

# Recruitment information pack



**FAST FORWARD YOUR CAREER**

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD-LEADING EXPERTS



**RESEARCH OPPORTUNITIES**

IMPACT ON PATIENT OUTCOMES

DEVELOP YOUR AREA OF INTEREST



# 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.

### **Community Diagnostic Centres & Imaging**

There are Community Diagnostic Centre sites planned at Ealing, Willesden and in Wembley. As part of service resilience and sustainability it is possible that Imaging staff may be required to work at these sites or across any of the 3 main Trust sites.

## **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**

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

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

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 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>Senior Radiographer</b>
Band	6
Directorate/ department	Imaging
Division	Women's Children's and Clinical Support
Location of work	Hammersmith Hospital, Charing Cross Hospital or St Mary's Hospital
Hours	37.5
Reports to	<b>Clinical Services Manager</b>
Accountable to	General Manager

Location of role:

The home site of the post offered to successful applicants will be determined by the panel. Imperial Imaging sites have specific clinical specialities, which applicants may be more suited towards, as a home site.

### 1. Job purpose

- To assist in the provision of an efficient 24 hour Imaging service.
- To work as part of a professional radiographic team providing a high quality diagnostic and therapeutic service.
- To maintain a sensitive and courteous approach to patients.
- To develop and improve professional expertise via continuous professional development.
- To maintain a safe working environment within the department.

### 2. Key stakeholders

- Modality lead radiographers
- Radiologists, Radiology Nurses and Anaesthetics
- Liaison with other clinical professionals, support staff, patients and carers.
- Liaison with external agencies such as other NHS organisations and healthcare providers.

- Supervisory responsibility for rotational staff, students and modality assistants.

### 3. Key areas of responsibility

- Perform Imaging procedures according to Trust, Departmental and statutory regulations.
- Provide a high standard of patient care within specialised areas.
- To communicate effectively in order to ensure the smooth running of the service.
- To supervise rotational staff and students within the department.
- Commitment to Directorate and Trust Objectives.
- Reporting of faults and incidents in a timely fashion and transparent manner.

### 4. General responsibilities

#### Clinical

- To carry out a full range of Imaging procedures to the agreed standards of the department.
- To abide by the Health and Safety Code of the unit and ensure that all patients and visitors do likewise.
- To ensure that all standard operating procedures, protocols and guidelines are adhered to by all members of staff.
- To assist the administrative team in the course of their work
- To maintain a high standard of patient care and comfort and be patient focused at all times.
- To have highly specialist knowledge of specific procedures and practises in the modality you are assigned.
- To work in an efficient and effective manner at all times.
- To arrive promptly and be appropriately dressed for duties and behave in a professional manner at all times.
- To plan, prioritise and organise own workload.
- To carry out duties which may be considered necessary and consistent with the responsibilities of the post.
- To report any untoward incidents and equipment failures to the respective Modality Lead.
- To work unsupervised as and when required.
- To work using own initiative but be aware own limitations and seek guidance when necessary.
- To work flexibly based on requirements of service.
- Participate in department research, clinical trials, and equipment testing.
- Participate in the IV / IM injection programme (training provided as required).
- Participate in role extension into IR nursing e.g. assisting the radiologists during sterile procedures when required.
- Participate in the provision of the out of hours CT & IR service where appropriate (both neuro and general). This will include shifts rostered to cover extended days, weekends and nights within the 37.5 core hours, as well as non and resident on-call. Response time for thrombectomy calls is 30 minutes.
- The post holder may be required to work in other areas of the department after appropriate training.

#### Communication

To liaise and communicate effectively with other staff both within and external to the department regarding patient care and ensure that effective communication is maintained.

- To provide complex instruction and information to support and reassure patients and carers during their time in the IR department.
- To keep accurate records of patient examinations in line with departmental protocols.
- To be familiar with the RIS/PACS departmental systems and to ensure all examinations have been entered onto the systems.
- To participate in database housekeeping as required.

## **Management**

- To be actively involved in the department audit and quality assurance programme.
- To supervise rotational and junior members of staff and help expand their knowledge and skills.
- To manage students within the modality taking a keen interest in professional discussion and teaching.

## **Training and Development**

- To undertake any formal or informal training required to fulfil the needs of the post.
- To engage actively in the Link Grade competency framework in developing junior colleagues, found here:



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- Use highly specialist knowledge to advise others on the effective delivery of service.
- To assist in the clinical instruction of examinations to the training of rotational and static staff.
- To expand and update your own technical and professional skills.
- To assist in the clinical instruction and assessment of student radiographers and radiographers new to a modality.
- To participate in and fully contribute to departmental and professional activities.
- To undertake all mandatory training in line with Trust and Department policies including Manual Handling, Infection Control and Trust Statutory Study Day.
- To undertake continuous professional development in line with College of Radiographers and Health Professions Council guidelines.

## **Other Duties**

- To be aware of and adhere to Trust, Directorate and Department policies.
- To maintain professional registration with the HPC.
- To participate in staff rotation through other CT, MR and/or IR units within the trust if required.

## **General Responsibilities**

- Any other duties commensurate with the grade of the post, including adherence to appropriate Trust policies.
- To participate in extended working hours including weekend and evening duties as required by the service
- Promote adherence to Trust values and behaviours.

## 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
Imaging	Band 6 Senior Radiographer	6

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	BSc (Hons) Radiography, DCR (D) Diploma of the College of Radiographers or equivalent.  HCPC registration	Post graduate study
Experience	Up to date knowledge of general x- ray techniques  Experience of working unsupervised out of hours  Experience of training staff and students  Awareness of clinical governance issue in relation to patient care.  Knowledge of developments within the profession	Significant post- graduation experience.  Previous CT/MR &/or IR Experience

<p>Skills/knowledge/abilities</p>	<p>Ability to work as part of a team</p> <p>Ability to teach and mentor students, more junior staff and new members of staff.</p> <p>Ability to cope with work pressures and manage time effectively</p> <p>Ability to make prompt decisions based on knowledge, experience and circumstances</p> <p>Ability to work using own initiative but also to know when to seek assistance and guidance. Computer and keyboard skills.</p> <p>Keep all records up to date in a clear, accurate and concise manner on a day-to-day basis.</p>	<p>Basic teaching, and supervisory skills.</p> <p>Intra-venous injecting skills</p> <p>Intra-muscular injecting skills</p>
<p>Values and behaviours</p>	<p><b>KIND</b> - Be considerate and thoughtful. Understand and respond to the diverse needs of patients, visitors and colleagues showing that you value their time.</p> <p><b>EXPERT</b> - Endeavour to provide the best possible care. Constantly look for improvement opportunities in every aspect of your work.</p> <p><b>COLLABORATIVE</b> - Seek the views and ideas of others. Develop genuine and generous partnerships with others, internally and externally, to achieve this common goal.</p> <p><b>ASPIRATIONAL</b> - Be receptive and responsive to new thinking. Take proactive steps to contribute to wider improvement initiatives and bring a positive mind-set to new ideas.</p>	
<p>Other requirements</p>	<p>Effective communication in a wide range of situations in writing, person or by telephone.</p>	<p>Presentation skills</p>

	<p>Demonstrate effective verbal and written communication skills</p> <p>Computer and keyboard skills.</p> <p>Keep all records up to date in a clear, accurate and concise manner on a day-to-day basis.</p>	
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## 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.