

# Recruitment information pack



**FAST FORWARD YOUR 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	Occupational Health Advisor
Band	6
Directorate/ department	People and OD / Occupational Health
Division	Corporate
Location of work	Onsite cross-site: Charring Cross, St Mary's, and Hammersmith Hospital Sites, other ICH sites.  Opportunity for some remote working, as agreed with Head of OH.
Hours	37.5
Reports to	Senior Occupational Health Advisor: Business Partner
Accountable to	Head of Occupational Health

## 1. Job purpose

- As part of a multi-disciplinary team the purpose of this role is to support the protection and promotion of the health and wellbeing of current and prospective employees, and those from contracted and other organisations as per Trust arrangements.
- In accordance with Trust / Department policy and procedures, to deliver OH clinical activity such as management referral consultation and reporting, health clearance activity, and risk management & exposure related advice and intervention.
- As a specialist practitioner, provide evidence-based opinion, intervention and guidance to Trust management and partner organisations to support their line and risk management responsibilities, assist in safeguarding against risks arising from work and the working environment and to influence the application of safe and healthy work practices.
- To take responsibility for specific areas of occupational health service delivery and actively promote the work of the OH service by acting as a key link for managers and HR to named clinical programme groups or external clients.
- To support the Senior Occupational Health Advisor: Business Partner in the supervision, mentoring and supporting of the Trainee OH Adviser, OH Practice Nurses, OH Technicians, Administrative Staff, and others as appropriate.
- Within levels of competence, deputise for the Senior Occupational Health Advisor: Business Partner and or IPC Lead, in his/her absence.

## 2. Key stakeholders

- Medical, nursing, and multi-disciplinary teams internal and external to Trust



- All members of the OH Management Team and Multidisciplinary OH Team
- Contact Team, and Health & Wellbeing Manager
- Director of People and Organisational Development and POD Team, including HR
- Associate Director and members of the Occupational Health & Safety Team
- Medical, nursing and multi-disciplinary teams internal and external to Trust
- Departmental managers
- Medical Education
- General, Clinical & Medical Recruitment
- Medical & Clinical Directors Office
- Business Managers
- Estates and facilities
- Service Users (internal and external staff)
- Legal Services
- Health Records
- Manual handling team
- Infection, prevention and control Team

### 3. Key areas of responsibility

#### 3.1. Key Result Areas

1. **Clinical Practice:** Accountable for the delivery of evidence based Occupational Health Clinical Services to all Service Users (internal staff and external customers). Services delivered include Health Clearance, Health Surveillance and Management Referral Consultation and Management/ HR Support and Advice, and Duty Nurse when assigned.
2. **Human Resource:** Support the development of OH Practice Nurses and OH Technicians.
3. **Quality & Governance:** Participate in the development and implementation of OH-Specific Policies, Procedures and Standards. Accountable for adherence to all relevant Trust policies and National Guidelines across the service. Work to ensure service compliance to the Safe Effective Quality Occupational Health Service (SEQOHS) standards, support the ICH Pathway to Excellence Programme and Improvement Initiatives.
5. **Audit & Research:** To improve practice through participating in audit activity and taking action to support service delivery improvements.
6. **Performance Management:** Follow process and use IT functionality to ensure the collection and reporting of accurate performance activity data.
7. **Communication:** Develop excellent working relationships and communication channels with, OH Team, all stakeholders, business partners and service users.

#### 3.2 Clinical

- 1 To act as a specialist nurse advisor, advising employees and managers on OH matters in relation to specific work environments and job roles.
- 2 Deliver Management Referral Assessment and Reporting, Health Clearance Clinics and, when required, Phlebotomy activity.

