



NHS

West London
NHS Trust

Candidate Recruitment pack



Promoting hope & wellbeing **together**

Contents

Contents	2
Welcome.....	3
About West London NHS Trust	5
At a glance:.....	6
Staff figures for 2020/21	6
Click here to see how we promote inclusion	6
Patient figures for 2020/21	6
How we are organised	7
Our trust values.....	8
Job description.....	9
General	13
Confidentiality	13
Data Protection Act.....	14
Continuous Improvement.....	14
Health & safety.....	14
Professional registration.....	14
Risk management.....	14
Infection Control.....	14
Financial Regulations.....	14
Safeguarding & Duty of Candour.....	15
Standards of Business Conduct	15
Valuing Diversity & Human Rights.....	15
No smoking policy.....	15
Trust Policies	15
All staff are required to familiarise themselves with Trust policies and comply with them at all times. Policies are reviewed regularly and may be revised from time to time. Person specification	15
Criteria	16
Essential.....	16
Desirable.....	16
Assessment	16
Method	16
Qualifications.....	16
Experience	16
Knowledge	16
Skills	16
Other	16

Requirements.....	16
Assessment Key.....	16
Assessment Key	16
Visiting arrangement.....	17

Welcome

Dear candidate,

Thank you for your interest in the **Senior Nurse Practitioner**. This pack provides you with all the information you may need to apply for this vacancy.

West London NHS Trust has grown significantly in the last two years with investment in mental health services and this growth is set to continue over the next five years. In 2019, the Trust expanded its portfolio to include community services in Ealing and beyond, through our–integrated care services. We are incredibly proud that more staff than ever would recommend us a place to work and we have seen a 28% increase in staff engagement in the national staff survey over the last 5 years.

We are on a significant journey of transformation in the quality of services provided, through greater co-production with service users and carers, and addressing long-standing inequalities. Increasingly, we are leading and collaborating closely with integrated care partnerships including working towards giving a stronger voice to some of the most vulnerable people in society.

I am looking for a candidate with the drive, enthusiasm and vision to lead our ongoing expansion and transformation of mental health and community health services.

Thank you for your interest in this role and I wish you every success with your application.

Yours sincerely

Candace Dore

Team Manager

Hounslow Cognitive Impairment and Dementia Department:

Older Peoples Mental Health Service (OPMHS) Cognitive Impairment and Dementia Services (CIDS) Local Services CSU

About West London NHS Trust

West London NHS Trust is one of the most diverse healthcare providers in the UK, delivering a range of mental health, physical healthcare and community services commissioned locally and nationally. The Trust runs Broadmoor Hospital, one of only three high secure hospitals in the country with an international reputation.

Our high secure services care for patients from across the South of England and we provide low and medium secure services covering eight London boroughs. The Trust also provides mental and physical healthcare in three London boroughs – Ealing, Hammersmith & Fulham and Hounslow. The Trust employs over 3800 staff, of which 51% are from a Black and Asian Minority Ethnic (BAME) background. Our turnover for 2021-22 is approximately £350m.

In recent years, there has been a step change in staff engagement, culture, performance and ambition of the organisation. The Trust is now rated as 'Good' overall by the Care Quality Commission, and the rating for our Forensic services has improved from 'Requires improvement' to 'Outstanding'. Rigorous financial management has been central to our ability to deliver service improvements. The Trust has delivered consistent surpluses since 2009, totalling more than £77m.

The Trust is an established key partner and contributor in the development of the evolving North West London Integrated Care System (ICS). The Chief Executive leads for mental health, equalities and engagement across the sector, mirroring her commitment to these issues.

In direct response to the Covid-19 crisis, and in partnership with Central and North West London NHS Foundation Trust (CNWL), the Trust set up a new psychological support service for NHS staff, residential homes, care facilities and the London Ambulance Service.

