

# 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

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

## **WHY JOIN US?**

### **Reach your potential through outstanding learning and development opportunities**

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

### **Experience the rich heritage of hospitals that have made history**

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

### **Draw on huge expertise as part of a strong international community**

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the

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

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

prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

### **Feel supported by a positive culture**

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

### **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

### **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

# JOB DESCRIPTION

Job title	Senior Charge Nurse
Band	7
Directorate/ department	Haematology Day Care & Outpatients (HOPD)
Division	Surgery & Cancer
Location of work	Hammersmith Hospital
Hours	37.5 hours
Reports to	Matron: Haematology Day Care & Outpatients
Accountable to	Haematology Lead Nurse

## Clinical Haematology Service

The Clinical Haematology service based at Hammersmith Hospital continues to expand and drive forward innovative and therapeutic advancements in treatment pathways for patients with a wide range of haematological diseases and disorders. The department is one of the largest national specialist tertiary haematology centres for a wide range of benign and malignant haematological conditions that includes running one of the largest haematopoietic stem cell transplant (HSCT) programmes in Europe. The ICHNT service currently undertakes approximately 150-200 HSCT procedures per year (allogeneic and autologous) for a wide range of malignant haematological diseases such as lymphoma, myeloma and leukaemia, as well as, multiple sclerosis and germ cell tumours. Within the day care setting an ambulatory treatment pathway has been established for low-risk HSCT procedures. The transplant service has also recently commenced Chimeric Antigen Receptor T-cell (CAR-T) therapy; a highly complex and innovative new form of immunotherapy and has been selected as a wave 1 centre to deliver the commercial gene therapy for the treatment of beta-thalassaemia and sickle cell disease. The non-malignant haematology pathways includes caring for patients with a haematological diseases that include sickle cell disease, thalassaemia, immune thrombocytopenia (ITP), haemophilia and other bleeding/clotting disorders.

The post holder will work as an integral member of the wider senior haematology nursing team, providing essential leadership to support the day to day operational management of a large and busy Haematology Day Care & Outpatient environment that accommodates a wide range of complex treatment pathways across an extended seven day service.

**The post holder must be an RN (1) and is therefore bound by the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors**

## 1. Job purpose

- The post holder will provide expert specialist nursing care and support specific to the haematology specialty and deputise for the line manager as required to support the day to day operational management of the clinical service.
- To support patient flow through the various treatment pathways that are in operation, including the efficient coordination of resources and effective scheduling of treatments.
- Provide specialist nursing advice and support related to a wide range of haematology conditions and facilitate high quality, individualised care to patients/clients and relatives/carers without supervision, working as an integral member of the wider senior haematology nursing team.
- To act as an expert and professional role model within the Department, across the Trust and as a representative of the trust at a local and national level, supporting the immediate and wider haematology service, providing direct and indirect clinical care, while also supporting education and clinical research.
- To promote collaborative working practices across all areas of the clinical service.
- To establish and maintain clear lines of communication within Haematology Day Care, relevant clinical/ward haematology teams, Aseptics/Pharmacy, Clinical Nurse Specialists, Admin/Support, Apheresis, Phlebotomy, HSCT to support the cohesive multidisciplinary management of patients being treated within the clinical setting; in line with current research, guidelines and standard operating procedures.
- Participating in all aspects of the planning and coordinating of essential day care activity including chemotherapy and ambulatory care, acting as a core member of the departmental senior nursing team, including linking in with the wider clinical and bed management processes to support the varied and complex treatment pathways.
- To promote collaborative working practices, leading by example.
- To contribute to other workforce and professional development initiatives/plans that drive standards in relation to service improvement and practice development to deliver safe, effective and high quality care, whilst also ensuring staff feel supported in the workplace.
- To act as an expert chemotherapy practitioner.
- To be proactive in responding to emerging concerns raised by patients, staff and visitors.
- Monitor and evaluate all aspects of service provision to maintain safe and high standards of care within the department.

