



HIGHER LEVEL ADVANCED CLINICAL PRACTITIONER INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

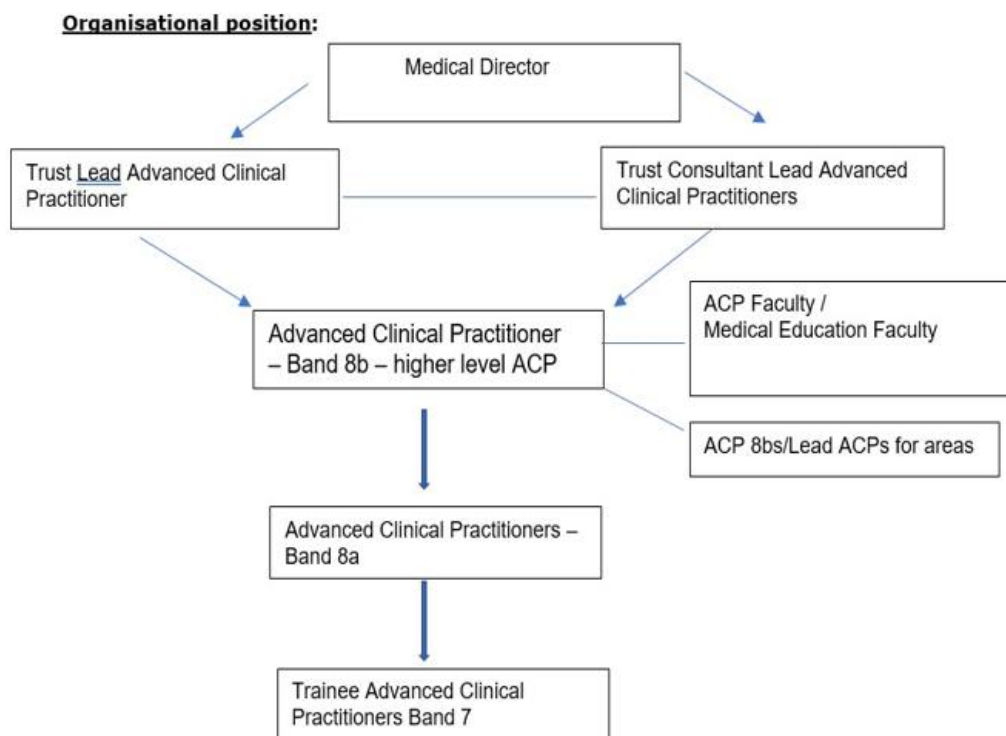
Job Title	Higher Level Advanced Clinical Practitioner
Band	8b
Directorate	Surgery
Accountable to	Operations Manager for Surgery/
DBS Required?	Enhanced

JOB OVERVIEW

The post holder is required to deliver an advanced level of clinical practice within the field of Surgery within the Trust. The Higher-level ACP will have extensive clinical knowledge and experience in addition to completing a master's in advanced clinical Practice, Non-Medical Prescribing qualification and meeting all the requirements of the higher-level role. They will work at this level in a clinical capacity as part of the medical workforce in their specified clinical area. They will act as a role model and clinical supervisor to their junior colleagues promoting clinical effectiveness in care. The Higher-level post holder will work closely with all members of the multidisciplinary team and will play an integral role in assisting in the operational/strategic development of the service, promoting and facilitating evidence-based practice, clinical audit and research in conjunction with the Lead ACP for the Trust and Consultant Lead of the service. The post holder will work collaboratively with other health care professionals and disciplines and provide leadership and education to others including the development of trainee ACPs, junior colleagues, medical students and foundation year medical staff. The post holder will work as an advanced practitioner on behalf of the responsible Consultant within a defined clinical area, delivering all aspects of management

and care to a wide range of patients with varying needs. The ACP's reporting lines will be within surgery, however, will work alongside and support the education and development of both nursing and medical colleagues within the clinical departments where they are assigned. The higher-level ACP will practice in partnership with the multidisciplinary team under working on behalf of the Department-named Consultant, however their clinical decision making and clinical level of patient management will reflect that of a middle grade doctor, having the clinical ability to work on a doctor rota if required.

ORGANISATIONAL POSITION CHART



MAIN DUTIES AND RESPONSIBILITIES

The higher-level ACP will have highly developed specialist knowledge relating to their clinical area of practice, which is underpinned by theory and clinical experience.