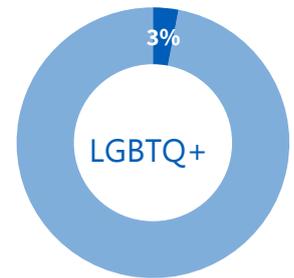
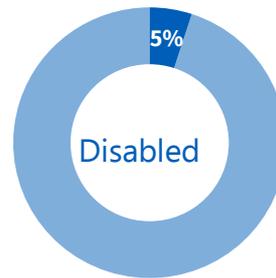
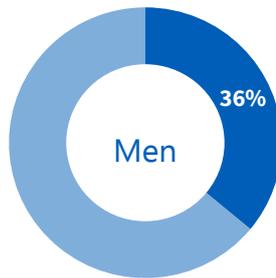
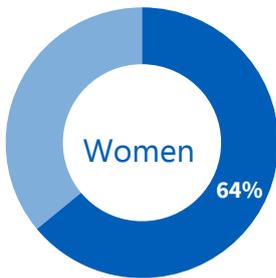
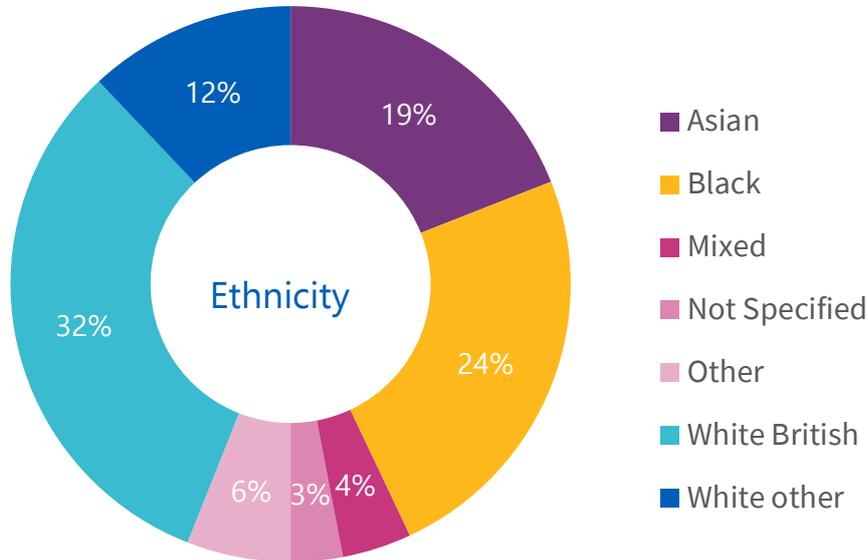
Collaboration has been the key to our success in recent years, and the launch of Ealing Community Partners (ECP) exemplifies our ambition. ECP is led by West London NHS Trust but brings together 14 organisations, including NHS, Ealing Council and the voluntary sector to deliver community health and care services to local residents.

Our staff have rated us highly and in the 2020 staff survey, the Trust received the top score nationally in two categories: immediate managers and quality of care. The Trust was highly commended in the mental health trust category of the year HSJ Awards in 2020. It received an award for workforce innovation to improve staff recognition in the same year.

See www.westlondon.nhs.uk for more information.

At a glance:

Staff figures for 2020/21



[Click here to see how we promote inclusion](#)

