

# Recruitment pack

Information for candidates



## Message from Chief Executive Lesley Watts

I am really pleased that you've taken the time to find out more about a career at Chelsea and Westminster Hospital NHS Foundation Trust which includes Chelsea and Westminster Hospital, West Middlesex University Hospital and a number of community sexual health and HIV services across London.

There are some great benefits in working for the NHS. The NHS is the biggest employer in Europe. We offer a huge range of exciting and challenging opportunities for people who are passionate about making a difference. Our roles are immensely rewarding and you can become part of a talented and committed team.

There are also unrivalled holiday entitlements, a great pension scheme and opportunities to get support to buy housing. We have a range of local benefits that our staff enjoy which include discounts, a staff recognition scheme and accommodation, which you can read more about in this pack.

At Chelsea and Westminster you will find a fantastic team spirit and a commitment to developing you and your skills so that you can choose to have a long-term career with us. I started my career in the NHS as a nurse and I want the future stars of the NHS to have a similarly satisfying career and career progression while at our Trust.

Thank you for your interest in our organisation and I hope to meet you soon as a new starter!



#### **Vacancies**

Please visit www.chelwest.nhs.uk/careers for all our latest vacancies.







## Our organisation

Our Trust provides services from Chelsea and Westminster Hospital and West Middlesex University Hospital—and a number of clinics across London and the South East.

We have 6,000 members of staff who care for nearly a million people locally, regionally, nationally and internationally. Both hospitals provide a wide range of clinical services, including maternity, emergency and children's, in addition to a range of community-based services across London, such as awardwinning sexual health and HIV clinics.

We are one of the best performing trusts in London for A&E waiting times, and our mortality rates are some of the best in the country.

Since the last two years we have developed a range of new services including:

- Cardiac catheter service and a paediatric assessment unit on the West Middlesex site
- Surgical assessment unit on the Chelsea site
- New sexual health clinic at 10 Hammersmith Broadway
- Virtual fracture clinics
- Learning disabilities passports

We continue to invest in our facilities, making the Trust one of the best environments to work in, such as:

- Emergency department redevelopments on both hospital sites
- · New Annie Zunz gynaecology ward at Chelsea

Plans are in place for a £20 million expansion to adult and children's critical care facilities at Chelsea, and refurbishment of the children's unit at West Middlesex, both in partnership with our Trust charity CW+.

Our ambition is to lead the NHS with world class, patientfocused healthcare delivered locally, going beyond for our patients and community in order to achieve this aim.





## Our values

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

Putting patients first

Responsive to patients and staff

Open and honest

**U**nfailingly kind

Determined to develop





















## Our priorities

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

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

#### 2. Be the employer of choice

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

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

We will look to continuously improve the quality of care and patient experience through the most efficient use of available resources (financial and human, including staff, partners, stakeholders, volunteers and friends).



## Embracing the future

Our organisation creates new opportunities to drive efficiency of service provision and partnership working with stakeholders across local authorities, community groups and third sector organisations. This is important in our ambition to ensure that more people are appropriately cared for in the community, closer to their homes.

We've designed a new clinical services strategy which has been tested through a series of 'clinical summits' with clinicians from across the organisation. At the heart of the strategy is the core aim 'to deliver the best possible experience and outcomes for patients'.



This strategy is supported by four key priorities:

- Local acute and integrated care services: Trust priorities are integrated urgent and emergency care, efficient planned care, and support for ageing well and those with multiple and chronic conditions
- Specialised services: Our priorities are specialised women's and children's services delivered across all of North West London and specialised sexual health and HIV services delivered across London and more widely
- Innovation and research: Our priority is translating research 'from bench to bedside', bringing the best evidence to bear in respect of clinical care and patient
- Education and training: We focus on multi-professional training to recruit and train the best staff to deliver our strategy.

The Trust's excellent operational performance is a source of great pride in these challenging times in the health service, and despite the difficult cost improvement plans that must be delivered.

## Our staff

Our staff survey results show that our Trust continues to have high levels of job satisfaction. Striving to improve this even further remains a priority.

We recognise the direct impact made by our staff on clinical outcomes and patient experience. This is why it is one of our priorities is to be one of the very best employers.