The ACP will have obtained a full master's in advanced clinical Practice and in addition have developed a breadth and depth of clinical acumen in their clinical area of specialty and be able to see a wide breadth of clinical presentations carrying out relevant clinical procedures, interventions and diagnostics to assist in diagnosis and management of the patients in their care.

For example, in the area of Surgery the higher-level ACP will be expected to have developed a strong clinical acumen in the assessment of acutely unwell general surgical referrals from both primary care and the Emergency Department. They should have the skills and breadth of knowledge to undertake a thorough assessment, make a diagnosis and initiate treatment. This would include for patients referred from resus. They should have the experience of being able to act independently.

In addition to a full master's in advanced clinical Practice and evidence of completing an advanced clinical curriculum the ACP will have obtained the following advanced clinical skill set relevant to their clinical area of practice:

- Advanced Life Support
- Completion of Radiology Competencies including in house training program, completion and passed radiology exam, IRMER certification, Radiology OSCE.
- Authorisation of Blood Products course, completion of non-medical authorization blood products competencies
- EPALS (where clinically applicable)
- European Trauma Course (where clinically applicable)
- Advanced clinical procedures including but not limited to: catheterization, arterial blood sampling, basic suturing, cannulation
- Completion of NMP course and evidence of competently prescribing medications independently with a wide scope/breadth of practice of practice in line with Trust NMP policy.
- Evidence of service development within their clinical areas
- Evidence of teaching junior medical colleagues, medical students, trainee ACPs
- Evidence of audit and simple research within the clinical specialty
- Presenting at local, regional and national conferences or actively part of a regional group promoting Advanced Clinical Practice.

RESPONSIBILITY FOR PATIENT CARE

The higher-level ACP will have a high-level clinical acumen in their clinical area of practice and have met all advanced clinical competencies relevant to their area of practice. They will be able to independently assess, diagnose, and initiate treatment plans with a wide breadth of clinical presentations relevant to their specialized area, which include patients presenting with undiagnosed and diagnosed conditions. The ACP will practice within their area of clinical competence assessing, accessing diagnostics and interpreting those results to formulate a clinical management plan, they will require senior input for complex cases only. While the overall clinical responsibility for patient care lies with the Consultant named for patient, the higher-level ACP will act on behalf of the Consultant assessing, accessing diagnostics and interpreting findings formulating treatment plans for patients

The higher-level ACP will be able to act on highly complex facts or situations requiring analysis, interpretation and comparison of a range of options and is able to make clinical judgments, even when conflicting views are present.

An example of this in practice is: A higher-level ACP would be able to clinically manage a complex clinical case which is multi-dimensional; the patient may present with sepsis but also have underlying conditions such as heart failure and chronic kidney disease and diabetes which need to be considered and managed in the diagnostic and clinical management plan. The higher-level ACP will have the clinical acumen to deal with a complex clinical situation such as this and is able to analyse, interpret and make a clinical judgment based on the complexity of the case, considering the range of options for treatment, monitoring and diagnostics and the implications for each of these for the patient and their presenting complaint.

Is able to carry out complex diagnostic procedures and able to interpret and act on the results of the diagnostic findings.

Example 1: the higher-level ACP should be able to assess patients presenting with a suspected diagnosis of peritonitis and should be able to arrange appropriate investigations and initiate management. They should be able to recognize a sick or deteriorating patient, resuscitate and stabilize that patient and understand when to escalate to other specialties or the consultant.

Example 2: The higher-level ACP should be able to manage a patient with bowel obstruction, they should be able to assess and access appropriate diagnostics, interpret the clinical findings and initiate treatment. In addition, they should be able to decide when surgical intervention is necessary and communicate that appropriately with senior surgical staff and the patient.

ORGANISATIONAL

The higher-level ACP will have an integral role in organising, developing and teaching on the ACP program and will assist the Lead ACP and Consultant Lead in the delivery of the strategic development and educational component of the ACP workforce at the Trust.

The higher-level ACP will take a formal role as an Educational and/or Clinical supervision of trainee ACPs within their clinical area.

In addition to managing their own workload they will support junior colleagues, trainees and junior surgical staff to manage their workload.

In conjunction with the Lead ACP/ Consultant ACP lead propose policy or service changes, with impact beyond own area / supporting implementation and development of service, development of protocols and policies within their specialist area that may impact on other services using NICE guidelines and interpreting into policy for the Trust.