- 3 To contribute to health needs assessment of employees within designated clinical programme groups or external clients and assist with the design, implementation, and evaluation of interventions to meet those needs.
- 4 Actively seek opportunities to improve the health and wellbeing of individuals or groups of employees and participate in the design and delivery of new or innovative services to promote employee wellbeing such as health screening, wellbeing events or health promoting groups or networks
- 5 To undertake holistic assessment of staff referred to the service and plan individualised care as required. Provide written reports as required detailing specific advice such as evidence-based rehabilitation programmes, reasonable adjustments or the need for further specialist input and make referrals to senior colleagues or other specialists where clinically indicated.
- 6 To work closely with the multidisciplinary teams within the department and the wider Trust to facilitate the delivery of effective care for individuals and groups of employees.
- 7 To ensure psychosocial support to individuals or groups of employees as required, including following major incidents, by actively referring cases to the staff counselling and stress management service or a senior clinician as appropriate.
- 8 To contribute to the prevention of transmission of infections in the workplace by promoting employee compliance with the Trust immunisation policy, including seasonal flu vaccination for target staff groups, identifying trends in employee reports to the infection reporting line and working with OH Governance Manager, OHA IPC Lead, colleagues in clinical areas and the infection prevention and control teams where outbreaks of infection are reported or suspected.
- 9 To actively work with internal and external clients to help minimise the impact of employee ill-health on attendance or performance. This may be by participating in case conferences, case reviews, health promotion/ wellbeing programmes.
- 10 To follow Trust and departmental policies and procedures on medication including storage, handling and disposal, and the safe and effective use of Patient Group Directions and Patient Specific Directions and to assist with the investigation and management of medication incidents as per Trust policy.
- 11 To maintain appropriate clinical records in line with department procedures, Trust policies and NMC guidelines on record keeping
- 12 To ensure that clinics within your responsibility run smoothly and effectively and that facilities are conducive to safe and effective practice, ie clean and tidy with adequate privacy.
- 13 Participate in the teaching and supervising of junior colleagues in performing clinical duties and share personal clinical expertise with colleagues and the multidisciplinary team by participating in departmental training and teaching sessions.
- 14 To assess and manage risk of blood borne viruses to staff who have had an inoculation incident including arranging the supply of / supplying HIV post exposure prophylaxis or hepatitis B vaccination and reporting BBV exposures to the Health Protection Agency under the voluntary reporting scheme.
- 15 To actively participate in clinical governance activities including design, implementation and reporting on designated clinical audits, reviewing clinical policies and procedures and highlighting any deficiencies to senior colleagues.
- 16 To maintain confidentiality in accordance with the departmental and Trust policies, NMC guidelines and statutory obligations
- 17 To take responsibility for the continual development of personal clinical expertise through everyday use of suitable sources of clinical evidence, formal and informal study and by building and developing networks of clinical experts

### **3.3 Managerial and educational**

1. To use initiative and responsibility in the decision-making process using OH/ Trust procedures and guidelines.
2. Act as a positive role model, be routinely physically present within the OH Department and be visible in clinical and non-clinical areas, upholding high standards of professional behaviour and be easily identifiable to all staff.
3. Develop and sustain appropriate internal and external relationships, partnerships, and networks to influence and improve own OH Practice.
4. Engage in a positive learning environment where skills and knowledge can be shared using a variety of media leading to a culture of continuous improvement and development in clinical practice.
5. Maintain own personal and professional growth, keeping up to date with changes, new ways of working and future developments.
6. To contribute to policy and procedure development appropriate to the needs of the OH service and implementation of NHS/ DH/ HSE/ NICE guidance.
7. To ensure confidentiality is always maintained.
8. To participate in the delivery of training for Trust and external employees and managers on occupational health matters. This may include induction, inoculation exposure and injury prevention and management, management referral and other relevant topics.
9. Support the induction and ongoing practice of OH Practice Nurses and other clinical staff assisting them in meeting their learning needs.
10. Support senior OH staff as required and within competence.
11. Actively participate in the development and implementation of OH Health and Wellbeing strategy, and health related elements of People and Organisation Development Division and Trust Strategies
12. To assist with the statistical reporting of performance against key performance indicators or ad-hoc queries as required by senior colleagues.
13. To participate in teaching and education programmes to both colleagues within OH and within the Trust and externally as appropriate.
14. To attend study days and courses as agreed by the department/Trust and actively cascade learning to colleagues.