This means not only attracting staff, but keeping them through investment in learning and development, career progression and attention to work-life balance.



## Our services

Every day, 365 days a year, 24 hours a day we:

- See an outpatient every 40 seconds
- Carry out an X-ray, scan or procedure every 90 seconds
- Treat someone in A&E every 3 minutes
- Admit a patient every 4 minutes
- Operate on a patient every 15 minutes
- Help deliver a baby every 50 minutes

#### Children's services

We are one of London's largest providers of children's services. Together, both hospitals care for more than 80,000 children each year.

Our main aim is to provide all children and young people with safe, effective and reliable care—ensuring that their stay in hospital is as short as possible. We offer numerous specialities for children including:

- A&E
- Allergies
- Anaesthetics
- Audiology
- Blood Borne Virus
- Cancer
- Cardiology
- Dentistry
- Dermatology
- Diabetes
- Endocrinology

- ENT
- General Medicine
- Music Therapy
- Ophthalmology
- Orthopaedics
- · Outpatients
- Physiotherapy
- Plastic Surgery
- Play Service
- Psychology

At West Middlesex University Hospital we recently expanded our facilities to give women more choice in clean, bright and comfortable surroundings—'a home away from home'.

We were the first maternity unit in London to achieve full accreditation by UNICEF as a baby friendly hospital.

We also have a wide range of women's health services at our hospitals who work in the following areas of care:

- Assisted Conception Unit (ACU)
- Early pregnancy
- Gynaecology services
- Perinatal service

#### Medicine services

We provides a full range of inpatient, day care and outpatient services at Chelsea and Westminster Hospital, West Middlesex University Hospital and outpatient clinics on a number of other sites.

Medicine consists of a wide range of specialty teams that cover the following areas:

- A&E (including UCC)
- Ambulatory Emergency Haematology Care (AEC)
- Cancer services
- Cardiology
- Care of the elderly
- Dermatology
- Diabetes
- Endocrinology

- Gastroenterology
- Neurology
- Renal medicine
- Respiratory medicine
- Rheumatology
- Stop smoking service
- Stroke & TIA

#### Diagnostic services

We provide a full range of diagnostic services in state-of-the art environments, including the following:

- Endoscopy
- Imaging services

• Phlebotomy service

#### HIV & sexual health services

We provide a wide range of award winning sexual health and HIV services across London. Our main sexual health clinics are based at:

- John Hunter Clinic for Sexual Health
- 10 Hammersmith Broadway
- 56 Dean Street and Dean Street Express in Soho
- West Middlesex University Hospital
- St Helier Hospital

We also provide outreach sexual health clinics which are services based in the community and other specialist sexual health clinics.

#### Maternity, obstetrics and women's health services

We run one of the largest maternity services in London, managing around 10,000 births every year.

At Chelsea and Westminster Hospital we have invested £1.5m to expand our midwife-led care by building a dedicated birth centre.

#### Support services

We provide a range of support services to patients at both hospital sites, which include:

- Anaesthetics
- Appointments office
- Decontamination services Treatment Centre
- Intensive Care Unit (ICU)
- Pharmacv Theatre services

#### Surgery services

We offer a wide range of specialty teams that cover:

- Burns
- Colorectal surgery
- Craniofacial surgery
- General surgery
- Hand unit (hands & wrists) •
- Ophthalmology
- Pain management
- Plastic surgery
- Trauma & orthopaedics
- Upper gastrointestinal (Gl) and colorectal
- Urology
- Vascular surgery
- Weight loss surgery

#### Therapy services

Both hospital sites have a Therapy Services Department, consisting of Occupational Therapy, Physiotherapy and Dietetics.

At Chelsea and Westminster Hospital we also have Music Therapy and Speech Language Therapy.

## Your hospital charity



CW+ (Registered Charity n°1169897) is our official charity, supporting Chelsea and Westminster Hospital, West Middlesex University Hospital and our community services.

The charity supports our patients, their families and our staff through:

- Building new facilities, investing in health innovations and bringing the latest technologies to our hospitals.
- Delivering a unique art and design programme to transform the hospital experience and clinical environment.
- Supporting research to help improve treatments and care for patients.

