

# Recruitment information pack



FAST FORWARD YOU CAREER

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD-LEADING EXPERTS



DELIVER INNOVATIVE PATIENT CARE

ACCESS PERSONALISED CAREER DEVELOPMENT

BE PART OF A SPECIALIST AND DYNAMIC NURSING TEAM



# 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 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 – focused 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 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 several 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. Can 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	<b>Emergency Practitioner (EP)</b>
Band	<b>7</b>
Directorate/ department	Urgent & Emergency Medicine (UEM) / Urgent Treatment Centre (UTC)
Division	Medicine & Integrated Care
Location of work	Charing Cross Hospital & St Mary's Hospital
Hours	37.5 per week
Reports to	Matron UTC
Accountable to	Lead Nurse UEM & Consultant Nurse

The role of the EP is a senior clinician trained to an advanced level to work autonomously within the Urgent Treatment Centre (UTC) to deliver care to patients attending the Emergency Department and the UTC without reference to a doctor. The role consists of clinical, managerial, leadership and educational components as detailed.

### 1. Job purpose

- To assess, diagnose, treat and discharge or refer patients without reference to a doctor
- To provide a service that is complementary to GP's
- To encourage and participate in the development of protocols and pathways to improve patient care
- To be an independent prescriber (experienced EP essential)
- Manage a discrete nursing team to include annual appraisal, mandatory training, staffing rotas, recruitment and selection and the supervision of students
- To support Matron /lead nurse as needed in delivering local and national audits
- To actively participate in the departmental teaching programme
- To act as a Link practitioner for a specialty and to disseminate new guidance and information from that speciality keeping colleagues updated
- To monitor standards of care, acting when appropriate to maintain and improve standards which includes Trusts Infection and Prevention Control policy

- To assist in achieving Emergency Department quality indicators by ensuring timely review/transfer/discharge of patients
- To have expert skills in plastering, suturing, streaming and to teach these skills to juniors
- To work with the Consultant Nurse and Matron in responding to complaints
- To be willing to undertake any professional development and training necessary to progress the service.

## 2. Key stakeholders

- Lead Nurse
- Consultant Nurse
- Matron
- EPs
- Medical and multi-disciplinary teams
- Senior Nurse A&E & Support staffs
- Service Manager

## 3. Key areas of responsibility

- Effective management of Emergency/UTC patients
- Triage/Streaming patients effectively
- Leadership and Teaching of Emergency/UTC staffs
- Ensuring a safe environment
- Support the Accident & Emergency Teams and colleagues when possible

## 4. General responsibilities

This role description gives an overview of the EP role in the Emergency Department and Urgent Treatment Centre (UTC) at Imperial College NHS Trust. The practitioner is expected to work collaboratively with the whole of the multidisciplinary team to be able to fulfil the role as outlined below.

### **Clinical Responsibilities**

- Act as a clinical expert within your sphere of work
- To assess, diagnose, treat and discharge or refer patients without reference to a doctor and where appropriate prescribe medication
- Ensure the assessment, planning, implementation and evaluation of evidence based, individualised patient care.
- Assist and advise staff, both registered and unregistered in the delivery of patient care.
- Maintain and update own clinical expertise and contribute as role model to ensure the delivery of nursing care is at highest possible level to meet patient care.
- Ensure all staff maintain accurate clinical observations of the patient and act accordingly

- Have responsibility for the correct administration and custody of medicines according to Trust policy
- Ensure registered nurses monitor patients' progress, work towards safe and timely discharge and ensure barriers to discharge are identified, escalated and acted on appropriately.
- Deal with concerns raised by patients and visitors in a proactive manner, investigate any complaints and take remedial action as necessary.
- Act as the patients advocate for patients attending the Emergency Department and the UTC.
- To maintain a very high quality of care for all patients attending the Emergency Department and UTC
- To act as a role model for all nurses within the Trust.

### **Managerial**

- Contribute to and endorse a philosophy of care for the EP. working in the Emergency Department and the UTC
- Help develop and expand the service provided by EPs to be in-line with evidenced based practice (e.g., NICE guidelines).
- Work collaboratively with the shift leader to ensure the smooth running of the Emergency Department.
- To be aware of the Emergency Department's quality indicators and be resourceful in supporting the team to meet these targets
- Undertake and fully participate in the audit process.
- To support and deputise for the Lead EP in managing stock levels within the confines of the departmental budget

### **Educational**

- To maintain and progress own knowledge and skills to practice effectively and safely
- To teach pre and post registration junior nursing staff working with you
- To be aware of current nursing trends and developments in nursing.
- To act as a resource and guidance for junior nurses and junior doctors and GPs in the ED or UTC
- EP will also be required to teach and mentor practitioners undertaking the Autonomous Practice course and those undertaking non- medical prescribing.

### **Research**

- Work with Lead EP and Consultant Nurses in organising research activity for the service and ensure compliance with good clinical research practice.