### **3.4 Functional Expertise**

- 1 Develop and apply functional expertise, as assigned by, and agreed with, OH Management Team.
- 2 Act as the team lead for the functional topic and assist in building team knowledge and competence on the subject matter.
- 3 Drive and / or contribute to associated Trust Policy, Procedure and Programmes
- 4 Actively seek opportunities to improve the functional topic related health and wellbeing of individuals or groups of employees, through actions such as, one-to-one interaction, the design and delivery of services relating to functional topic and partnering business areas in their actions to protect and improve staff health.
- 5 Produce and present reports relating to area of functional expertise to OH colleagues, and to / at appropriate Trust and external forums.

### **3.5 Professional**

- 1 Act in accordance with departmental, Trust and external client policies and procedures.



- 2 Work to meet the objectives of the Trust Strategies.
- 3 To maintain a professional profile within the Trust and externally.
- 4 To work within the scope of the NMC Scope of Professional Practice & Code of Conduct.
- 5 To keep up to date and be aware of current/ future nursing, OH technician and occupational health trends.
- 6 To be responsible for updating own professional knowledge in Occupational Health and associated topics, such as IPC and risk management practices
- 7 To represent the Trust as an experienced practitioner in Occupational Health matters both within and outside the Trust. This will include appropriate OH, Wellbeing, IPC, and Safety Forums.

### **3.6 Audit and research**

1. To assist in the collection and evaluation of clinical audit within the speciality.
2. To contribute to the department audit and research programme as requested.
3. To identify topics and carry out audit research in relation to specialist area of practice.
4. To discuss / present on audit and research topics, as requested and within level of competence at OH, POD and Trust meetings.

### **4 General responsibilities**

1. Frequent on-site attendance to deliver OH Service and to interact with team, stakeholders, and business partners.
2. Assist in producing reports and participate in project work relating to clinical practice and service delivery as appropriate to the banding and within competence.
3. Participation in national and local OH professional forums, respond to National OH consultation.
4. As a specialist practitioner, responsible for supporting the development and delivery of Trust policies, procedures and programmes, and project management relevant to practice and responsibilities.
5. Provide cover for colleagues as appropriate and undertake any other duties requested as appropriate to the banding and within competence.
6. Routinely attend and actively participate in People and Organisation Development and Trust meetings, events and relevant projects.
7. Undertake any other duties requested as appropriate to the banding and within competence.
8. Respond to out-of-hours service delivery requirements, such as weekend working, during periods of high demand, Trust / National crisis and / or unprecedented events.

### **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
People and OD/ Occupational Health	Occupational Health Adviser	6

Criteria relevant to the role	Essential	Desirable
<b>Education/ qualifications</b>	<ul style="list-style-type: none"> <li>• 1st level Registered Nurse</li> <li>• Specialist Occupational Health Qualification</li> <li>• Part 3 NMC Register: SCPHN</li> <li>• Evidence of continuing professional development</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 3 years+ wide range of OH nursing including 1 year+ NHS OH experience</li> </ul>	Project management
<b>Skills/ knowledge/ abilities</b>	<ul style="list-style-type: none"> <li>• Current OH clinical knowledge</li> <li>• Broad knowledge of recent NHS developments</li> <li>• Proficient user of Microsoft Office, Teams and OH Record Systems</li> <li>• Good Interpersonal skills and able to establish credibility and maintain effective working relationships with multidisciplinary colleagues.</li> <li>• Able to identify and solve complex problems at an operational level.</li> <li>• Confident presentation skills</li> <li>• Understanding of and commitment to equality, diversity, and inclusion</li> <li>• Effective role model, demonstrable ability to meet Trust values</li> <li>• Ability to prioritise workload, achieving balance between clinical work and other aspect of the post.</li> <li>• Good understanding of complex issues within healthcare organisations and knowledge of recent policy developments</li> <li>• Proven track record of analysing, evaluating and presenting complex data in a concise and understandable way</li> </ul>	
<b>Communication skills</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to establish credibility and maintain</li> </ul>	

Criteria relevant to the role	Essential	Desirable
	effective working relationships with multidisciplinary colleagues. • Negotiation and influencing skills. • Able to maintain high standards of diplomacy and confidentiality	
Values and behaviours	• Demonstrable ability to meet Trust values	
Other requirements	• Physical qualities - such as to meet the requirements of the role with any reasonable adjustments	

## 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.