#### How CW+ can support you:

The CW+ PROUD Awards are awarded by the divisions and the corporate directorates every month. The three divisions and the corporate directorates can each recognise an individual or a team that has exceeded expectations and gone the extra mile in carrying out their work.

CW+ also support the annual staff awards ceremony.

#### CW+ Grants Programme

CW+ award funding for projects which will help staff to deliver better patient experience and care. This programme funds:

- Projects which promote innovation, transformation and new service development
- Projects which support staff in the delivery of front line patient care
- Fast track awards (up to £2,000) to support patient experience

Find out more at www.cwplus.org.uk/grants

#### CW+ work perks

As part of our staff benefits programme, CW+ offer staff exclusive discounts and offers for various events, performances and exhibitions in partnership with cultural organisations they work with.

#### Get involved

CW+ is always looking for champions to encourage patients and families to support its work. The majority of donors to CW+ have a direct relationship to the hospital so the more you can do to help signpost people to CW+, the better. You too can get involved and support us. Next time you book that sky dive or sign up for a half marathon, perhaps you would consider doing it in aid of CW+.

Find out more at www.cwplus.org.uk or contact CW+ on 020 3315 6600 or charity@cwplus.org.uk













## Always improving

We aim to give patients and families the best clinical care and experience possible. We do this by investing in our staff, by making improvements to our processes and access to services, and by investing in the hospital environment to make sure that our buildings support our clinical staff to provide optimum care and experience.

Charitable support from our community enables us to make many of these investments. In 2016 we've invested in the following ways:

- By employing 950 extra doctors, nurses, midwives and other clinicians to care for our patients
- By using technology to help our doctors and nurses monitor their patients in real-time, allowing them to respond to changes immediately
- By developing brand new services like our cardiac catheter lab at the West Middlesex which means that patients can now go to their local hospital for diagnosis and treatment of common heart conditions
- By investing in new clinical equipment and improving the environment for some of our key hospital services—like both A&E departments at our hospitals, a state of the art sexual health clinic, 10 Hammersmith Broadway, the development of Surgical Assessment Units and the refurbishment of butterfly rooms.



• We are committed to continuing to improve the hospital service we provide to all our patients.

In 2017 we have launched the Critical Care Campaign with our charity CW+ to raise funds to develop world-class adult and neonatal intensive care facilities at Chelsea and Westminster Hospital for critically ill adults and children, making us able to treat hundreds more critically ill patients every year. To find out more visit www.cwplus.org.uk/critical-care.

## Learning and Development

We are committed to driving continuous improvements in learning and development to ensure we always provide excellent care and service to our patients. It is through our investments in learning and development that we will help shape the culture of the organisation and build the workforce of the future.

## Corporate and Organisational Learning and Development

#### Induction

We're committed to supporting our staff right from the offset. When you join us you will be invited to our corporate welcome along with other new starters. At induction you will meet one of the executive team who will explain our vision and our values. You'll also complete all the mandatory



training needed for your role, which is delivered in a mix of online and classroom learning. As part of the induction process you will also complete a local induction with your line manager.

#### Support for new starters

We want you to settle into your new role as soon as possible. Once you start with us you will have a six month probation period to ensure you are properly supported as you learn your new job and what is expected of you. We also want to identify any training and development needs you may have and put objectives in place to support you in your role and future career. You'll have regular meetings with your line manager to discuss your progress. Preceptorship programmes are run for those newly qualified staff that require this programme, supported by our clinical learning and development team.

#### Performance and development reviews

We want to ensure that everyone has the opportunity to discuss their performance and development with their manager. We've implemented a performance development review process to enable you to celebrate achievements, receive clear feedback on how you've been doing and set clear objectives for the coming year. You will have your objectives set within the first month of arrival giving you direction in your new role.

#### Leadership development

The Trust needs excellent leadership to enable us to transform healthcare and deliver against the challenges of an evolving

healthcare landscape. We run two programmes for emerging leaders and established leaders. These programmes aim to develop your self-awareness and enhance your impact as a leader within the organisation, maximise engagement from teams both locally and across boundaries and collectively transform our Trust and improve patient care.

#### Clinical Learning and Development

The clinical learning and development team is responsible for the development of all staff in their clinical roles. This is offered through various methods of teaching from the following teams:

#### Resuscitation

The resuscitation team provides clinical support as well as teaching courses, both as part of mandatory training and also national resuscitation courses.

