
APPLICATION PACK

**RESEARCH FELLOW
DEPARTMENT OF PALLIATIVE CARE, POLICY AND
REHABILITATION
SCHOOL OF MEDICINE**

REFERENCE NUMBER – W2/MOT/157/08-TB

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 - a. information about the King's College London
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EXPLANATORY NOTES - please read carefully before completing the application form

Thank you for your enquiry regarding a post at King's College London. Enclosed is an application form and a set of further particulars for this post. These comprise: a job description and person specification; general information about the College, School and Department, as well as the main terms and conditions of the post.

Application procedure

Should you wish to apply for this position, please send a completed application form and a CV to:

Contact details

Jenny Lunan
Dept of Palliative Care, Policy & Rehabilitation
King's College London, School of Medicine
Weston Education Centre
Cutcombe Road
London SE5 9RJ

Email: jennifer.lunan@kcl.ac.uk
Tel: + 44 (0) 020 7 848 5531

Please ensure you quote reference number W2/MOT/157/08-TB on all correspondence

For an informal discussion of the post please contact Dr Richard Harding on 020 7848 5518

Closing date

19 September 2008

Equal opportunities

King's College London is committed to promoting and developing equality of opportunity in all areas of its work. In order to achieve this aim, the College will seek to:

- ensure that prospective and current students, job applicants and members of staff are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other irrelevant distinction;
- promote good relations between individuals from different groups;
- recognise and develop the diversity of skills and talent within both its current and potential staff and student body;
- foster a culture based on trust and mutual respect;
- undertake a programme of action to make equality policies effective;
- monitor progress towards achieving equality of opportunity on a regular basis;
- communicate to staff, students, associates and others the promotion of equal opportunities and College procedures to sustain it.

Applicants with disabilities

King's College London is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Advisor responsible for the administration of the post.

Travel expenses

The College normally reimburses reasonable travel costs to and from interview within the United Kingdom. Reasonable travel costs include travelling by second class rail, underground and bus.

Regrettably, only limited contribution to travel costs for applicants from outside the UK may be available. Please contact the Human Resource Services Department before making your reservation

Response

We very much regret that due to limited resources and the large number of applications we currently receive, we are only able to inform short listed candidates of the outcome of their application.

If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

If therefore, your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at King's College London as and when they are advertised. Thank you for your interest in King's College London.

FURTHER PARTICULARS

The College

King's College London is a major multi-faculty university institution with almost 20,000 students. It is one of the two founding colleges of the University of London and has a leading position in UK higher education with a world-wide reputation for research and teaching.

King's is in the top group of universities for research earnings with income from grants and contracts of £100 million and an annual turnover of £350 million. King's is a member of the Russell Group, a coalition of the UK's major research-based universities.

The College has just completed a thorough strategic review of its research profile. This reflected the College's determination to build upon areas of strength and comparative advantage. The review has placed particular emphasis on reinforcing King's ability to work across traditional academic boundaries and exploit the practical applications of research.

There are nine Schools of Study:

- Biomedical & Health Sciences
- Dental Institute
- Humanities
- Law
- Medicine
- Nursing & Midwifery
- Physical Sciences & Engineering
- Institute of Psychiatry
- Social Science & Public Policy

The Schools offer more than 200 undergraduate and 230 taught postgraduate programmes and cover an unusually wide range of traditional subjects and innovative new studies.

The College has had 24 of its subject-areas awarded the highest rating of 5* and 5 for research quality, demonstrating excellence at an international level. The recent Institutional Audit, carried out by the Quality Assurance Agency, received an excellent result.

Based in the heart of London, the College has four major Thames-side campuses between the Houses of Parliament and London Bridge, with a further campus in south London.

King's is now in the final stages of a £400 million upgrading programme which is transforming its estate. This is the most ambitious and far reaching redevelopment programme recently undertaken by a UK university. The result is greatly improved libraries, teaching and research rooms, laboratories and social space.

