

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

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Queen Charlotte's & Chelsea | Western Eye

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

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.

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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!

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JOB DESCRIPTION

Job Title	Highly Specialist Occupational Therapist
Band	7
Directorate/ Department	Therapies
Division	Medicine and Integrated Care
Location of work	Cross Site (CXH and HH)
Hours	37.5 per week
Reports to	Clinical Service Lead of Specialist Area
Accountable to	Head of Therapies

AIM OF THE ROLE:

The post holder will be part of a therapy service meeting the needs of a multi-cultural and diverse population. As a senior member of a committed team they will provide high quality occupational therapy assessment and treatment of adult patients in cancer services at Imperial college healthcare NHS trust, on an inpatient. This post will be responsible for developing this service and evaluating the provision in conjunction with the clinical lead therapist. The post holder will complete annual rotations between the haematology inpatient/palliative care services at Hammersmith Hospital and the Oncology, neuro-oncology & palliative care services at Charing Cross Hospital.

The cancer service at Imperial provides secondary, tertiary and quaternary multi-modality diagnostics and treatments. It is one of the foremost cancer centres in the country. We hold national treatment centres for gestational trophoblastic disease (GTD) and germ cell tumours, as well as the regional centre for nearly all complex cancer surgery and many diagnostics. We offer the most up-to-date chemotherapy and radiotherapy treatments, which leads to one of the best survival rates in the country. We strive to deliver a high quality, comprehensive and patient-focused service for all our cancer patients in a compassionate and supportive manner, empowering them to rebuild their lives.

Although directly employed by Imperial college healthcare NHS trust, this post is also one of a network of over 8000 Macmillan health and social care roles that Macmillan supports across the UK. In addition to this network Macmillan also directly employ a range of professionals within the Macmillan Support Line Services. Macmillan values and supports all Macmillan professionals, whether directly employed or employed through a partner organisation, so they can build upon their skills and deliver the best care possible to people affected by cancer. Being a Macmillan Professional gives you many additional opportunities

such as access to a range of free learning and development, free information resources, support from a range of Macmillan subject experts, as well as access to our UK wide networks of cancer and palliative care specialists.

Key working relationships:

- Patients and their carers
- Cancer therapy team
- Therapy Team
- Cancer Multi-disciplinary Team
- Social Services
- Hospices and palliative care teams
- Rehabilitation Services
- Wheelchair Services
- Macmillan Cancer Support
- Maggie's (CXH)

Key result areas:

- Clinical
- Communication
- Documentation
- Professional Ethics
- Leadership, supervision, appraisal
- Training staff and students
- Service development and delivery
- Professional development
- Clinical Governance
- Line Management
- Research and Practice development

MAIN TASKS AND RESPONSIBILITIES:

1. Clinical

- 1.1 To identify referrals appropriate for OT, prioritising and allocating these according to team procedures, seeking advice from clinical lead as appropriate.
- 1.2 To select and apply OT assessments for a designated caseload to establish clients' physical, cognitive, perceptual, psychological and social functioning, utilising specialist OT tools where appropriate.

- 1.3 To plan and implement individual and/or group intervention, in collaboration with the patient, using graded activity to achieve therapeutic goals.
- 1.4 To deal with complex cases and seek appropriate advice from a clinical lead and/or other members of the multi-disciplinary team.
- 1.5 To monitor, evaluate and modify treatment for clients with multiple needs in order to measure progress and ensure effectiveness of intervention.
- 1.6 To demonstrate and apply a broad level of understanding of the effects of disability.
- 1.7 Agree goal orientated programmes in conjunction with the client, his/her family and other professionals involved in providing appropriate intervention.
- 1.8 Liaise with and refer appropriate clients to other services as applicable.
- 1.9 Participate in team meetings and case conferences as necessary.
- 1.10 Adjust the environment to suit clients' needs by recommending appropriate equipment and/or adaptations to the home in accordance with relevant policies and procedures.
- 1.11 Instruct patients/carers on the safe use of equipment/adaptations and techniques to increase their safety, independence and quality of life.
- 1.12 Assess for and provide wheelchairs, accessories and cushions to ensure clients' seating and positioning needs are met on the ward.

2. Communication

- 2.1 To demonstrate effective communication skills with clients and carers, team members, OT colleagues and other agencies, including use of e-mail correspondence.

3. Documentation

- 3.1 To ensure patient records and reports are maintained in accordance with Trust and Professional standards.
- 3.2 To ensure activity data is maintained in line with Trust policy and departmental standards.

4. Professional Ethics

- 4.1 To comply with the College of Occupational Therapy Code of Ethics and Professional Conduct and national and local procedures.
- 4.2 To respect the diversity of both patients and colleagues and to contribute to the provision of a service sensitive to differing needs.
- 4.3 To demonstrate the ability to reflect on ethical issues.

5. Leadership, Supervision & Appraisal

- 5.1 To review and reflect on own practice and performance through effective use of professional and operational supervision and individual performance review.
- 5.2 To undertake the supervision and individual performance review/appraisal of junior staff as delegated by Clinical Lead Therapist.
- 5.3 To demonstrate leadership skills through the management of designated projects.
- 5.4 To take an active role in supporting the development of new services and implementing service improvements.