#### Simulation

The simulation team provide teaching and learning opportunities in simulated environments and tutorials as well as facilitating courses (both internally and externally) from a range of specialist subjects.

#### Clinical skills

We run a number of on-site clinical skills training sessions—including Venepuncture & Cannulation, Intravenous Drug Administration, IV Update & Practice Supervisor and Basic ECG Rhythm Recognition & Monitoring.

#### Medical education

We have a postgraduate and undergraduate medical education team to support medical students from Imperial College London and doctors in training across all trust sites.

#### Preceptorship for newly qualified practitioners

We offer a comprehensive preceptorship programme for all newly qualified Adult Nurses, Paediatrics Nurses, Allied Health Professionals and Midwives. During this time you will be supported by an experienced practitioner to help develop your confidence as a healthcare professional.

#### Practice development for nursing and midwifery

The practice development nursing team support nurses from all wards and departments. This is achieved through ward-based and tutorial style teaching as well as help with action plans and general advice.



The practice development midwifery teams support the training for all clinical staff groups associated with maternity. This comprises both mandatory training as well as specialist courses.

We work in partnerships with a number of colleges and universities:

- King's College London: We offer placements and support for Pre-Registration Adults & Paediatric Nursing and Pre-Registration Midwifery
- Buckinghamshire New University: We offer placements and support for Pre-Registration Adults and Paediatric Nursing
- London South Bank University: We offer placements and support for Pre-registration Paediatric Nursing and Operating Department Practitioner (ODP) students
- **University of West London:** We offer placements and support for Pre-Registration Midwifery and ODPs
- Middlesex University: We support our seconded HCAs who are doing the 18-month Transition to Nursing Programme

#### Vocational Learning and Development

## Thinking of starting your career in healthcare in a clinical setting?

All our newly employed Healthcare Support Workers attend our Excellence in Care course which includes the 15 Care Certificate standards, all statutory and mandatory training and any training that enables you to deliver safe patient care.

For those eligible, we offer this as an Apprenticeship with in-house delivery, using a blended learning approach; face to face teaching, online learning, workbooks, work-based practical learning and 1:1 sessions with supervisors and clinical teachers. Literacy and numeracy would also be assessed and offered in order to meet the Level 1 requirement of the Apprenticeship.

On successful completion of the Care Certificate or Apprenticeship, you could apply for the BEACH course, the ECG for HCAs course and even the Venepuncture course, the latter two having complementary workbooks and work place assessments.

We provide the three month *Best Practice in Dementia Care* course accredited with the University of Stirling and have access to online, day and short course via several providers, including end of life care, common health conditions, care planning and mental health as examples.

There are further development opportunities in the form of the Higher Development award and the newly released *Making Every Contact Count* course. These have been developed in conjunction with Health Education England to extend the knowledge and skills of support staff.

Following on from these courses you could be eligible for an intermediate, advanced or higher Apprenticeship including the Level 3 Senior Healthcare Support Worker or Level 5 Assistant Practitioner with foundation degree.

Ultimately these opportunities could lead you into Pre-Registration Nursing, Midwifery and allow you to be the best you can be!



## Looking to start or further your career in a non-clinical healthcare role?

Apprenticeship training and employment opportunities are available in Business administration, Team Leading, Customer Service, Management, Leadership and Management, Human resources, IT and Finance.

## Earn as you learn—even up to a Masters level qualification

Just some of the non-clinical apprenticeships available at Chelsea and Westminster Hospital NHS Foundation Trust:

Rusiness Administration: Effective administration is key to the smooth running of any NHS organisation and ensures that our patients receive the care they need and their patient journey is one that we can be PROUD of. Administrators organise the people and the resources within an organisation. They ensure day-to-day office tasks are carried out, such as data inputting on spreadsheets and databases, filing and photocopying, organising appointments, taking minutes of meetings, typing reports and letters, sending emails and faxes and sorting the post. Without administrators, the NHS would not be able to deliver high levels of care and look after our patients.

The Business Administration Intermediate and Advanced diploma is primarily delivered in the workplace. However you may be required to attend college workshops during the course. Business Administration apprenticeships are and excellent way to gain valuable business administration experience and training in an acute hospital setting.