The Department of Palliative Care and Policy

The Department of Palliative Care and Policy was created with the appointment of Prof. IJ Higginson in October 1996. Joined in 2004 by colleagues in Rehabilitation Medicine, the Department of Palliative Care, Policy and Rehabilitation spans work on palliative care and rehabilitation, tackling applied research into many of the important neglected problems within health care which are faced today. The Department is based within the School of Medicine. Formally located in the Division of Cancer Studies (which includes the Thames Cancer Registry, Professor Möller and Dr Elizabeth Davies, Professors Alison Richardson and Professor Amanda Ramirez) it has strong links to the Division of Health and Social Care (which includes social scientists and epidemiologists) and the Institute of Psychiatry (especially Professors Hotopf, and Leigh). Members of the Department work in, or are linked to, all three hospital Trusts associated with this School of Medicine. The Department has an active programme of research in palliative care, policy and rehabilitation.

Research programmes include:

- evaluations of palliative care services; including support for carers, new models of care for people with diseases other than cancer, e.g. multiple sclerosis, older people, HIV/AIDS. Our international programme undertakes a number of research studies and includes the evaluation of palliative care in African countries;
- systematic literature reviews and meta-analysis into service and treatment effectiveness;
- longitudinal study of experience among patients with different diseases, e.g. cancer and Parkinson's disease;
- development and validation of scales to measure need and outcome (results) of palliative care - including scales for national and international use;
- needs of underserved groups, very elderly, different ethnic backgrounds;
- epidemiology and evaluation of treatments for breathlessness, cancer pain and other common symptoms;
- assessment of the demographic, socio-economic and clinical variables associated with place of death in advanced cancer.

The Department has a strong national and international profile, having conducted work for a range of governments and statutory and charitable organisations in many countries, and for the World Health Organization. The research programmes seek to be of the highest quality possible. The department is active in seeking external peer-review funding for research grants in palliative care from the NHS R & D programme, charities and many others.

The Department now has over 35 staff from a wide range of disciplines. It includes three clinical professors (Higginson, Turner-Stokes and Wade), four visiting professors, four senior lecturers (Harding, Hall, Murtagh and Siegert) and a lecturer (Koffman), as well as a range of senior research fellows, research fellows, assistants and associates. It is closely linked with a wide range of NHS and voluntary local services, some of whom have honorary attachments – e.g. six consultants/honorary senior lecturers (Edmonds, Burman, Prentice, Barclay, Booth, Beynon) - and with the clinical department at King's College Hospital and Guy's and St Thomas' Hospitals where there are approximately 30 clinical staff. We hold monthly researcher development meetings, two lively journal clubs (one led by the academic Department and one led jointly with the hospital clinical team), a programme of monthly external speakers, monthly methodological workshops and other ad hoc academic meetings and visitors (e.g. previously there was a seminar on handling missing data) including

Professors Fayers and Kaasa, Drs Dewey and Costantini and visits and seminars by Professor Harvey Chochinov and Dr Sandy Decker.

A multi-professional Masters programme in palliative care and PhD programmes are well established. The multi-professional MSc in Palliative Care is an innovative programme, which was rated as exemplary by the recent national inspections of teaching quality. The course is evidence-based and draws on the research activity of the department, and links with local clinical service. The course has around 25-30 new students each year, who attend full time or part time over 1 or 2 years respectively. The course is taught in 2 week blocks, plus assignments and a research project tutored by members of the Department. Course participants, doctors, nurses and other professionals, are attracted from the UK, Europe, the USA, Asia and many other countries, and often become the future leaders of the field in their own work settings. In addition there are 6 PhD students in the Department.

The Department currently occupies upgraded accommodation in a suite of offices plus coffee area and lecture room, in the Weston Education Centre on the Denmark Hill site of the Medical School, in the same building as the library and main teaching facilities. Its third floor offices afford views across London, including of the London Eye, Big Ben and Canary Wharf.

