

# Recruitment information pack



**FAST FORWARD YOUR 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 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 – 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

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

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

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	<b>Lead Nurse: Cardiovascular Health &amp; Rehabilitation</b>
Band	8a
Directorate/ department	Cardiac
Division	WCCS
Location of work	CXH
Hours	37.5hrs
Reports to	Lead Nurse
Accountable to	Senior Nurse

## **AIM OF THE ROLE:**

The post holder will be responsible for managing the provision and developing the multidisciplinary Cardiovascular Health & Rehabilitation services across the acute Trust. The post holder will provide day to day operational organisation of the service and team management for Cardiac Rehabilitation Nurses, Exercise Specialists and Dietician.

The post holder will:

- Provide expert advice, guidance and leadership within the Cardiovascular Health & Rehabilitation service
- Staff management
- Operational management and clinical delivery of the Service within the Cardiac Rehabilitation Service
- Work closely with and feedback to the CCG within contract meetings as required
- Work closely with the Heart Failure and community cardiology service to provide best care for patients.
- Set up and co-ordinate multi-disciplinary audit in all aspects of the delivery of the specialist services
- Set and maintain standards of care
- Professional/Professional Development of self and staff
- Lead in the appointment, retention, management and leadership of staff

## **Key working relationships:**

- Working with and reporting to nursing and medical and management teams within the Cardiology Service.



- Work closely with other CNS as appropriate.
- Liaise where appropriate with community services such as Care co-ordinators, District Nurses, Practice Nurses.
- Directorate of human resources.
- Nursing Directorate.
- Provision of specialist, high quality, expert nursing care and support for patients and their carers with a diagnosis of Coronary Heart Disease and Heart Failure who attend the cardiac Rehabilitation Service
- To act as a resource for patients relatives, clinical team and other health care professionals by the provisions of comprehensive advice, information, teaching and training both within Imperial Healthcare and externally
- To lead on nursing research with published outcomes, and updating own knowledge to promote excellence in clinical practice and the setting up of quality standards for the clinical nurse specialist services
- Identify and implement audits. Formulate an annual report/clinical of own service and outcomes

## **Clinical**

- Clinical Responsibility for Patient Care.
- Act as clinical expert in the management of patients with Coronary Disease, demonstrating clinical competence and expertise in the Clinical Nurse Specialist services of prevention, health and cardiac rehabilitation.
- Be able to demonstrate a sound understanding of cardiac symptom management.
- Develop, lead and facilitate programmes of care for patients with Coronary Heart Disease including advice and support to patients and their relatives/carers.
- Provide direct support to junior staff within the service.
- To identify the educational needs of users of the services and to facilitate the provision of education as appropriate.
- Develop, implement and monitor operational policies as appropriate.
- Promote evidence based and reflects best practice in line with relevant national and international guidelines.
- Develop, implement and monitor Supplementary Nurse Prescribing as appropriate for the clinical services.
- Maintain direct links with medical, therapist and other agencies.
- Collaborate with medical colleagues in ensuring that appropriate investigations are performed to complete the patient's treatments and that families are fully informed and understand the purpose of these.
- Develop pathways/care plans to support the patient's journey.
- Ensure staff works within Trust Guidelines, Policies and Procedures.
- Monitor national and local standards in line with the local and national guidelines.
- To be involved in the Trust smoking cessation services
- Promote the sharing of expertise and influence the development of practice.

## **Managerial Responsibilities/Team Organisation**

- Manage the team. Taking responsibilities for Appraisals and professional development.
- Exercise leadership and inspire colleagues to improve standards and quality and to develop professional practice.

- Develop, implement and monitor standards of care, in liaison with other members of the multi-disciplinary team.
- Maintain and promote effective communication channels with all members of the multidisciplinary teams within primary and secondary care.
- Manage the performance of staff effectively and take appropriate remedial action when necessary in line with Trust policies & procedures.
- Lead monthly team meetings.
- Attend meeting relevant to the service such as directorate and CCG meetings.
- Provide specialist advice in the management of patients with Coronary Disease throughout the Trust.
- Investigate and provide written reports for any complaints arising from the service.
- To identify clinical and organisational risks and to follow procedures to investigate, report and evaluate accordingly.
- To take the lead for Health and Safety for the Team and attend Directorate Health and Safety meetings.
- To be aware of the NICE guidelines for Coronary Heart Disease and the NICE Guidelines for the management of Heart Failure in relationship to nursing issues.
- To formulate and review policies within the Clinical Nurse Specialists Service.
- To act as a positive change agent in order to take practice forward.
- To monitor staff sickness and absence following Trust 'sickness' policy guidelines.