## 2. Key stakeholders

- Matron for Haematology Day Care & Outpatient services
- Haematology Triumvirate leadership team (Lead Nurse, General Manager & Clinical Director).

- Apheresis Lead and team
- Haematology Senior Nurses and departmental teams
- Advanced Nurse Practitioner
- Haematology bed management/Bleep 9306
- Clinical Trials/Research teams
- Haematology Clinical Nurse Specialist (Malignant & Non-malignant)
- Administrative/Support teams
- Departmental management team
- Trust Lead Chemotherapy Nurse
- Aseptics/Pharmacy
- HSCT Coordinating team
- Haematology consultants/medical teams
- John Goldman Centre for Cellular Therapy (JGCCT) team
- Vascular Access team
- AHP teams – Dietician, Physio, OT
- Infection Control & Prevention team
- Quality team
- Other members of multi-professional teams as appropriate
- Site Practitioner team
- Patients, families and visitors
- Staff within the Division of Surgery & Cancer

### 3. Key areas of responsibility

#### I. Responsibility – Clinical Practice

- To help support the delivery of a specialist haematology nursing service for a wide range of malignant and non-malignant haematology diseases and disorders requiring care in a specialist tertiary centre for treatment, supporting care delivery for HSCT, other cellular therapy and complex treatments including chemotherapy, as well as, supporting patients with sickle cell disease, thalassaemia, haemophilia and other bleeding/clotting and immune haematology conditions.
- To be a highly visible clinical role model, maintaining and updating own clinical expertise, working alongside staff in clinical practice (e.g. pre-registration, health care support workers (HCSW), new joiners/induction including IENs and other nursing teams) supporting them in the workplace and their respective mentors/supervisors.

- To act as a liaison providing timely, relevant information, advice and support to patients, their families and other healthcare professionals throughout the treatment journey, including following consultation with members of the wider multi-disciplinary team.
- To liaise with reception staff, nursing team, medical teams and other healthcare professionals to ensure patient's appointments are scheduled in accordance with treatment regimens and available capacity.
- To assess, plan, implement and evaluate programmes of care, providing specialist advice and actively seeking evidence based practice which will improve the quality of apheresis care and meet the needs of a designated group of patients. A holistic approach to caring should be planned that will include the appropriate level of physiological, pathological, spiritual, socio-economic and cultural aspects which influence the care of clients within your specific speciality.
- Manage patient care according to agreed regulatory standards and protocols, taking appropriate action, seeking advice from other members of the multi-disciplinary team as appropriate.
  - a. Carry out planned care for a group of patients without direct supervision.
  - b. Ensure the assessment, planning, implementation and evaluation of evidence based, individualised patient care.
- Demonstrate clinical knowledge and expertise in haematology nursing at the level of expert practitioner. Working autonomously and acting as a resource to advise and support other nurses/health care professionals within the department, the Division and across the Trust and as a representative of the Trust.
- To ensure patients' status is closely and accurately monitored within the department, ensuring all relevant observations/patient assessment/risk assessments are accurately recorded and interpreted appropriately, including identifying/escalating the deteriorating patient to ensure appropriate and timely corrective action is taken in accordance with current protocols.
- Safely undertake a range of nursing procedures/responsibilities, including administration of blood products, infusion of cellular therapies, administration of chemotherapy and venepuncture/cannulation.
- To contribute to the development and update of protocols and guidelines to support the Clinical Haematology service and ensure that such work is approved via the agreed channels within the Trust
- Ensure that nursing procedures are carried out in accordance with Imperial College Healthcare NHS Trust policies/guidelines and departmental standard operating procedures (SOPs).
- To ensure a patient-centred nursing service is provided, which aims to achieve the highest possible standards of care delivery and is responsive to individual patient needs.
- Responsible for the correct administration and custody of medicines according to Trust policy.
- Ensure that nursing documentation is maintained to the Trust/NMC standards (including electronic records) and monitor/implement audits of records as appropriate to measure evaluate documentation.