You could be learning the principles of administration, business communication and information, document production including creating documents and preparing texts from notes using touch typing, from shorthand and from recorded audio instruction. Events and meetings planning including planning, organising and evaluating events and meetings. You can learn the principles of innovation and change including responding to transformation and contributing to improvement in an NHS environment.

 Human Resources: Human resources (HR) is a vital part of any NHS organisation, and a team of skilful HR professionals are necessary to effectively manage workforce needs.

The new Level 5 HR Apprenticeship Standard is aimed at developing staff to develop their career in Human Resources and work towards becoming an HR Consultant or HR Business Partner This qualification has been developed by

Marks & Spencer, the NHS, the Civil Service HR, banking groups among others.

This apprenticeship includes the CIPD Level 5 Intermediate Diploma in Human Resource Management and on successful completion enables the apprentice to apply to become an Associate Member of the Chartered Institute of Personnel and Development. Chartered membership can be achieved through further qualifications or experience based assessment.

 Management: Management forms part of almost every job role in the NHS in some way. From dynamic service managers to team leaders, understanding the principles of management is essential to the NHS.

Management Apprenticeships allow the trainee to understand performance and access targets, clinical administration and day to day operational issues and service transformation and implementation

Good managers have excellent communication and interpersonal skills and possess the ability to work autonomously whilst under pressure while maintaining effective working relationships across organisations and professional groups.

In undertaking the CMI Diploma in Management you would be learning the principles of people management, how to encourage innovation and implement change. You would undertake learning on how to contribute to the improvement of Trust performance and day to day management responsibilities; recruitment and selection, induction processes and how to manage a budget.

#### Library Services

We have a library on each of the two main sites offering access to many educational resources (electronic and written) to support all staff and students in their development.

At Chelsea and Westminster our library is part of Imperial College London's library service which provides a range of library services to staff members.

Our library at West Middlesex Hospital is dedicated to the memory of Patricia Bowen who served at West Middlesex University Hospital as the first professional medical librarian. The Patricia Bowen Library and Knowledge Service supports the education, lifelong learning, training research and clinical support.

## Our local areas

#### Chelsea and Westminster Hospital

Chelsea and Westminster Hospital is in the Royal Borough of Kensington and Chelsea. It's surrounded by some of the best bars, restaurants and shops in London. It is within easy walking distance of The Saatchi Gallery, Gallery for Contemporary Art and Royal Court Theatre.

If you like your shopping, we're not far from Westfield London which is a retail destination in White City and has more than 150,000 square metres of shops, restaurants, bars and cafés—including a state-of-the-art cinema.

#### West Middlesex Hospital

West Middlesex Hospital is based in the heart of the community in the London Borough of Hounslow. The hospital is surrounded by amazing landscapes and gardens like Kew Gardens with one of the largest and most diverse botanical and mycological collections in the world, and Richmond Park, the largest of London's Royal Parks. You'll also be close to Twickenham Stadium, the home of the English Rugby Union.

#### London

Both hospital sites are only a quick tube or bus ride into central London where there are lots of attractions to visit, including the London Eye, Big Ben, Buckingham Palace and the London Dungeons. If you're a fan of the theatre then London is the place to be—with more than 30 theatres in the west end and shows like the Lion King, Aladdin, Wicked and more. Whatever your interests, you'll find something to do in London.



## Accommodation

The Trust offers on site accommodation at both Chelsea and Westminster Hospital and West Middlesex University Hospital, subject to availability. What could be more convenient than having a five-minute or less commute to your place of work?

We have three accommodation sites—Doughty House at Chelsea and Westminster, and Helix House and Galloway House at West Middlesex hospital which offer comfortable, independent living at enviable prices for London.





#### Key features

- All single rooms are fully furnished with shared kitchen, living, toilet and bathing facilities
- Fully equipped kitchens
- On site laundry facilities
- Weekly cleaning services in communal areas
- Nearest railway stations at Doughty House are Imperial Wharf and West Brompton (15-minute walk), and the nearest tube stations are Earl's Court, Fulham Broadway, South Kensington and Gloucester Road (15–20-minute walk)
- Nearest railway stations at Helix House and Galloway House are Isleworth and Syon Lane (15-minute walk)



## Staff benefits and wellbeing

As a member of staff you'll have exclusive access to a range of benefits and offers—read on to find out about some of the offers available or search 'discover your benefits' on the Trust intranet.