Patient figures for 2020/21

108,266
patients in our
services

107,685
patients in the
community

7,239
children & young
people using our
services

5,113
older people using
our dementia
services

2,638
inpatient admissions

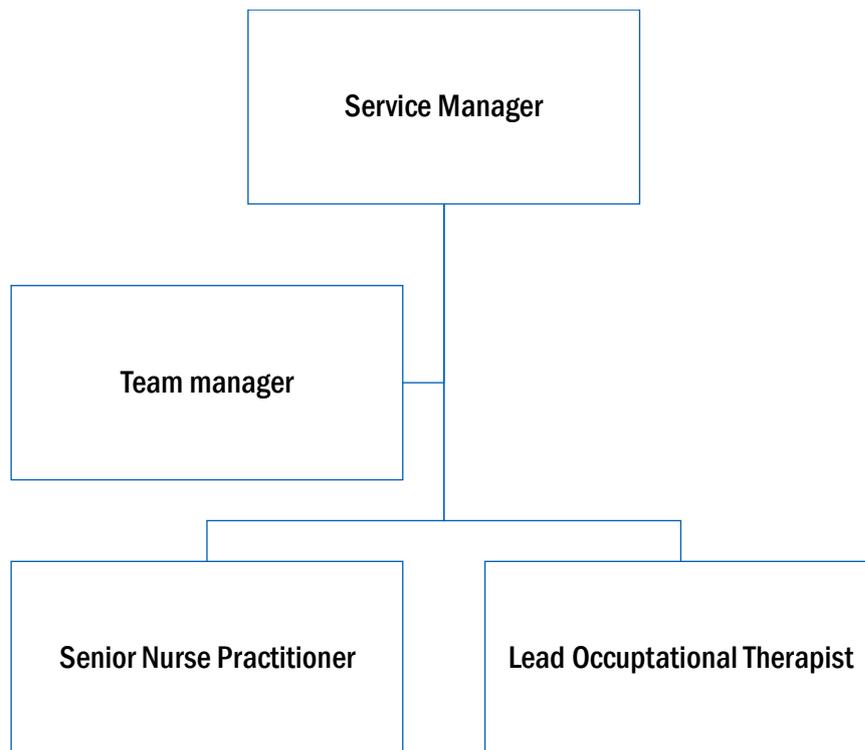
69,483
patients in Ealing

18,117
patients in Hounslow

15,470

How we are organised

Team structure chart



The Trust's clinical service lines are as follows:

Acute mental health services	Dr Fin Larkin , Clinical director
Community & recovery mental health services	Dr Julia Renton , Clinical director
Older people's mental health service	Suhana Ahmed , Clinical director
CAMHS & developmental services	Dr Johan Redelinghuys , Clinical director
Psychological medicine services	Dr Alice Ashby , Clinical director
Integrated care services	Jo Manley , Deputy director of local services
West London forensic services	Dr Claire Dillon , Clinical director*
High secure services	Dr Robert Bates , Clinical director
*also covers integrated care services	

Our trust values

Togetherness: Ensure teamwork, mutual respect and trust sit at the heart of everything we do here. Our service users and their carers are an integral part of the team

Responsibility: Ensure when we say we are going to do something, we do it. We do not leave it to someone else to do. Our service users are responsible for engaging in their treatment.

Excellence: Ensure we strive for excellence in everything we do. 'Good enough' is simply not good enough. Excellent is better. The safety of our service users and our team is our number one priority.

Caring: Ensure caring means more than showing compassion to our service users and each other. It is also about having a can-do attitude, stepping up and caring to be the best we can. Because we care, we give praise when it's due.

Job description

Post title:	Senior Nurse Practitioner
Grade:	Band 7
Responsible to:	OPMHS Service Manager
Responsible for:	(Hounslow Cognitive Impairment and Dementia) Department: Older Peoples Mental Health Service (OPMHS) Cognitive Impairment and Dementia Services (CIDS) Local Services CSU
Accountable to:	Team manager
Contract:	Fixed Term – 12 months (Maternity Cover)

Key relationships

Internal: OPMHS team members Head of Operations & Clinical Director, OPMHS Consultants, OPMHS In patient teams & CIDs Team members

External:

Job summary

The role of **Senior Nurse practitioner** to work in partnership with service users and their carers in the Older People Community Mental Health Service with complex health presentations including dementia, to lead the team, to manage the day to day running of the service, to ensure that patients have personalised care plans to enable them to lead fulfilling lives. The Senior Nurse practitioner will demonstrate an understanding of clinical interventions relevant to Older People and people with dementia and their carers to include education, care plans and discharge planning, working closely with carers, families and partner agencies to facilitate this. The post holder will work at all times to promote the safety and the well-being of service users and their families/carers. The post holder will assess, plan and implement care, and provide specialist nursing advice and carry out specialist nursing procedures. They will provide clinical supervision to staff and students.