- To maintain patient confidentiality in line with Trust policy.
- Working with Matron and senior nursing team to ensure specialist SOP updates/sign offs and other mandatory competencies requirements for the wider team are complied with.
- To utilise advanced communication skills to support and impart information to staff in relation to ongoing learning and training requirements and needs to ensure expectations are managed and clearly understood, providing advice and support as needed.
- To place quality at the heart of practice by supporting the delivery of evidence based individualised patient care and being proactive in supporting interventions/action plans that may support learning from investigations/clinical incidents.
- To work towards and contribute to raising the profile of the clinical service through preparing and presenting information to a wide range of audiences.
- Record and report all incidents / complaints involving staff, patients and visitors in accordance with Trust policies.
- To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. This will include identification of risk (clinical, health, safety and security).
- To act as a patient advocate, contributing to the process of informed consent, ensuring that patients receive appropriate information in a format that they understand, creating opportunities for further discussion as required, which enables them to make decisions about their treatment plan.
- To utilise advanced communication skills to impart complex information to patients and their families that may at times be sensitive or potentially distressing, providing advice and emotional support as needed.
- To holistically assess and identify the complex health and psychosocial needs of patients, proactively supporting interventions/initiate plans of care and/or referrals as appropriate working in partnership with other practitioners/agencies as needed.
- Work in partnership with support staff to ensure that care, treatment and service needs are met.
- To ensure all relevant patient health records are contemporaneous, accurate and maintained to a high standard.
- To liaise closely with pharmacist/aseptic teams, support staff and prescribers to ensure chemotherapy regimens/treatments are coordinated in a timely manner to minimise delays and support patient flow.
- To actively engage with relevant inpatient, day care/ambulatory care, emergency pathway teams involved in direct patient care, maintaining clear lines of communication and providing continuity to ensure high quality nursing care.
- Demonstrate a comprehensive knowledge and compliance with all departmental and regulatory standard operating procedures, policies, and practices.

## II. Management and Leadership

- To support the day to day operations of Clinical Haematology Day Care & Outpatient services, including ambulatory care, ensuring a high standard of care is delivered at all times. This will include being responsible for delivering an efficient patient pathway that is able to respond to variable acuity levels and service pressures.
- To develop and maintain others' awareness of role within the specialty, the organisation and local networks and maintain effective mechanisms for contact and referral.
- To ensure patient workload is clearly coordinated and assigned appropriately across the team.
- To review and evaluate services collaboratively with own and other professions and users, identifying areas for service development and innovation.
- To actively contribute to any relevant initiatives, including service improvement within the department and wider haematology service that will improve standards of service provision.
- To actively engage with the Quality team and Quality Assurance programme to ensure all processes and documentation is compliant with regulatory/accreditation standards and governing bodies (e.g. JACIE, HTA, NICE, EBMT, BSBMT).
- To facilitate service changes collaboratively with the wider multi-disciplinary/Quality teams to make best use of resources, improve practice and health outcomes in line with local and national best practice (e.g. JACIE, EBMT and HTA).
- To work towards supporting nursing teams to ensure preparedness in relation to accreditation/peer review/regulatory inspection visits/standards that includes CQC and ward accreditation (WAP).
- To participate in the Haematology bed management (Bleep 9306) process to ensure there is oversight of available bed capacity and/or operational pressures that may affect patient flow and to disseminate any relevant treatment/patient updates.
- To attend management/operational/departmental meetings relevant to the haematology service.
- To participate in compiling/reviewing relevant haematology policies/guidelines and other documents including SOPs and undertaking audit.
- To contribute positively to the leadership of nursing within the department acting as an effective role model.
- To actively engage patients to provide feedback of their experience and to make suggestions for service improvements as key stakeholders.
- Identify clinical risks and ensure that appropriate action is taken, in accordance with the Trust Risk Management policy.