In 2009 a new Institute of Palliative Care will be realised, bringing together related academic and clinical staff working in palliative care and rehabilitation in even more improved facilities. The new Institute will strengthen the ability to conduct clinical trials and multi-professional funding, as well as being a hub for much of the international leadership in palliative care,

Further information is available on the Department's website, www.kcl.ac.uk/palliative, and in the tri-annual report, which can be downloaded from this site.

The Post

The post offers a unique opportunity in international research over a 2.5 year period to take a lead academic research and project management role in a study utilising a range of multidisciplinary research methods, and to work alongside recognised expert leaders in research across Europe and Africa.

We are seeking an individual with considerable research experience to drive forward a 3-year pan-European collaborative programme of work co-ordinating end-of-life cancer research, with a focus on academic development and harmonisation of best practice and methods in quality of life and outcomes measurement. This is an excellent opportunity for a well-organised reliable researcher who works well to deadlines, and works well with others, to take a leading role in this exciting new European Community (EC) funded project. The successful applicant will contribute to a number of Work Packages (or work streams) focusing on advanced cancer, and co-ordinate activities related to this project among leading international academics in the field of palliative care research in 9 countries (8 European countries plus an African setting).

The focus of the project is on improving end-of-life cancer measurement research among leading European research institutions. The post holder will be responsible for both giving research input and co-ordination through both academic and management tasks. The post holder will input into the Work Packages that are measuring, appraising and moving forward the science and delivery of end-of-life outcomes measurement. S/he will also ensure that all milestones and outputs are achieved in a timely fashion, and that these are integrated and reported appropriately to funders. This will involve integrating the work of

experts across different research methodologies (e.g. surveys, measure validity, and anthropological perspectives) to best inform European research activity to a high scientific standard. The post offers a unique role that requires both academic skills to ensure outputs are high quality and integrated, and people/project management skills to ensure that the multi-centre multi-project goals are delivered. The post holder will collaborate within a number of the work groups led by expert colleagues, namely the large-scale international public surveys, the anthropological reviews and examination of current use of outcome measures in Europe, Africa and beyond.

The individual will be supervised by Dr Richard Harding and Professor Irene J Higginson, and will join a lively multi-professional department with active programmes in research and education, and in staff development. Candidates should have demonstrable research experience, a good understanding of research methods as applied to clinical trials, health services research, cancer care, and/or palliative care, drafting papers for publication, and disseminating findings. The individual must demonstrate experience in co-ordinating research and/or project management. A track record of peer reviewed publication and a PhD are required.

The Project

Under the EC Framework Programme 7, King's College is leading a consortium of experts in end-of-life cancer research in a co-ordinating action: "PRISMA" (*Reflecting the Positive Diversities of European Priorities for Research and Measurement in End of Life Care*).

There is little coordination in undertaking research in end of life cancer care. This is due to lack of agreement on what constitutes "end of life" cancer care, paucity of information on public or clinical priorities for achieving a "good death" in a culturally diverse Europe, few appropriate measures of quality, and a lack of established best practice. "PRISMA" aims to deliver an integrated programme to coordinate research priorities and practice. The work packages will undertake actions to identify cultural differences in end of life care, establish a collaborative research agenda informed by public and clinical priorities, and draw together best practice and resources for quality measurement. The Palliative Outcome Scale (POS) and Support Team Assessment Schedule (STAS) are multidimensional tools that measure the physical, psychological, spiritual and information needs of patients and families at the end of life. It has been culturally adapted in 20 EU countries and widely used by over 100 services to evaluate and improve quality of care. However, there have been no opportunities to share practice, identify shared and country-specific domains, and coordinate to improve research across Europe. By co-ordinating tool use, "PRISMA" will offer a model to optimise end of life care research and measurement and identify both commonalities and differences in the evaluation of quality indicators for cancer patients and their families across Europe. Incorporating wide public/clinical consultation with the coordination of POS use into this programme will advance scientifically sound practice while taking account of cultural difference and public expectations. Through integrated action, we will exchange experience, shape best practice, and plan future collaboration through identification of priorities. This will enable research to harmonise and reflect the diversity and the needs of European citizens and clinicians. Support for the tools ensures that direct impact is felt between research and daily clinical practice.