#### Core benefits



- Minimum of 202.5 hours paid annual leave per year (for full timers) which rises after 5 and 10 years' NHS service, plus bank holidays
- Pay that reflects your ability and responsibilities
- Pay enhancements for any unsocial hours, shifts and overtime work you do
- All our jobs are subject to inner, outer or fringe London weighting, depending on location.
- Learning and development opportunities to support your career progression
- Automatic membership to the NHS Pension Scheme, one of the most generous pension schemes in the UK
- Maternity, paternity and sick pay entitlements and flexible working options
- Option to join our in-house staffbank where you can work additional hours at competitive rates
- Staff recognition awards—CW+ PROUD awards



#### Salary exchange



Salary exchange is when you exchange part of your monthly salary for a benefit and could save you money. We currently offer four schemes:

- Bike scheme
- Childcare vouchers scheme
- Interest-free season ticket loan
- Annual leave trading scheme—buy and sell up to 75 hours each year

#### Lifestyle and everyday discounts



The Trust subscribes to two fantastic benefits services which both offer hundreds of discounts at retailers locally and nationally. You can save money on your weekly food shops, toiletries, cosmetics, meals out, days out, city breaks/holidays and more.

We also have subsidised restaurants at both hospital sites and we also get exclusive discounts from many local companies—including coffee shops, restaurants and children's play schemes.



#### Health and wellbeing



We provide lots of benefits to help aid your health and wellbeing. All employee benefits can be accessed via our wellbeing portal, Vivup. Details of how to register for Vivup can be found on the staff intranet and you will have an opportunity to sign up for the system during corporate induction.

- Dedicated in-house Occupational Health and Wellbeing team to support your health at work
- Fast-track physiotherapy referral
- Stop smoking service
- On-site yoga classes
- Discounted gym membership
- Reimbursement for eye tests for users of VDUs
- Free flu vaccination each year
- · Access to counselling and support services
- Reduced rates for massage and other therapies

We also hold Occupational Health and Wellbeing events for staff throughout the year.

#### CW+ work perks



The Trust's official charity CW+ supports patients, families and staff at our hospitals. CW+ is delighted to offer staff exclusive discounts and offers for various events, performances and exhibitions in partnership with cultural organisations we work with.

Please visit www.cwplus.org.uk for more information about CW+. CWPLUS Registered Charity no 1169897.





### Addresses

#### Chelsea and Westminster Hospital

369 Fulham Road London SW10 9NH

#### West Middlesex University Hospital

Twickenham Road Isleworth Middlesex TW7 6AF

#### Sexual health and HIV services

**Please note:** Not all services are provided at all centres—please see www.chelwest.nhs.uk/clinics for details

#### 10 Hammersmith Broadway

London, W6 7AL

#### 56 Dean Street

Soho, London, W1D 6AQ

#### Herts and Essex Hospital

Cavell Drive, Haymeads Lane, Bishop's Stortford, CM23 5JH

#### St Stephen's Centre

John Hunter Clinic—3rd Floor Kobler Outpatients—Ground Floor 369 Fulham Road, London, SW10 9NH

#### Sexual Health Hounslow

Feltham Centre for Health, 3rd Floor, The Centre, Feltham, TW13 4GU

#### Sexual Health Hounslow

Twickenham House, West Middlesex Hospital, Twickenham Road, Isleworth, Middlesex, TW7 6AF

#### Sexual Health Sutton

Green Wrythe Surgery, Green Wrythe Lane, Carshalton, Surrey, SM5 1JF

#### Sexual Health Sutton

Jubilee Health Centre, Shotfield, Wallington, Surrey, SM6 0HY

#### Sexual Health Sutton

St Helier Hospital, D Block, Ground Floor, Wrythe Lane, Carshalton, SM5 1JF

#### Southgate Health Centre

Southgate, Stevenage, SG1 1HB

#### Watford Clinic

1st Floor The Annexe, Watford Town Hall, Hempstead Road, Watford, WD17 3EX