- Investigate complaints, accident reports and untoward incidents within own clinical speciality and in conjunction with the Line Manager and implement recommendations for action.
- To network with other relevant practitioners/forums/organisations at a regional/national level to build upon partnership working/peer support, to contribute to the wider development of this specialist area, sharing and benchmarking best practice through publication and dissemination.
- To utilise and maintain information systems/health records to aid audit and to provide regular activity analysis reports.
- To provide expert advice and support to colleagues internally and externally within the speciality.
- To be proactive in supporting the nursing team and acting as a positive role model, always promoting best clinical and professional practice
- To participate in the outlined Trust clinical governance process, including reporting and facilitating the investigation processes for all clinical incidents as necessary.
- To forge effective links within primary, secondary and tertiary care to ensure effective communication across the sectors.
- To be aware of service delivery plans, participating in planning for future activity and identifying outcome measures of care.
- To comply with the Trust's Equality and Diversity Policy, to positively promote race equality and equality of opportunity for disabled people ensuring services are responsive to the needs of equality groups.
- To manage the efficient and effective use of supplies, provisions and equipment within delegated budgets.
- Have continuing responsibility for the provision of a suitable, clean, uncluttered and safe environment for the physical and psychological well-being of staff, patients/clients and their relatives.
- Collates and interprets quantitative and qualitative data to provide evidence of productivity, outcomes and quality.

### **III. Communication and relationship skills**

- To provide sound clinical leadership and develop support mechanisms for sharing good practice within the clinical setting and Trust wide.
- Maintain and promote effective communication both verbally and in writing with all members of the multi-disciplinary team and other Wards or Departments, including formal and informal presentation of information relating to your service.
- To be receptive, flexible and adaptive in supporting the different needs of staff members through individual and group working, working collaboratively with the senior nursing team.

- To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- To help promote a sense of community and belonging for new joiners and stability for the wider nursing team.
- To effectively communicate with patients and their carers/families in a way that promotes a positive experience and utilises feedback to supports learning for staff.
- Upholding Imperial college Healthcare NHS Trust's shared values.
- Promote the corporate image of Imperial College Healthcare NHS Trust to all individuals, groups and organisations both within the Trust and to the community at large.

#### **IV. Professional Practice & Development**

- To adhere to the NMC Code of Professional conduct working within and accepting responsibility for maintaining agreed levels of competence.
- To achieve a range of clinical competencies as required to fulfil the role.
- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge.
- To keep up-to-date with current developments within specialist field, including new and emerging treatment applications for different diseases.
- Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.
- To contribute to the development of nursing practice within clinical teams, including supporting educational programmes that are relevant to the Haematology sub-specialties (malignant and non-malignant) and other multi-professional related teams.
- Actively manage own annual leave in line with Trust and local Policy and Procedure.
- Participate in the programme for clinical supervision as required.
- Develop and maintain a positive learning environment for colleagues, patients and visitors.
- Maintain, update and develop personal and professional knowledge and skills, using the Trust's Performance Review System, enabling standards of patient care to be monitored constantly and improved.
- Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive team and the achievement of team objectives.
- Undertake training for electronic information systems in place & under development.

## V. Education & Research

- To contribute to the development of nursing practice within clinical teams, including supporting educational programmes relevant to haematology nursing.
- To contribute to own appraisal and identify objectives for own professional development, including the development of advanced nursing roles/skills.
- To act as a resource to others in developing and improving knowledge and skills in clinical practice, through acting as an assessor, teacher and facilitator.
- To promote nursing research and evidenced based practice relevant to the speciality and maintain own and others' awareness of relevant research evidence working with others in applying this to practice.
- To facilitate and participate in clinical audit within the department and Trust, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans.
- To identify areas of potential research relating to the speciality and to participate in relevant research activities.
- To collaboratively work with clinical trials teams, supporting research work.