The project objectives are to:

1. develop collaboration on culture and end of life care across different countries in Europe, exploring and mapping differences in priorities and evidence

2. study and compare the nature and conduct of research into end of life care in cancer across Europe and to compare these with clinical and public priorities
3. map and harmonise approaches and experiences in end of life cancer care measurement and quality indicators
4. develop online resources to support and enhance Pan-European measurement and research in end of life care for cancer patients
5. foster and facilitate a long-lasting European Collaborative in end of life cancer care research.

The project is organised into a number of “Work Packages”, each of which is led by an EC expert partner with collaboration across a number of countries, and their combined outputs will meet the project objectives.

A number of the work packages will be determining and exploring questions to develop evidence to inform fruitful and scientifically valid co-ordination:

- Work Package 1 will form an expert collaborative of anthropologists (led from Barcelona) and identify best evidence and theoretical approaches to generate a cultural underpinning for the entire project.
- Work Package 2 (led by KCL) will conduct large-scale surveys across 8 countries to identify the preferences for end-of-life care for European citizens.
- Work Package 3 (led by Norway) will identify the clinical research priorities of active researchers across Europe.
- Work Package 4 (led from Germany) will survey researchers across Europe and Africa to identify and describe best in the use of outcome tools.
- Work Package 5 (led from Portugal) will lead analysis and tool validation for the measurement of symptoms.
- Work Package 6 (led from the Netherlands) will carry out research into the conduct and analysis of research in nursing homes.
- Work Package 7 (led from KCL) is the management of the project and collaborative.
- Work Package 8 (led from Belgium) is a final, public conference to share findings and recommendations and to carry further the established research agenda with new European partners.

The post holder will have a unique and exciting opportunity to both be involved in work packages (namely the anthropology, public international surveys and measurement practice review) and to work internationally with leading researchers and to manage and co-ordinate the partners and the science.

JOB DESCRIPTION

Post Title	Research Fellow
Department/Division	Department of Palliative Care, Policy and Rehabilitation, Division of Cancer Studies
Grade	7
Responsible to	Professor Irene J Higginson
Reports to	Dr Richard Harding

Main appointment site

The post will be based initially at the Denmark Hill campus; however, it is a requirement of employment that the post holder be prepared to work at any additional or different location owned or served by the College either on an on-going or temporary basis after due consultation. The post holder will be expected to attend international project meetings.

Overall purpose of the job / Key results areas

The purpose of this post is to provide an academic role with international research leaders in a number of work packages, and to provide project management and co-ordination for the entire 8-country EC study. These work packages will benefit from the postholder's research input in terms of large-scale international surveys, anthropology, and evidence/proactive reviews in measurement tool use. Further, a key academic task will be to bring together the international experts and their scientific output in each work package and to integrate the analysis of each to provide a coherent multi-methods and multidisciplinary final report, conference and ongoing international collaborative.

Main duties and responsibilities

1. To provide academic input and work as a research partner in specified Work Package to meet their aims and objectives, including protocol design and methods, data collection, analysis and reporting. These Work Packages will focus on international survey methods (WP1, WP4), and evidence reviewing (WP1 and WP4). There is scope for the post holder to negotiate a focus on areas of specific interest within PRISMA.
2. To provide a lead co-ordination role between project partners, and ensure all are informed of activity and responsibilities
3. Act as a main contact point for the PRISMA project at King's College London
4. To conduct literature searches and reviews to service Work Packages
5. Develop protocols and strategies for ensuring that findings and outputs from Work Packages are properly integrated
6. Keep up to date in developments in the field of end of life cancer care measurement, share this information with colleagues and managers, and facilitate best scientific methods for Work Packages.