Key Result Areas & Performance:

Clinical practice, including own professional development

Key Result Areas:

- To provide comprehensive assessment of mental health specific to Older People with mental ill health including dementia.

- To manage a caseload of clients with complex mental health needs/dementia and undertake case management/lead professional/ CPA as needed.
- To lead a shared duty service.
- To be able to communicate with and meet the needs of families and carers as appropriate to the care group and the individual client.
- To have experience of and specialist knowledge on interventions to be able to lead in clinical area.
 - To have a knowledge of both organic and functional illnesses.
 - To receive management supervision from team manager or equivalent.
- To demonstrate excellent communication skills.
- To establish professional links with other care groups and professionals.
 - To administer medication within NMC guidelines and the Trusts Medicines Code.
 - To work in partnership with other agencies to gain the best person centred outcomes for the individual.
- Practice Development, including professional development of others
 - To utilise specialist care group knowledge to provide specialist training and advice to other professionals, students and agencies.
 - To manage and supervise other members of the team.
 - To chair meetings and provide cover for the Team Manager as needed.
 - To organise consultation groups and to facilitate reflective practice for staff to promote skills and development of team.
- To support registered staff and students through preceptorship/mentorship.
 - Research and Development
 - To develop teaching and training sessions for staff and professionals on specialist subject areas relevant to care group.
 - To develop service pathways for clients in care group and contribute to ongoing development of service.
 - To undertake research, service evaluation and clinical audits.
 - To use research in practice and developing research work from ones own practice
 - Governance – including quality, standards, documentation & ethics
 - To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and to provide specialist reports relevant to practice setting.
 - To keep accurate and timely electronic records of each contact, using RIO and other software programmes used by the Trust. Complete outcome measures as required.

- To adhere to the NMC / HCPC Code of Conduct, professional standards and ethics and comply with local and national standards of practice.
- To respect the individuality, values, cultural and religious diversity of people and contribute to the provision of a service sensitive to these needs.
 - To contribute in the Trust and professional clinical and social care governance arrangements and quality agenda, including the setting and monitoring of practice standards.
- To be aware of and work to the policies and procedures within West London Mental Health Trust
- To apply national guidelines/ legislation relating to health and social care in mental health service provision.
- To participate in clinical and social care governance care group forums as required.
- To ensure performance targets and standards are met.
- To complete clinical outcome measures as required e.g HoNOS.
- To ensure that professional standards of practice are maintained within the clinical setting.
- To ensure that professional standards of practice are maintained amongst junior staff. • To seek and attend monthly clinical supervision.

Staff leadership and management

- To provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities? The Trust's success will be dependent on all managers and team leads playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation.

Managers and team leads will be expected to:

- Understand the Trust's key priorities and those of your care group and translate these into key priorities for your care group
- Ensure clarity and effectiveness in developing and designing roles • Ensure management of staff is consistent with Trust's HR Policies to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for staff which reflect these priorities and ensure staff have access to appropriate training and development
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback
- Promote an effective team ethos.

- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.
- Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.
- Ensure that colleagues are treated fairly. Behave in a non-discriminatory way and challenge the discriminatory behaviour of others. Be supportive of people who wish to raise issues about discriminatory practice or experience.

Financial Responsibilities

- The post holder will have an understanding of budget responsibilities and responsibilities for the use of the resources within the team, ensuring that services are delivered within the budget set for the services, advising and consulting with line management regarding anticipated over/under spending. To work with and support the team manager in budget setting exercises.