## VI. Freedom to act

- Freedom to initiate action within broad clinical/ professional policies, seeking guidance from others as necessary (level 4)
- The post holders work is managed, rather than supervised, and the post holder will be a lead specialist for their area, expected results will be defined but the post holder will best decide how they are achieved.
- Post holders will be linked to professional peer networks and be active within speciality interest groups and forums

## 4. General responsibilities

This might include, for example, responsibility towards NHS policy development, team leadership, research support or leadership, project management.

## 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 post holder.

# PERSON SPECIFICATION

Directorate/ department	Job title	Band
Clinical Haematology	Senior Charge Nurse	7
Criteria relevant to the role	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>• NMC Level 1 Registered Nurse</li> <li>• Educated to Degree level or above</li> <li>• Specialist training/Qualification relevant to role and evidence of continued professional development</li> <li>• SACT/Chemotherapy certification</li> <li>• Management/Leadership training module/qualification</li> <li>• Accredited teaching or equivalent experience of supporting learners in practice</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Communication Skills</li> <li>• MSc degree level or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Significant post registration and in specialty area and experience in either junior team leader/ward management role – leading a team</li> <li>• People management skills</li> <li>• Experience with managing complex patient caseload relevant to specialty</li> <li>• Experience of working independently and as part of a Multi-Disciplinary Team</li> <li>• Experience of developing teams and participating in service development</li> <li>• Experience of data collection for audits, analysing data and delivering presentations</li> </ul>	

	<ul style="list-style-type: none"> <li>• To have demonstrable experience of service development</li> <li>• Demonstrable customer care skills</li> <li>• Demonstrable experience of teaching/coaching support and/or experience of providing pastoral support</li> <li>• Clinical experience that is pertinent to specialty</li> </ul>	
Skills/knowledge/abilities	<ul style="list-style-type: none"> <li>• Clear understanding of the Senior Charge Nurse role and the associated responsibility and accountability</li> <li>• Broad understanding of haematology and cancer treatments and cancer pathways.</li> <li>• Understanding of related regulatory/accreditation/governing bodies, e.g. JACIE, HTA, EBMT NICE guidance and government targets relating to cancer specialty</li> <li>• Up to date knowledge of current clinical practice and professional issues</li> <li>• Understanding of clinical governance and risk assessment</li> <li>• Excellent interpersonal and communication skills: ability to impart complex information to patients, relatives and carers, with different levels of understanding</li> <li>• Able to prioritise and meet deadlines</li> <li>• Strong/proven clinical leadership skills</li> <li>• Ability to work alone or as member of the multi-professional team</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced IT skills use or Excel/Data management</li> <li>• Presentation skills</li> <li>• Participation in celebrating success that promotes the personal growth of individuals and recognises contribution to motivate others – support well-being</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to build rapport with the wider multi-professional team and to motivate others</li> <li>• Able to demonstrate strategic thinking</li> <li>• Highly motivated</li> <li>• Proven teaching and assessing skills</li> <li>• Competency in medication administration, delivering complex treatment regimens</li> <li>• Good IT skills that include navigating electronic patient records (Cerner) and using other Microsoft tools/databases</li> </ul>	
Values and behaviours	<ul style="list-style-type: none"> <li>• Able to demonstrate behaviours that meet the Trust's shared values</li> <li>• Maintain a friendly, caring, safe environment for staff, patients and visitors</li> <li>• Support colleagues and demonstrate collaborative teamwork</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Self-directed and able to work autonomously</li> <li>• Critical thinking – problem solver</li> <li>• Ability to work alone or as member of the multi-professional team</li> <li>• Committed to service development</li> <li>• Excellent communication skills both written and verbal</li> <li>• Ability to adapt and respond to the changing needs of service</li> <li>• Physical qualities such as to meet the requirements of the role/clinical service with any reasonable adjustments</li> </ul>	

## **Additional information**

### **1. Health and safety**

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

### **2. Medical examinations**

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### **3. Equal opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **4. Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### **5. Disclosure & Barring Service/safeguarding children and vulnerable adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **6. Professional registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

### **7. Work visa/ permits/Leave to remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## 8. Conflict of interests

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## 9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with, and adhere to, current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents' library section on the intranet.

