

## Job Description

**TITLE OF POST:** Cancer Prehabilitation Fellow (Dietitian/OT/Physio) 9 months FTC

**SALARY BAND:** Band 8a

**LOCATION:** Trustwide

**RESPONSIBLE TO:** Clinical Service Lead

**PROFESSIONALLY**

**ACCOUNTABLE TO:** Clinical Service Lead

**HOURS PER WEEK:** 37.5

### Imperial College Healthcare NHS Trust Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

- Kind** - We are considerate and thoughtful, so you feel respected and included.
- Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- Expert** - We draw on our 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.

### AIM OF THE ROLE:

The post-holder's role will be to work as a transformation fellow to lead the development of a prehabilitation service model for patients in non-surgical cancer pathways. This is a fixed-term fellowship post working in collaboration with and funded by Health Education England. The post-holder will play a valuable role in supporting the trust's commitment to improving cancer services for those living with and beyond cancer.

Working as part of the cancer therapy team and alongside the wider MDT, the post holder will be responsible for creating a robust, sustainable prehabilitation model in therapy, as well developing a competency framework for therapists working in this area.

The post-holder will be required to manage a clinical caseload within the prehab pathway and also support the development of business cases in this area of practice.

## **KEY WORKING RELATIONSHIPS INCLUDE:**

- Patients and families/carers
- Therapy, nursing, medical and MDT colleagues
- Clinical/service leads
- Lead clinical academic for therapies/ senior clinical academic within the profession
- Administration teams
- Quality and improvement teams
- National, Regional and Local Programme Teams
- HEE central teams and other local teams as appropriate
- Local stakeholders including HEIs, STPs, LWABs, Health and social care organisations
- Professional bodies

## **KEY RESULTS AREA:**

- To propose a sustainable prehabilitation model for non-surgical cancer patients being treated at ICHNT
- To complete a service evaluation including a cost-benefit analysis for the model which could be used to support business cases
- To develop an AHP skills and competency framework for non-surgical cancer prehab
- To submit an article for publication
- To participate in all aspects of the fellowship scheme and its evaluation
- To act as an ambassador for the fellowship scheme and promote clinical leadership
- To maintain clinical caseload within the prehab pathway in their relevant speciality (up to 30% of working time)

## **MAIN TASKS AND RESPONSIBILITIES:**

### **Management and Leadership**

- Work autonomously, organising own workload and managing own caseload
- Promote team working; build rapport and collaborative working practices with multidisciplinary team. Liaise with inter-hospital departments and personnel across organisational and professional groups. Ensuring effective communication and interpersonal skills with other disciplines and organisations
- Demonstrate effective leadership skills, supporting the cancer therapy team in service development and lead as delegated on the implementation of any of these changes.
- Lead and support the development of the pathway according to service requirements and evidence based practice.
- Ensure that all resources are managed in an efficient and cost-effective manner to achieve maximum effect for patients and staff.
- Role models positive behaviours in line with the trust's behaviour framework, partnership working, whole system understanding, and promote a supportive team-working culture.
- Identify development needs for others and enables opportunities for others to apply developing skills, behaviours and knowledge, and able to use this to create a basic skills and competency framework
- Take responsibility for own learning, development and behaviour, and actively seek to develop and demonstrate own competence.
- Accountable for own practice, acting at all times within relevant professional Codes of Conduct
- Maintain a working knowledge of local and national professional policy and strategy.

## **Setting Direction and Service Improvement**

- Enable and encourage others to suggest change, challenge tradition and share good practice
- Recommend policy improvement or changes as a result of comprehensive and timely reviews of project performance
- Ensure that project plans are both aligned to and inform therapy and trust objectives
- Focus on quality improvement and performance outcomes across the project
- Present a positive role model in times of an integrated approach to service improvement
- Support and work with others to help them understand the need for change and to adapt to it
- Identify and evaluate potential improvements to the service and the organisation