6. Training Staff & Students

- 6.1 To participate in the induction, training and education of students and other staff in this setting.
- 6.2 To regularly be responsible for the supervision and written assessment of occupational therapy students on practice placements within the Trust.
- 6.3 To actively participate in departmental and multidisciplinary in-service training.

7. Service Development & Delivery

- 7.1 To participate in the delivery of the occupational therapy business plan.
- 7.2 To assist in raising the profile of occupational therapy within the Trust and local community.
- 7.3 To contribute to audit activity within the speciality, with guidance from a senior member of staff.

8. Professional Development

- 8.2 To apply increasingly complex skills and knowledge in order to establish professional competence and fitness to practise as a specialist OT.
- 8.2 To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.

9. Clinical Governance

- 9.1 To contribute to the Trust's, Clinical Programme Group's and team's clinical governance arrangements and quality agenda.
- 9.2 To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within speciality areas, in conjunction with Clinical Lead Therapist.
- 9.3 To demonstrate understanding and application of national guidelines and legislation relating to health and social care.
- 9.4 To ensure practice is evidence based, e.g. through the use of standardised outcome measures, as designated by Clinical Lead/Clinical Service Lead Therapist.
- 9.5 To contribute to the collation of an occupational therapy risk register.

10. Line Management

- 10.1 To exercise good personal time management, punctuality and consistent reliable attendance, whilst being aware of and following Trust and departmental policies and procedures.
- 10.2 To be aware of and follow the departmental procedure for maintenance of stock.
- 10.3 To have an awareness of resource management within the department.
- 10.4 To manage resources responsibly within the department.

11. Research & Practice Development

- 11.1 To broaden research and development skills through participation in local audit and research projects relevant to OT and/or service area, disseminating findings as appropriate.

11.2 To demonstrate the ability to critically evaluate research evidence and apply this to practice, disseminating findings at a local level.

12. Other Duties

12.1 May include providing cover for colleagues, as appropriate, assisting in ad hoc project work, and undertaking any other duties requested, as appropriate to the banding at any Imperial site.

PERSON SPECIFICATION

Directorate/ Department	Job Title	Band
Therapies	Highly Specialist Occupational Therapist	7

Criteria Relevant to the Role	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none">Professional qualification in Occupational Therapy.HCPC registrationAdequate spoken and written English to fulfil job requirementsEvidence of CPD through maintenance of a portfolio	<p>Advanced communication training</p> <p>Membership of the Royal College of Occupational Therapists (RCOT)</p> <p>Membership of RCOT special interest groups relevant to speciality</p> <p>Clinical Educators course</p> <p>Course in prescription of wheelchairs and seating</p>
Experience	<ul style="list-style-type: none">Experience in oncology/palliative care/haematology.Experience of assessing and treating patients with cancer and other complex conditionsExperience in end of life care planningPost graduate experience of working in an acute settingSupervision of staffClinical education of studentsWorked as part of a multidisciplinary team.	<p>Experience of presenting or writing for publication.</p> <p>Experience in audit & service development.</p> <p>Varied rotational experience</p>

	<ul style="list-style-type: none"> • Working cross boundaries and or with integrated care models 	
Skills/ Knowledge/ Abilities	<ul style="list-style-type: none"> • Clear communication: verbal and written • Problem solving skills • Ability to make decisions • Ability to prioritise referrals and workload and manage time appropriately • Computer literacy • Sound knowledge of the role of the OT in an acute hospital • Able to organise, delegate and cope with work pressures • Awareness of the essentials of safe practice, e.g. moving & handling, risk management, health & safety • Knowledge of legislation, policies and guidelines affecting current practice • Ability to work in a client-centred manner • Supervision/ appraisal skills • Effective interpersonal skills • Ability to form and maintain good working relationships • Commitment to client centred non-discriminatory practice • Ability to take initiative and be resourceful • Ability to discuss complex cases and deliver verbal and written information in a sensitive and professional manner • Ability to develop and deliver training sessions for staff and patients. • Ability to work collaboratively across the MDT • Able to discuss sensitive information with patients in a non-judgemental manner • Able to adapt communication style and approach to meet the needs of the audience • Negotiation and conflict resolution skills • Able to produce written material to inform and advise 	<p>Knowledge of Macmillan Cancer Support</p> <p>Presentation and training skills</p>
Values and Behaviours	<ul style="list-style-type: none"> • Demonstrable ability to meet Trust values and positive attitude to change • Demonstrable ability to meet Macmillan Cancer Support values 	
Other Requirements	<ul style="list-style-type: none"> • Physical qualities such as to meet the requirements of the role with any reasonable adjustments • Resilience and ability to cope with working in a demanding environment 	

	<ul style="list-style-type: none"> • Strategies for dealing with stressful situations • Being aware of your own well-being and that of the team • Professional attitude and appearance 	
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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 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.

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