7. To monitor Work Package activities and outputs in line with the project Description of Work
8. Create and maintain comprehensive databases on all partner activities and outputs, and disseminate both internally and externally
9. To ensure all activities are delivered to the specified timetable and description of work
10. To ensure that all project reporting is completed and submitted in a timely manner in line with EC and KCL requirements
11. To undertake ad hoc analysis for work packages as required, both qualitative and quantitative
12. Draft reports to partners and funders
13. To undertake data integration between partners and to draft the final report.
14. Lead the organisation of, and attend, international project meetings
15. Provide academic and input and support to Work Packages as necessary under the direction of Dr Harding and/or Professor Higginson.
16. Maintain accurate databases on activity against milestones and reporting
17. Liaise closely with all international partners across the Programme
18. Prepare and provide reports to the Project Management Group
19. Prepare and provide reports to the Project Scientific Committee
20. Co-ordinate dissemination activities including the Project Website and Publications
21. Provide any appropriate administrative support needed for the project as requested.
22. Represent the project and departmental activities at meetings and feedback as requested and appropriate.
23. Work flexibly and in collaboration with staff in King's and other relevant organizations, involved in the projects.
24. Maintain strict confidentiality of any patient / family / staff information and work within the terms of the Data Protection Act.
25. Actively participate in departmental staff meetings, researchers' seminars, journal clubs and other development, appraisal and team building exercises and the general administrative duties within the department, taking items to the agenda where appropriate.
26. Contribute to the teaching programme, in tutoring 3-4 MSc students, lecturing and examining.
27. To undertake other literature reviews and searches, and collaboration on other projects as appropriate and consistent with the Department's development needs.
28. Any other duties consistent with the grade of the post, as agreed with Dr Harding & Professor Higginson. This may include undertaking ad hoc reports and representing the project at meetings or conferences.

Disclosure

This vacancy has been defined as a 'position of trust' and is therefore exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of how old a conviction may be and the successful candidate will be required to apply for a standard (or enhanced) Disclosure (a criminal records check) from the Criminal Records Bureau.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and where this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work and the circumstances and background to the offence(s). The same procedure will be followed for College staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at www.disclosure.gov.uk. Copies of the CRB's Code of Practice and the College's Recruitment Policy for posts requiring Disclosure are available on request.

Special requirements

The post holder will be expected to work flexibly and attend meetings internationally, to attend calls that are timed for international attendance, and to work flexibly to meet the timelines, milestones and reporting periods of the project.

General

All staff are expected to:

- positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the College Equal Opportunities Policy
- help to maintain a safe working environment by:
 - attending training in basic and specialist health and safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - following local codes of safe working practices and the College Health and Safety Policy.
- undertake such other duties within the scope of the post as may be requested by their head of department.

Please note

This job description reflects the core activities of the role and as the College and the post holder develops there will inevitably be changes in the emphasis of duties. It is expected that the post holder will recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the Head of Department and the post holder. The Human Resource Services Department should then be consulted as to the implications of the proposed changes.