## **Clinical Patient Care**

- Advanced therapy assessment and treatment of patients within the speciality
- To be professional, legally responsible and accountable for all aspects of your own work including management of patients in your care.
- Demonstrate a wide variety of treatment skills and be flexible in the management of patients to formulate a specialist programme of care relating to their changing needs as an autonomous practitioner.
- To communicate complex and sensitive information and working in close conjunction with the multi-disciplinary team.
- To efficiently manage a caseload and organise this effectively with regard to clinical priorities and use of time.
- To communicate effectively with patients and carers to maximise rehabilitation potential and to ensure clear understanding of their condition and the associated benefits of therapy.
- Daily use of communication skills of motivation, explanation, encouragement, reassurance and on occasions relaying information of a sensitive or complex nature. To provide clarity and gained informed patient consent to treatment.
- To negotiate barriers to communication e.g. loss of hearing, altered cognition or perception, mental illness, pain and fear. To assess and recognise cases where valid, informed consent is not possible and work within the legal framework with patients who lack the capacity to give informed consent.
- To provide spontaneous and planned advice, instruction and teaching for relatives, carers and other professionals to promote understanding of the aims of therapy and to ensure a consistent, holistic approach to patient care.
- To be responsible for equipment used in carrying out therapeutic duties, and to adhere to departmental policy, including competence to use equipment. To be the key trainer for other staff in the oncology/haematology and palliative care setting through training and supervision of practice.

## **Research and Education**

- To actively support the development and evaluation of clinical practice by postgraduate education, clinical audit and research
- To be responsible for own continuing professional development by keeping abreast with latest research and new trends in prehabilitation and incorporate them into the workplace as appropriate.
- To support evidence based practice projects, audits and outcome measures as appropriate. To make recommendations and implement changes as required.

- To support service development projects in liaison with the Clinical Service Lead Therapist.
- To support relevant research activity and projects
- To support relevant research grant proposals
- To submit for publication

### **Delivering Results/Functional Responsibilities**

- Management and reporting of the project progress
- Is an ambassador for policies and procedures adopted by organisation and promotes a positive approach to high quality standards
- Understands own role, its scope and how this may change and develop over time in developing a high quality organisation
- Prioritises own workload and manages own time in a manner that maintains and promotes high quality
- Evaluates the quality of own and others' work in own area and raises quality issues and related risks with the appropriate people
- Uses organisation equipment and resources effectively and encourages others to do the same.

### **Additional Local Responsibilities**

- To work cross-site depending on the needs of the service and support other specialties when required.
- Undertake any other duties requested as appropriate to the banding

### **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.

### **ADDITIONAL INFORMATION**

#### **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

#### **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.

#### **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.

#### **Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal

record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **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.

### **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.

### **NHS Constitution**

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

### **Dignity & Respect**

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

### **Confidentiality/Information Quality Assurance/Freedom of Information**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Health, Safety and Security**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

### **Conflict of Interests**

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

### **Infection control**

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

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

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

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

### **Clinical Governance and Risk management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping.

**No Smoking**

The Trust operates a smoke free policy.

**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.

**IMPERIAL COLLEGE HEALTHCARE NHS TRUST**

**PERSON SPECIFICATION**

POST: Band 8a Cancer Prehabilitation Fellow (Dietitian/OT/Physio)

DEPARTMENT: Therapies

LINE MANAGER: Clinical service lead for OT & Physio- surgery, cancer & private patients

ATTRIBUTE/ SKILLS	ESSENTIAL	DESIRABLE*	MEASUREMENT
EDUCATION	<p>Diploma/degree level qualification in Dietetics/Occupational therapy/ Physiotherapy</p> <p>Registered with the health and Care professions Council (HCPC)</p> <p>Post graduate training</p>	<p>Educated to master's level or equivalent</p> <p>Project management qualification</p>	<p>CV</p> <p>Application form</p> <p>Original certificates</p>
SKILLS/ ABILITIES	<p>Skilled communicator, able to select from, and utilise, a range of negotiating and influencing strategies to ensure engagement and support project delivery amongst challenging stakeholder groups</p> <p>Provide and receive sensitive information to a wide range of differing groups, anticipating and addressing barriers to communication</p> <p>Ability to foster good working relationships and collaborate with others from patients to service managers.</p> <p>Ability to independently maintain a clinical caseload</p> <p>Ability to analyse and problem solve complex clinical and non-clinical issues generating insight and take an evidence-based approach to decision making</p>		<p>Application form</p> <p>Interview</p> <p>References</p> <p>Assessments</p>