Partnerships

- Communications and Relationships

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Registered Practitioner (mental health / LD/ Adult) appropriate to the job role • Degree/diploma level supplemented by specialist qualification, training, experience, courses to master's level equivalent relevant to the care group • Evidence of post registration training in relevant service area • Completion of student supervisor Course/equivalent/Practice Educators/Practice Placement Educator 	

	<ul style="list-style-type: none"> • Extensive post qualifying experience in relevant service area • Experience of supervising staff and students. • Able to manage a caseload of people with complex mental health needs/dementia • Able to effectively manage risk. 	<ul style="list-style-type: none"> • Lived experience of mental health issues/caring for Older person with mental Health difficulties/dementia
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of interventions specific to service area • Awareness of Trust policies and service specification. • Demonstrate excellent verbal and written communication skills with staff, patients, families, carers and professionals. • Able to establish links with other services and professional. 	
Personal Qualities	<ul style="list-style-type: none"> • To have a good knowledge of service objectives • To understand performance reports and how they relate to team 	

General

The post holder may be required to work at any of the Trust's sites in line with the service needs. All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 2018, the Caldecott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff have a responsibility to ensure that their activities comply with the Data Protection Act. Staff should not disclose personal data outside the organisation procedures or use personal data held on others for their own purposes. All staff has an obligation to ensure that care and/or personnel records are maintained efficiently and that confidentiality is protected.

Continuous Improvement

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

Health & safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

If you are employed in an area of work that requires membership of a professional body in order to practice, it is a condition of your employment to maintain registration of such a professional body and comply with its code of practice. You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment.

Risk management

All Trust employees are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All managers have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Infection Control

Post holders employed to work in a role where entry to a care home setting, are required to demonstrate they have received the full course of COVID vaccination including any recommended booster doses. This will be a conditional requirement of employment which will need to be satisfied ahead of employment commencing.

In addition, it is an expectation that all staff will voluntarily receive the annual flu jab and other vaccines relevant at the time, to protect staff and patients from infection. All Trust staff are responsible for protecting themselves and others against infection risks and comply with infection control policies and procedures.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. The post holder will

be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust and its stakeholders.

Safeguarding & Duty of Candour

All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines. All Trust staff have a Duty of Candour to inform their line manager as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

Standards of Business Conduct

We expect the highest standards of corporate behaviour and responsibility from our staff. All staff have a responsibility to respect and promote the Trust values and vision. When speaking as member of West London NHS Trust to the media or any other public forum, employees should ensure that they reflect the current policies or views of the organisation. Staff should ensure that they do not engage in any behaviour that can cause reputational damage to the Trust.

Valuing Diversity & Human Rights

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability and part time working status.

Agile/Flexible working

The Trust recognises that Agile Working brings a number of benefits to the organisation. Not only does it support more cost effective workplace utilisation but it also enables us to attract and retain the best talent whilst increasing productivity and efficiency. The Trust is committed to supporting Agile working and empowering our staff to work in a manner that provides maximum flexibility and minimum constraints.

The Trust also continues to support staff via its flexible working arrangement options. These options enable staff to work in a way that suits their personal needs whilst also meeting the needs of the service.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds. Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Trust Policies

All staff are required to familiarise themselves with Trust policies and comply with them at all times. Policies are reviewed regularly and may be revised from time to time.

Person specification

	Criteria	Essential	Desirable	Assessment Method
Qualifications				AF
Experience				AF
				I
Knowledge				AF
				I
Skills				AF
				I
Other Requirements				

Assessment Key

AF - Application Form

I - Interview

T - Test

P - Presentation

Assessment Key

A Application

I Interview

R Reference

How to Apply

Applications should be submitted made via NHS Jobs.

The recruitment schedule is as shown below:

Event	Timescale
Closing date for advert	15 th May 2024
Shortlisting	16 th May 2023
Stakeholder event	
Interview date	23 May 2024

Visiting arrangement

For more information or an informal discussion please contact

Candace DORE,

Team manager

by emailing: Candace.Dore@westlondon.nhs.uk