

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

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections, and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye, Marylebone

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

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

Experience the rich heritage of hospitals that have made history

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

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious

Reach your potential in hospitals that make history

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

diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Clinical Specialist (Dementia Team)
Band	7
Directorate/ Department	Dementia Team
Division	Medicine & integrated care
Location of work	Cross-site & off-site
Hours	37.5
Reports to	Consultant Nurse Dementia & Delirium
Accountable to	Consultant Nurse Dementia & Delirium

1. Job purpose

- This is a multifaceted role with responsibility for improving the care and support of people with dementia and their families/carers and developing community links across all of our sites inclusive of satellite units and partner organisations.
- The post-holder will work predominantly on the digital hub site at St Charles Hospital and regularly at the main Imperial College Healthcare NHS Trust sites.
- Provide specialist advice to support and facilitate high quality, individualised care to patients/clients and relatives/carers without supervision in collaboration with the multi-disciplinary team in line with local and national targets.
- The post holder will provide day to day operational management of the digital hub at St Charles Hospital and will work closely with research and project partners to deliver the service.
- To provide an up to date and interactive training programme for all members of staff substantive and contracted.

2. Key stakeholders

- Service users
- Research and project teams
- Community providers
- Multi-disciplinary team
- Ward Managers

- Ward Nurses
- Medical and surgical teams - all levels
- Lead Nurses/Matrons
- Patients and Relatives
- Dementia Research Institute

3. Key areas of responsibility

- Provision of specialist, high quality, expert support for patients with cognitive impairment and carers through the digital hub and face to face in clinical settings.
- Operational management of the digital hub.
- Liaison with project partners.
- Active involvement in the development of dementia services locally and nationally.

4. General Responsibilities

Clinical Patient/ patient care

- To assess, plan, implement and evaluate programmes of care, providing specialist advice and actively seeking evidence based practice which will improve the quality of care and meet the needs of a group of patients.
- To triage alerts that arise from the digital data collection as part of the research programme.
- Support the data collection and documentation required by the project.
- To lead on the delivery of the Dementia Universal Care Plan pilot as part of the role
- To lead on the development of dementia patient pathways.
- Develop tools to improve the quality of the service.
- Maintain and update own clinical expertise and contribute as role model to ensure the delivery of care is at highest possible level to meet patient care.
- Monitor the quality of care and action audit information to achieve agreed standards and take the lead on customer care initiatives. This will include the development and utilisation of local action plans.
- Takes the lead in ensuring the provision of care is in accordance with Imperial College Healthcare NHS Trust's policies & procedures, research protocols and the project plan.
- Ensure that documentation is maintained to Trust standards (including electronic records) and implement audits of records to measure and evaluate care planning.
- To act as patient advocate in line with the NHS plan and to actively apply in depth knowledge of holistic/socio-economic and cultural aspects of the care to clients within your specific speciality, acting as a role model and resource for patients, relatives and staff.

- Investigate complaints, accident reports and untoward incidents within own clinical speciality and in conjunction with the Line Manager and implement recommendations for action.
- Provide information and support to relatives/carers as appropriate, following consultation with members of the multi-disciplinary team.
- Work in partnership with support staff to ensure that care, treatment and service needs are met.
- To be aware of and champion current trends and developments in dementia care and in the NHS.
- Participate in promoting a healthy lifestyle for patients and staff.

Communication and relationship skills

- To provide sound clinical leadership and develop support mechanisms for sharing good practice within the clinical setting and Trust wide.
- Maintain and promote effective communication both verbally and in writing with all members of the multi-disciplinary team, including formal and informal presentation of information relating to your service.
- To provide patients and their families with information and support, and where necessary facilitate communication and decision-making between them and the inter-disciplinary team.
- To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- Upholding Imperial college Healthcare NHS Trust's shared values.
- 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.
- Network with dementia teams in other trusts to develop and promote best practice.
- To attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Trust and within the specialist services locally and nationally.

Responsibility- Staff/ HR/ leadership, training

- Line manage junior members of the team and deputise for team leader when necessary.
- Plan and participate in dementia related education programs for all clinical staff and deliver dementia training as part of the Trust Induction programme

- Be actively involved in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for students, adaptation and unqualified members of the team.
- Actively manage own annual leave in line with Trust and local Policy and Procedure.
- Participate in the programme for clinical supervision as required.
- Develop and maintain a positive learning environment for colleagues, patients and visitors.
- Maintain, update and develop personal and professional knowledge and skills, using the Trust's Performance Review System, enabling standards of patient care to be monitored constantly and improved.
- Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive team and the achievement of team objectives.
- Assist in the provision of high quality audits and data collection
- To lead the implementation of dementia identification and assessment strategies locally and disseminate learning nationally
- To be actively involved in the development of the Trust dementia policies and procedures, providing specialist input, leading their implementation and reinforce their use.
- Plan and lead projects relating to local policy and service development.
- To be aware of service delivery plans, participating in planning for future activity and identifying outcome measures of care.

Education and Development

- Provide specialist, expert clinical knowledge to clinical colleagues, patients and carers/relatives both within and outside the Trust.
- Identify learning needs, plan, implement and evaluate programmes of education to meet identified need.
- Participate in the education of pre and post-registration health care professionals/medical staff.
- Ensure own compliance and compliance of others with regard to mandatory training and Validation requirements.
- Address specific health targets related to own area of practice including development of training skills and the development of research nursing skills.
- Receive clinical supervision as part of own professional development.

- Maintain up to date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio.

Financial and physical

- To manage the efficient and effective use of supplies, provisions and equipment within delegated budgets.
- Have continuing responsibility for the provision of a suitable, clean, uncluttered and safe environment for the physical and psychological well being of staff, patients/clients and their relatives.
- In conjunction with Line Manager identify, analyse and discuss cost pressures and financial constraints in a timely manner.

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
Dementia Team	Dementia clinical specialist	7

Criteria Relevant to the Role	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Registered Healthcare Professional • Teaching and Assessing qualification or equivalent teaching experience. 	
Experience	<ul style="list-style-type: none"> • Minimum of 4 years' experience of working directly with people living with dementia or equivalent. 	<ul style="list-style-type: none"> • Experience of working in an acute hospital setting

	<ul style="list-style-type: none"> • Post registration experience in a relevant area with experience of change management. 	
Skills/Knowledge/Abilities	<ul style="list-style-type: none"> • Able to demonstrate highly developed specialist knowledge of own patient group • Knowledge of research and audit including implementation of findings and review of outcomes • Evidence of continuing professional development • Ability to practice within the scope of the NMC Code of Professional Conduct. • Ability to work within a team and independently • Proven teaching and assessing skills. • Influencing skills. • Advanced communication and interpersonal skills • Has the ability to inspire and lead • Able to manage difficult situations effectively. • Able to prioritise and meet deadlines. • Demonstrate the ability to compile complex written information • Provide a polite and helpful telephone service • Positive change agent 	
Values and Behaviours	<ul style="list-style-type: none"> • Demonstrable ability to meet Trust values • Committed to service. 	<ul style="list-style-type: none"> • Demonstrate commitment through involvement in Trust

	<ul style="list-style-type: none"> • Approachable and caring. 	wide initiatives/ committees
Other Requirements	<ul style="list-style-type: none"> • Maintain a friendly, caring, safe environment for staff, patients and visitors • Ability to actively seek ways to improve the patient experience • Be an excellent role model to all our patients their relatives and friends and Imperial NHS Trust 	

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.