PERSON SPECIFICATION

Criteria	Essential	Desirable
<i>Education, qualifications & training</i>		
PhD in a health-related subject	■	
MSc in a health-related subject		■
<i>Knowledge and Skills</i>		
Understanding of science of measurement tools and properties	■	
Report writing	■	
Web authoring		■
Evidence of searching, obtaining and reviewing literature	■	
Understanding of the issues in end-of-life cancer research		■
Ability to work to deadlines	■	
Excellent presentation and written and oral communication skills	■	
Able to grasp new information and learn new skills quickly	■	
Design and use of databases	■	
Extensive experience of multiple research methodologies and study designs	■	
<i>Previous experience</i>		
Use of health-related quality of life/outcome measures	■	
Use of quality of life/outcome measures in advanced disease		■
Successful project co-ordination	■	
Conducting research in health/social care	■	
Evidence of conducting research in cancer care		■
Evidence of conducting research in palliative/end-of-life care		■
Authorship on peer-reviewed publications	■	
Successful project management		■
Working on multi-centre projects		■
Report drafting	■	
Successfully organising meetings	■	
Supervision of staff		■
Teaching experience at degree level		■
Ability to co-ordinate groups of individuals/institutions	■	
Use of statistical software to analyse data	■	
Use of software to analyse qualitative data		■
Previous success in attracting research funding		■

<i>Personal characteristics</i>		
Flexibility	■	
Ability to work independently	■	
Respect of other members of the department, College and partners	■	
Able to inspire and motivate others	■	
Commitment to high quality research and teaching	■	
Commitment to objectives of palliative care	■	
Adherence to college policies on discrimination and equal opportunities	■	
<i>Other requirements</i>		
Able to travel abroad	■	
Knowledge of more than one European Community Language	■	
CRB clearance by KCL to work with patients, families and patient/family data	■	

SUMMARY OF TERMS AND CONDITIONS OF SERVICE

This appointment is made under the King's College London Terms and Conditions of Service for non academic staff. A copy of which is available from the Human Resource Services Department on request.

Period of appointment	Fixed-term 3 years
Probation	Six months
Salary	£35,858 - £38,019 plus £2,323 London allowance per annum
Annual leave	27 working days

Staff are entitled to four additional closure days. Notification as to how these days are taken is circulated at the start of the academic year.

Superannuation

This appointment is superannuable under the USS pension scheme, the employee's contribution normally being 6.35 % of salary.

Staff already superannuated under the NHS Superannuation Scheme may opt to remain in that scheme provided an application to do so is received by the NHS scheme trustees within three months of appointment to KCL. Alternatively staff may opt to participate in SERPS or take out a personal pension. Please note that the College does not provide an employer's contribution towards a private pension plan.

NB - NHS Superannuation Scheme: Medical Schools are classed as "Direction Employers" and some benefits of the NHS Scheme are not available to Direction members.

For further information please contact Mr R Bywaters, Payroll & Pension Manager, King's College London, James Clerk Maxwell Building, 57 Waterloo Road, London SE1 8WA.

Medical

This appointment may be subject to Occupational Health clearance. Should you be offered this post you may be sent an Occupational Health Questionnaire along with your contract of employment. When the Occupational Health Department have evaluated your questionnaire and declared that you are fit for appointment, your appointment will be formally confirmed.

Confidentiality

In the course of your work you may have access to personal or confidential information which must not be disclosed or made available to any other person unless in the performance of your duties or with specific permission from your Head of School/Department/Division. (In particular if your work involves the handling of clinical samples and/or patient data, NHS policies for the maintenance of security and confidentiality of NHS systems and data must be observed.) Breaches in confidentiality may lead to disciplinary action.

Training and Education

King's College London recognises the importance of training in achieving its objective of pursuing excellence in teaching, research and clinical practice through the activities of its staff. We are committed to providing training for all members of staff so that they can perform their jobs effectively and offering them opportunities for further development. Most of training and development will occur "on the job" but formal training opportunities are also available from the College's internal training and development services and through external organisations.

No Smoking Policy

King's College London is committed to maintaining a healthy environment for staff, students and visitors. Therefore, please note that smoking is not permitted in any of the College buildings or in College vehicles. Smoking is also not permitted immediately outside the entrances to College buildings or near to windows and air intake units. Staff working at associated NHS trust sites or other premises should adhere to whatever policy is in place at these locations.

For a full copy of the College policy please visit:

<http://www.kcl.ac.uk/content/1/c4/63/43/SmokingPolicyv2.doc>