS.

Implement the Trust's framework for Clinical Governance within the Ward or Department.

Ensure provision of a suitable, clean, uncluttered and safe environment for the Physical and psychological well-being of staff, patients/clients and their relatives.

Identify clinical risks and ensure that appropriate action is taken, in accordance with the Trust's Risk Management policy.

Contribute to the investigation of complaints, accident reports and untoward incidents within the ward/ department in line with Trust Policies and procedures and in conjunction with the Ward or Department Manager and implement recommendations for action.

Maintain and promote effective communication with all members of the multi-disciplinary team and other wards / departments, to provide seamless and effective care management including formal presentation of information relating to your speciality.

Provide members of the multi-disciplinary team with timely and relevant information relating to Children's SCT including formal presentation of information relating the Speciality.

In conjunction with others develop a mechanism for setting goals and benchmarking standards of care related to own speciality.

Delegate tasks and activities to a range of team members ensuring that staff have the appropriate coaching to take on projects. Ensure that all projects are facilitated and outcomes are evaluated.

Communicate effectively with clients, relatives, colleagues and managers, both verbally and in writing. When necessary make community visits to ensure the transition of patient care between agencies occurs smoothly. These care providers include General Practitioners, Health Visitors, Haemoglobinopathy Counsellors, Community Nursing Teams, Social Workers, Schools and Nursery's and any other agency giving care and support.

To assist in ensuring compliance to Trust policies and procedures amongst the multidisciplinary team.

Promote the corporate image of Imperial College Healthcare NHS Trust to all individuals, groups and organisations both within the Trust and to the community at large.

Contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors and students.

Be actively involved in education and/or practice development programmes within the CPG and Trust as required.

Delegate tasks and activities to other members of the team, ensuring that staffs have the appropriate coaching to take on the projects. Ensure that all outcomes are evaluated.

In conjunction with the Ward or Department Managers provide expert advice to ensure appropriate staffing levels and skill mix are in place to reflect the workload and meet the needs of the patient.

Work closely alongside other CNS's in the Trust to support advancement of nursing roles.

To work within a suitable learning environment, role modelling for all grades of staff and students based on the principles of a learning organisation.

Be responsible for taking the lead in the continuing professional development of Departmental staff and self.

Where appropriate contribute to the investigation and management of staff issues that relate to sickness and absence, poor performance, harassment, disciplinary and grievance issues using the relevant Trust policies and in liaison with your Directorate management team, implement recommendations for action focusing in particular on learning contracts and action plans.

To support flexible working practice, in line with Improving Working Lives Standards and Trust Change Management Policy.

To promote manage the efficient and effective use of supplies, provisions and equipment within the designated budgets.

In conjunction with the Directorate Management team contribute to the identification, analysis and discussion of cost pressures and financial constraints in a timely manner.

Plan and lead projects relating to local policy development, focusing in particular on required education/training activities related to Children's SCT and your level of practice.

To develop competency and training programmes related to Children's SCT as directed.

To be actively involved in the development of Trust policies and procedures at ward / department level, lead the implementation, evaluation and reinforcement of their use as required.

To participate in setting annual objectives in partnership with professional and line manager leads ensuring that all staff are aware of them and their implementation.

In conjunction with the Directorate Management participate in the Trust Business Planning cycle; identifying areas of service development, focusing in particular on related education/ training activities.

To involve and/or represent staff in the developments and business of the Trust. Actively encourage and promote, supporting where possible within the constraints of service delivery, staff membership of Trust wide initiatives/committees, professional organisations/forums and/or relevant Trade Unions.

To network within and outside the organisation in relation to service development i.e. SCT Consortium.

Assist in the production of an Annual Report relating to own and teams activity

Plan, lead and delegate local audit and research as required, ensure findings are disseminated appropriately and recommendations implemented.

To assist in the maintenance of client databases for follow-up, consultation, referral and outcomes.

To assist the Data Manager in the collection of data on all children with haematology conditions (related to SCT) who are eligible to take part in clinical studies i.e. UK Children's BMT Registry, International Sickle BMT Registry, UK Sickle Cell BMT Registry, UK Sickle Cell Disease Registry, UK Thalassaemia Registry, Childhood Myelodysplasia Registry, The International ITP Registry, The DC Registry and The European Fanconi's Anaemia Registry.

Maintain care, quality and record keeping in line with JACIE standards.

Ensure self and team undertake training for electronic information systems in place & under development.

Ensure self and team are aware and adhere to Trust / local guidelines for ordering relevant tests and access results reported on Web OCS and follow them.

To have an active email account and use this as one of the methods of disseminating information to ward team.

Role model use of Trust intranet and Internet to staff.

Deputise for the CNS Children's Haematology or other as required.

Undertake any other duties requested by the Clinical Programme Group Director, Head of Operations, Director of Midwifery/Head of Nursing, Chief of Service, the General Manager for Children's, Gynaecology and Reproductive Medicine, Service Manager for Children's or Lead Nurse for Children's as appropriate to the banding of the post.

Promote Imperial College Healthcare NHS Trust as a centre for excellence for Children's Haematology

## **General**

Covid-19 vaccination is a condition of employment for this role, unless an exemption applies. The successful applicant may have contact with vulnerable service users and we will therefore seek proof of being fully vaccinated during the recruitment process.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

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.

## **KEY RESULT AREAS**

- Provision of support and drive to the WLCH transformation and integration work
- Partnership working
- Patient and public involvement
- Strategy and policy

## **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, and WLCH within it, is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post-holder.

## **ADDITIONAL INFORMATION**

*It is important to note that whilst the post-holder will work jointly for ICHT and CWFT, they will be hosted by ICHT and as such, bound by the conditions of employment stated in the policies and procedures of ICHT.*

## **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

## **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.

## **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.

## **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.

### **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.

### **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.

### **NHS Constitution**

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

### **Dignity & Respect**

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

### **Confidentiality/Information Quality Assurance/Freedom of Information**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Health, Safety and Security**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

### **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.

### **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.

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.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

### **No Smoking**

The Trust operates a smoke free policy.

### **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.

**WEST LONDON CHILDREN'S HEALTHCARE**  
**PERSON SPECIFICATION**

**POST: Paediatric Bone Marrow Transplant Coordinator**

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

<b>ATTRIBUTE/SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEASUREMENT</b>
<b>Education &amp; Qualifications</b>	Registered Nurse, RN Child /RSCN  Post registration qualification in specialty  Educated to degree level in relevant subject area or Equivalent experience Recognised teaching/assessing qualification  Recognised leadership qualification or equivalent experience  Evidence of continuing Professional development		CV/Application form Original certificates/diplomas
<b>Experience &amp; Knowledge</b>	Proven leadership skills through experience of leading a team.  commitment to improving patient services with a clear focus on achieving performance goals.  Advanced clinical skills and knowledge base pertaining to Specialty.  Organisational and people management skills.  Proven ability to effectively manage change, Good time management skills, with the ability to meet deadlines and work effectively under pressure.  IT skills (incl email and office packages)  Ability to think and work strategically		Application / Interview / Assessment

<b>Skills &amp; Abilities</b>	<p>Minimum of 2yrs within specialty</p> <p>Sound knowledge and understanding of current issues in specialty.</p> <p>Experience and knowledge of quality, standard setting and Audit.</p> <p>Experience in managing complaints and quality Assurance.</p>		Interview/Assessment
<b>Qualities</b>	<p>Excellent interpersonal, communication, negotiation and influencing skills demonstrated by the ability to engage others.</p>		Interview/Assessment
<b>Values</b>	<p>Demonstrable ability to meet Trust values</p>		Interview/Assessment