## 10. No smoking

The Trust operates a smoke free policy.

## 11. Professional association/trade union membership

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.

## **ICHNT Haematology Department**

Clinical Services at ICHNT are structured into three divisions – Medicine and Integrated Care; Surgery & Cancer and Women’s Children’s and Clinical Support. The Department of Clinical Haematology is part of the Surgery and Cancer Division. The Haematology service has a leadership team in place and the triumvirate is made up of the Clinical Director, General Manager and Lead Nurse.

The Clinical Haematology service has a practice covering the whole range of blood diseases, including malignancies, stem cell transplantation (autologous, sibling, family mismatched and unrelated allogeneic procedures), haemostasis and thrombosis, anaemias, haemoglobinopathies and immune blood disorders. Services for sickle cell and thalassaemia disorders are delivered through a multidisciplinary model designated as a Specialist Haemoglobinopathy Team by NHS England. ICHT hosts the North West London Sickle Cell and Thalassaemia Clinical Network with its administrative infrastructure including network and data manager positions within Clinical Haematology.

### **Hammersmith Hospital**

In July 2002, the Catherine Lewis Centre was opened to provide a dedicated facility for clinical haematology and to replace the outpatient and inpatient facilities previously located on the south side of the hospital. This is a three-storey building comprising haematology outpatients and day-care on the ground floor and inpatient unit (Dacie Ward) on the first floor. The second floor contains Consultant and administrative offices, the John Goldman Centre of Cellular Therapy (JGCCT) and the Clinical Trials Unit. The ground and first floors are physically connected to the Garry Weston Cancer Centre.

### **Inpatient services**

The inpatient services for haematology are on three dedicated Haematology wards, Dacie, Weston, and Fraser Gamble. Dacie ward has 14 single rooms with high efficiency particulate air (HEPA) filtration and en-suite facilities for allogeneic transplants. Weston Ward has 15 beds, comprising 11 single rooms with en-suite facilities and one 4-bedded bay. Patients undergoing remission induction chemotherapy and autologous transplants are cared for on this ward. Fraser Gamble Ward has 29 beds (including five single rooms), which is the main base for the non-malignant haematology patients. There is also a separate 24-hour Renal & Haematology Triage Unit at Hammersmith Hospital that provides direct access to an emergency pathway for these specialist patients.

### **Ambulatory/ Day Care services and Outpatients (HOPD)**

Outpatients are seen in a facility dedicated to the care of haematology patients and situated on the ground floor of the Catherine Lewis Centre. There are a range haematology clinics that operate from this area, with additional clinical space for phlebotomy and laboratory services to support the processing of blood samples.

The outpatient consulting area is linked directly with the Day Care and Ambulatory Care facilities. Within the Catherine Lewis Day Care facility there are 15 treatment spaces (beds and reclining chairs) where procedures such as bone marrow aspirates and supportive treatments such as venesections, blood product support will be undertaken. In addition, there

are chemotherapy and apheresis services currently located on Constance Wood ward that is an extension of Haematology Day Care services. The Day Care facilities are open 12 hours a day, 7 days a week with the apheresis team providing a 24/7 on call service for patients requiring emergency procedures. The apheresis service undertakes a wide range of therapeutic procedures that include stem cell collections. The ambulatory care pathway offers treatments such as ambulatory (autologous) transplant, administration of complex chemotherapy and the on-going monitoring of patients who would previously been treated on an inpatient basis.

The haematology services based at Hammersmith hospital also includes a dedicated Haemophilia Centre.

### **Charing Cross and St Mary's Hospitals**

The Clinical Haematology Service at both Charing Cross and St Mary's Hospitals currently provides a consultative service and laboratory support. There are no adult Haematology inpatient beds at either hospital, although there are some outpatient clinics at St Mary's Hospital.