- Apply research to develop evidence-based strategies to enhance quality, safety, productivity and value for money.
- Act on the findings from the evaluation and audit of own and others' clinical practice, selecting and applying valid and reliable methodologies.
- Critically appraise and synthesise the outcome of relevant research, evaluation and audit, using the results to underpin own and other's practice.
- Actively identify potential need for further research to strengthen evidence-based practice. Lead on seeking out and applying for research funding. Keep up to date with relevant sources of research funding.
- Develop and implement robust governance systems and monitor compliance with local and national policy. Undertake regular critical reviews and implement updates when necessary.
- Disseminate research findings and outcomes, working collaboratively to ensure findings are implemented into practice to enhance quality, safety and patient experience.
- Establish and maintain collaborative links across the healthcare system, networking with academic, clinical and other researchers.

### **Autonomous Practice**

The EP practices autonomously with respect to patients presenting with a wide range of injuries and ailments.

- The EP will assess and examine the patient, order relevant investigations, interpret signs and symptoms, review results of investigations, diagnose and treat the patient, this may include prescribing.
- Newly qualified EP's will administer medication under PGD's but will be expected to progress to independent prescribing.
- The EP will work to national and hospital guidelines in relation to 'evidence-based best practice he/she will exercise his/her judgement in seeking specialist medical/surgical or orthopaedic opinion or will autonomously proceed to definitive treatment within his/her scope of professional practice.
- The EP is authorised to discharge patients within his /her remit without reference to any medical clinician.
- The Trust accepts vicarious liability for the actions of the nurse who acts autonomously as an EP and follows set guidelines within the Emergency Department and UTC at Imperial College Healthcare Trust.

### **Service Development**

The EP is individually and collectively responsible for the professional development of nursing and the EP service within the Emergency Department and the UTC.

The EP will:

- Ensure that he/she remains up to date with the developments and proactively uses his/her knowledge as required to develop the service.
- Be collectively responsible for expanding the scope of practice and developing guidelines to deliver care.
- Undertake clinical audit using the results to improve care delivery.
- Identify areas of research in nursing practice that can be improved through evidence-based practice, taking the initiative to search for evidence and, after critical appraisal of the literature implement the findings.

## 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
UEM/UTC	Emergency Practitioner	7

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>Registered Nurse, Paramedic or physiotherapist</li> <li>Recognised EP Qualification at minimum Degree Level or equivalent.</li> <li>Minor Injuries and Minor Illnesses Course at Level 6/7</li> <li>Non-Medical Prescribing (essential in experienced EP's)</li> </ul>	<ul style="list-style-type: none"> <li>Degree in Nursing</li> <li>BSc Hons in Emergency Care / MSc / PgCert</li> <li>Independent nurse prescribing or working towards independent prescribing at MSc Level</li> </ul>
Experience	<ul style="list-style-type: none"> <li>3 years minimum in Emergency Department (with at least 2 years as band 6)</li> <li>Experience in General Practice/ Walk-in Centre/ Urgent Care Centre</li> <li>3 years minimum as paramedic</li> <li>2 years minimum as an EP in Urgent Care or similar setting</li> <li>Teaching research/Evidence based practice.</li> </ul>	<ul style="list-style-type: none"> <li>Critical Care</li> <li>Acute ward experience</li> <li>Experience as Sister/Charge in Emergency Department</li> </ul>
Skills/knowledge/ abilities	<ul style="list-style-type: none"> <li>Ability to work with and use PGDs</li> <li>Decision making skills</li> <li>Excellent interpersonal skills, with ability to communicate effectively with service users and the immediate and wider team</li> <li>organisational skills</li> <li>Ability to work under pressure</li> <li>Advanced interpersonal skills</li> <li>Leadership skills.</li> </ul>	<ul style="list-style-type: none"> <li>Experience with diagnosis and management of minor illnesses (where appropriately trained), giving evidenced based advice and management, and where required appropriate prescribing (including using PGDs)</li> <li>Experience with diagnosis and management of minor</li> </ul>

	<ul style="list-style-type: none"> <li>• Effective time management for self and others</li> <li>• Evidence of applying current research to practice.</li> <li>• Able to manage difficult situations effectively.</li> <li>• Able to prioritise and meet deadlines. Able to use own initiative.</li> <li>• Demonstrate the ability to compile complex written information</li> <li>• Understanding of Microsoft office including Excel and PowerPoint &amp; Teams</li> </ul>	<p>injuries including fractures, burns, lacerations, minor eye injuries, soft tissue injuries</p>
Values and behaviours	<ul style="list-style-type: none"> <li>• Respect our patients and colleagues</li> <li>• Encourage innovation in all that we do</li> <li>• Provide the highest quality care</li> <li>• Work together for the achievement of outstanding results</li> <li>• Take pride in our success</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• To be a reflective practitioner</li> <li>• Committed to self-directed development</li> <li>• Assertive; adaptable/flexible/energetic and enthusiastic</li> <li>• Teamwork and communication</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge accepted practice</li> <li>• Drive change</li> <li>• Develop links with other specialities and collaborate as needed</li> </ul>

## 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 while 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 and 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. [Find out more about the Disclosure & 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 while 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. Staff 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.

**Nonclinical 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** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff 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.