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# Recruitment information pack



**FAST FORWARD YOU CAREER**

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD-LEADING EXPERTS



**DELIVER INNOVATIVE PATIENT CARE**

ACCESS PERSONALISED CAREER DEVELOPMENT

BE PART OF A SPECIALIST AND DYNAMIC NURSING TEAM



## WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all 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

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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, 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

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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!

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## JOB DESCRIPTION

Job title	Community Midwife
Band	6
Directorate/ department	Women's and Children's and Clinical Support
Division	Maternity
Location of work	Queen Charlotte's & Chelsea Hospital / St. Mary's Hospital
Hours	Full time / Part time
Reports to	Team Leader / Community Matron
Accountable to	Head of Midwifery

### AIM OF THE ROLE:

- The midwife is responsible and accountable for his / her own midwifery practice.
- To work in partnership with women and their families, GPs, obstetricians and other agencies to ensure optimum care.
- Assess, plan, implement and evaluate the care of mothers and babies in accordance with the Trust's policies and guidelines.
- Strive for continuity of care and informed client choice within the limitations of the service.
- Facilitate the learning of midwifery skills through supervision, teaching sessions and support from senior staff.
- Actively promote and encourage a healthy lifestyle, advising on diet and exercise, and arranging additional support for women as required, such as smoking cessation and physio appointments.
- Participate in parent information groups, facilitating preparation for childbirth and the postnatal period.
- To be second midwife on call for home birth and unit escalations

### KEY WORKING RELATIONSHIPS:

- Women and their families
- Line Managers, Band 7 team leaders
- Lead Midwife
- Head of Midwifery
- Labour Ward Lead
- Consultant Midwives
- Practice development team and clinical practice facilitators
- External organisations including professional bodies and commissioners.
- Support staff / Administrative teams

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- Student midwives
- Named Midwife for Safeguarding Children and Young People, and other members of trust Safeguarding Team

## MAIN DUTIES AND RESPONSIBILITIES

### 1 Leadership

- Act as a positive role model.
- Work in partnership with other staff members ensuring high standards of care are met.
- Foster harmonious relationships, liaising with colleagues and other agencies.
- Work effectively within the multidisciplinary team in order to achieve desired outcomes.
- Support junior staff in professional growth, e.g. student midwives, student nurses, student doctors and maternity assistants.
- Act as preceptor to recently qualified / return to practice / adaptation midwives.

### 2 Clinical Practice

- The midwife will rotate through a variety of designated clinical areas providing a high standard of holistic, evidenced based care to women and their babies across the continuum of childbirth.
- Work as an effective member of the multidisciplinary team with a good understanding of the various roles to ensure appropriate referrals are made. Demonstrate competence in clinical practice and post registration study in:
  - Intravenous drug administration
  - Intravenous cannulation
  - Perineal repair
  - Theatre skills, i.e. 'scrubbing' and 'running'
  - Emergency resuscitation of mothers and babies
  - Managing obstetric emergencies
  - Understanding and safely using / maintaining specialised equipment
  - Leading care of women having low risk births
- Maintain high standards of care with evidence based theory under pinning practice.
- Maintain accurate and contemporaneous records at all times.
- Organisational and professional development:
  - Work within the procedures, policies and guidelines of the NMC and its code.
  - Encompass the Imperial clinical policies and guidelines.
  - Participate in audit and research, in line with service development.
  - Attend mandatory and statutory training.
  - Identify personal development needs and actively work towards professional development.
  - Maintain professional portfolio.
  - Respond to incidents and complaints as they arise in line with trust policy.
  - Ensure the safety of patients at all times.
  - Contribute to the area's clinical and non-clinical risk management through documenting untoward incidents.
  - Reporting incidents and learning from excellence record. (Datix)
- Maintain awareness and actively contribute to the Trust's clinical governance agenda.
  - Establish a relationship with professional midwifery advocate.

- Risk assessing the environment in the community settings.
  - Within the satellite clinics, e.g. Children centres / Medical centres.
  - Within the home environment, e.g. prior and during home visits
  - Be familiar with lone working policy

### 3 Communication

- Maintain effective communication and dissemination of information with colleagues.
- Remain polite and courteous in all situations. Adhere to Trust values and behaviours.
- Demonstrate good communication skills when there are barriers to understanding, utilising interpreters when necessary.
- Demonstrate and respect cultural diversity
- Develop counselling skills

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### Other duties

- Ensure own mandatory training is undertaken and up to date, whilst showing commitment to continuing professional development, including Child Protection Level 3 and regular safeguarding supervision sessions.
- Adhere to NMC standards as per 'The Code' 2015.
- Maintain NMC registration and undertake Revalidation when required.
- Ensure working conditions are safe and in accordance with the Health and Safety at Work Act. Ensure all equipment used for personal duties and within the working environment is secure and well maintained, and report any loss or damage without delay.
- Report any sickness or absence from work in line with departmental policy.
- Ensure adherence to Trust, local and national guidance is maintained at all times.

### GENERAL RESPONSIBILITIES:

- Apply Trust's Health and Safety policies when using physical effort and /or use of equipment to support women in aspects of midwifery care such as different birthing positions, or post-operative care. Also apply universal precautions when dealing with exposure to bodily fluids and soiled linen, so as to maintain personal safety.
- Work within national guidelines for Infection Control - National Institute for Clinical Effectiveness [NICE].
- Report any incidents immediately.
- Implement Trust and local policies and contribute to any proposed changes to midwifery working practices or procedures.
- Support the Trust Clinical Governance policy and participate in clinical benchmarking, audit and research to support excellence in midwifery care.
- Apply reflective practice and self-audit to evaluate and improve own clinical practice.

### 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.

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## PERSON SPECIFICATION

Directorate/ department		Band
Maternity	Community Midwife	6

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>Registered Midwife (on NMC register)</li> <li>Educated to degree level in relevant subject area</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of post Registration and education activity</li> <li>Mentorship qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Relevant current clinical experience.</li> <li>Experience of staff management.</li> <li>Experience in change management</li> <li>Previous mentorship experience.</li> </ul>	
Skills/knowledge/ abilities	<ul style="list-style-type: none"> <li>Proven evidence of leadership in multi-professional teams.</li> <li>Evidence of applying current research to practice.</li> <li>Able to demonstrate a working knowledge in standard setting and quality management.</li> <li>Experience in conducting audits.</li> <li>IT skills including Microsoft office, Excel and PowerPoint</li> <li>Able to manage difficult situations effectively.</li> <li>Able to prioritise and meet deadlines.</li> <li>Able to use own initiative</li> <li>Excellent organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience in supervision of trained staff.</li> </ul>
Values and behaviours	<ul style="list-style-type: none"> <li>Innovative</li> <li>Can work under pressure</li> <li>Calm</li> <li>Supportive</li> <li>Motivated</li> </ul>	<ul style="list-style-type: none"> <li>Ability to adapt to the changing needs of the service</li> </ul>

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	<ul style="list-style-type: none"> <li>• Professional</li> </ul>	
Physical qualities	<ul style="list-style-type: none"> <li>• Sufficient to fulfil the duties of the post with any reasonable adaptations</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

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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.