	<p>Ability to demonstrate creativity in producing practical solutions</p> <p>Ability to manage own time effectively and delegate as necessary</p> <p>Ability to meet deadlines and prioritising competing demands</p> <p>Ability to work in an unpredictable and changing environment</p> <p>Able to demonstrate a working understanding of the roles and responsibilities of other disciplines working within the multi-disciplinary team</p> <p>Good knowledge of MS Office applications, including Word, Excel, PowerPoint, Outlook and MS Teams.</p> <p>Articulate with advanced written and verbal communication skills</p>		
<p><b>KNOWLEDGE AND EXPERIENCE</b></p>	<p>A level of post-graduate experience proportional to the competencies associated with the post</p> <p>Experience of the treatment of patients with a cancer diagnosis</p> <p>Experience of successfully planning, managing, delivering service improvement/change in accordance with an organisation's quality improvement framework</p> <p>Experience of acting independently and taking action when dealing with uncertain situations or optimising opportunities</p> <p>Experience of communicating complex issues with staff and managers at all levels</p> <p>Experience of bringing together and coordinating people to work creatively and collaboratively towards shared goals</p> <p>Experience of training students, junior staff and other healthcare professionals</p>	<p>Knowledge of cancer pathways</p> <p>Knowledge in multi-modal prehabilitation and rehabilitation to support self-management in long-term health conditions</p> <p>Clinical research experience</p> <p>Experience of liaising with Health Education England.</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Assessments</p>
<p><b>BEHAVIOURS AND VALUES</b></p>	<p>Makes sure themselves and others work in a way that complies with legislation and organisation policies and procedures</p> <p>Operate in a sensitive environment with strong communication skills</p> <p>Actively promote the trusts values through personal behaviour and interaction with others</p>		<p>Application form</p> <p>Interview</p> <p>References</p>



	<p>Promote a safe environment for the exchange of views and ideas</p> <p>Contribute to improving and maintaining a healthy, safe and pleasant working environment</p> <p>Actively act as a role model in own behaviour and foster an inclusive culture</p> <p>Operate with integrity and treat services users, partners, and colleagues with respect and dignity at all times</p> <p>Ability to handle conflict in a positive way</p> <p>Interpret equality, diversity and rights in accordance with legislation, policies, procedures and good practice</p>		
PHYSICAL QUALITIES	Such as to meet the requirements of the role with any reasonable adjustments		<p>Application form</p> <p>Interview</p> <p>Offers subject to Occupational Health clearance</p>

## INFORMATION ABOUT IMPERIAL COLLEGE HEALTHCARE TRUST

Imperial College Healthcare NHS Trust provides acute and specialist healthcare for a population of nearly two million people in North West London, and more beyond. We have five hospitals – Charing Cross, Hammersmith, Queen Charlotte’s & Chelsea, St Mary’s and The Western Eye – as well as a growing number of community services.

With our academic partner, Imperial College London, we are one of the UK’s seven academic health science centres, working to ensure the rapid translation of research for better patient care and excellence in education. We are also part of Imperial College Health Partners – the academic health science network for North West London – spreading innovation and best practice in healthcare more widely across our region.

### Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community services across North West London:

#### Charing Cross Hospital, Hammersmith.

Charing Cross Hospital provides a range of acute and specialist services, a 24/7 accident and emergency department and hosts the hyper acute stroke unit for the region. It is also a growing 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. It offers a range of services, including renal, haematology, cancer and cardiology care, and

provides the regional specialist heart attack centre. As well as being a major base for Imperial College, the Acton site also hosts the clinical sciences centre of the Medical Research Council.

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

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital, also with strong research links. It has a midwife-led birth centre as well as specialist services for complicated pregnancies, foetal and neonatal care.

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

St Mary's Hospital is the major acute hospital for North West London as well as a maternity centre with consultant and midwife-led services. The hospital provides care across a wide range of specialties and runs one of four major trauma centres in London in addition to its 24/7 A&E department.

### **Western Eye Hospital, Marylebone**

Western Eye Hospital is a specialist eye hospital with a 24/7 A&E department. Facilities include outpatients, inpatients, day case and inpatient surgery, and a 24-hour eye accident and emergency service.