### **Educational/Training responsibilities**

- To act as a clinical resource model within both the Trust and the community, contributing towards the knowledge of healthcare professionals through teaching and presentations.
- Promote use of professional profiles to identify individual development needs.
- Maintain, update and develop personal and professional knowledge and skills, using the Trusts performance review system (PRS).
- To participate in the provision of information to patients and their carers regarding their disease, treatment and service available at all stages of their coronary heart disease process.
- To be responsible for the local assessment of staff in line with agreed competencies.
- To liaise closely with any local patients support groups and in the absence of a cardiac rehabilitation support group investigate with the intentions of setting up a local group for local patients.
- Ensure training needs are met for yourself and your team through attending appropriate courses and study days.
- Facilitation of and provision of inter-professional learning. Liaise closely with undergraduate co-ordinator within Buckinghamshire University and Imperial College London.
- Create a positive environment for qualified staff.

### **Professional Responsibilities**

- Exercise a high degree of personal and professional autonomy, drawing upon advanced knowledge and experience and will practice professional skill of the highest order.
- Updating own knowledge to promote excellence in clinical practice, attending and presenting at local, national and international educational events as appropriate.

- Membership of national professional groups to continue updating and continuing professional development within specialist field.
- Maintain, update and develop personal and professional knowledge and skills through the Trusts performance review system. To meet with line manager on an annual basis to develop a personal development plan.
- Have awareness to changes within the profession, the clinical speciality, Imperial NHS Trust and the CCG
- To be aware of the codes and responsibilities for nurses as described by the NMC.
- Ensure all nursing team maintain mandatory training.
- To work in a supportive and collaborative manner in order to achieve the aims and objectives of the Directorate and Trust.
- Have a commitment to professional organisations in order to keep up to date with developments.
- Responsible for the appraisal and professional development plans for their staff group.
- Implement clinical supervision, which is flexible to service and professional change.
- To take responsibility for professional development through the appraisal system and work towards completing agreed personal development plan.
- Ensure the annual appraisal and personal development plan of all staff within sphere of responsibility.
- Support the implementation of the Trust Nursing Strategy.

### **Research and Audit**

- To assist the Lead Nurse in the collection of audit data and outcome measures as agreed with the consultant staff/clinical support nurse (subject to ethics committee approval, enabling, standards of patient care to be constantly monitored and improved).
- Initiate and facilitate relevant nursing research as well as participating in clinical studies in liaison with colleagues.
- Ensure any information or data required for clinical audit or statistical analysis for research projects or registers is recorded and collected as appropriate.



# PERSON SPECIFICATION

Directorate/ department	Job title	Band
Cardiac	Lead Nurse: Cardiovascular Health & Rehabilitation	8a

Requirements	Essential	Desirable
Criteria Relevant to the Role	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>Registered Nurse</li> <li>Evidence of continuing professional development</li> <li>Educated to postgraduate degree level or equivalent experience</li> <li>Recognised teaching/assessing qualification</li> <li>Management or leadership qualification or equivalent experience</li> </ul> <p>Master level qualification/experience</p>	
Experience	<ul style="list-style-type: none"> <li>Experience in staff management</li> <li>Improving projects</li> <li>Leading and developing a team</li> <li>Effective budget management</li> <li>Quality assurance</li> <li>Change management</li> <li>Complaints handling</li> <li>Research and audit</li> <li>Trust wide initiatives/ committee membership</li> </ul>	Project Management

	<ul style="list-style-type: none"> <li>• Working at a senior nursing/AHP level at band 8a</li> <li>• Delivering training</li> </ul>	
Skills/Knowledge/ Abilities	<ul style="list-style-type: none"> <li>• Experience of quality, standard setting and audit</li> <li>• Ability to lead and inspire a large team</li> <li>• Organisation and management skills</li> <li>• Negotiating skills</li> <li>• Team building skills</li> <li>• Appraisal skills</li> <li>• Ability to manage change &amp; deal with complex and difficult situations</li> <li>• Articulate with advanced written and verbal communication skills</li> <li>• Ability to work effectively under pressure</li> <li>• IT Skills (including Microsoft Office packages and fast and accurate keyboard skills)</li> <li>• Capable of working strategically</li> <li>• Analyse complex information to make operational decisions</li> <li>• Maintain accurate records</li> <li>• Ability to plan and organise complex activities e.g. planning specialist training</li> <li>• Quality, standard setting, benchmarking and audit</li> <li>• Budget and people management</li> <li>• Sound knowledge of both clinical and non-clinical policies</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake root cause analysis</li> </ul>

	<ul style="list-style-type: none"> <li>• Current issues in healthcare/nursing</li> <li>• Service Improvement experience</li> </ul>	
Values and Behaviours	<ul style="list-style-type: none"> <li>• Demonstrable ability to meet Trust values</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Can work under pressure</li> <li>• Calm</li> <li>• Supportive</li> <li>• Motivated</li> <li>• Professional</li> <li>• Visionary</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.

**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** – 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.