An example: A higher level ACP conducts an audit in practice of the care patients receive when presenting to the Trust with head injury, the audit is conducted using NICE guidelines as a bench mark, the outcome shows some deficiencies within the standards currently patients are receiving, the ACP works across boundaries and with stakeholders to implement change in practice and introduce a new policy/ patient pathway to improve clinical standards and outcomes for patients.

Responsible on a shift-by-shift basis for the management of all acute emergency /surgical patients within the Trust in conjunction with a Consultant/Specialist Registrar and patients within remit of afterhours role. Demonstrate effective multidisciplinary team working and acknowledge the role of individual team members ensuring that expertise is seen as a resource within the team and the Trust.

Actively involve service users in providing feedback on their experience of the current service and suggestions for improvement.

Assist the Clinical Leads of the service to develop robust governance systems by contributing to improving practice and healthcare outcomes so that they are consistent with national and international standards through initiating facilitating and strive leading change for the ACP team, organisation and system levels.

SYSTEMS AND EQUIPMENT

Responsible for the safe use of equipment

Work at all times with due regard for the finite resources of the department.

Assist on the introduction of innovative cost saving efficiencies within the ACP role and be proactive in the identification of efficiency savings within the department and across the emergency care pathway/or area of clinical specialty.

RISK MANAGEMENT

Contribute to clinical risk management.

Complete documentation and gather evidence relevant to clinical risk management.

Anticipate, recognise and prevent situations that may be detrimental to self and the health and wellbeing of patients or staff.

Adhere to and participate in the implementation of recommendations and guidelines related to health & safety at work, Control of Substances Hazardous to Health legislation and control of infection procedures. Implement actions to be taken in the event of an emergency.

Demonstrate correct moving and handling procedures following Trust protocols and guidelines.

Adhere to Trust and locally agreed policies, guideline and protocols.

Promote, lead and actively contribute to clinical governance within their clinical department and wider ACP team.

EDUCATION, TRAINING AND PERSONAL DEVELOPMENT

The ACP will be responsible for the clinical supervision and of trainee/ junior ACPs and will act as a clinical resource, clinical mentor and educational supervisor in practice.

Be responsible for the co-ordination of the ACP teaching program and the development of in-house training for the ACP program. The ACP in this role will actively teach and co-ordinate teaching programs relevant to the ACP role and in addition teach within their specialty area and across clinical boundaries to other ACPs, medical students, junior doctors and nursing roles.

Undertake work based and University assessments with Trainee ACPs and junior colleagues.

Undertake all statutory and mandatory training as required by the Trust.

Undertake continuous professional and clinical development, seeking opportunities to develop own knowledge and skills

Keep up to date with IRMER regulations and attend relevant updates.

Deliver multidisciplinary team education and presentations including presenting at local/national conferences

Take a lead role in teaching and supporting junior medical/ non-medical staff, / junior ACPs / student PAs and medics as appropriate in the clinical setting.

Keep up to date with specialist clinical knowledge, attending education and training provided by the Trust and relevant external courses and conferences relevant to your clinical area.

Maintain Advanced Clinical Life Support qualification/ Paediatric Life support

Maintain, advance and develop personal theoretical knowledge, high standards of clinical competence and professional development through self- education.

Maintain your own professional portfolio.

Lead and work in conjunction with senior colleagues in developing initiatives on ACP staff development and training programs for the service.

Responsible for the development of junior ACPs/trainees in addition to junior members of the team

Work in collaboration with others to plan and deliver interventions to meet the learning and development needs of own and other professions.

RESEARCH AND AUDIT

The higher-level ACP will take an active part in research and clinical audit within their clinical area. Not only will the higher-level ACP carry out independent audits in relation to the ACP role they will actively partake in the audit process for the surgical directorate and be responsible for collating and disseminating their findings to the wider Trust and present at Clinical Governance meetings for their area.

Assist in data collection for specific local and multi-center research projects.

Work with the Consultant Lead and Lead ACP on the development of multidisciplinary research and clinical audit

Aid the Lead ACP/ Consultant Lead to conduct and commission research in a specialist area

Critically appraise and synthesis the outcomes of relevant research, evaluations and audits and apply the information to improve practice.

Participate in and contribute to any regional and national research to evaluate the effectiveness of care strategies related to patient experience.

Work across professional, organisational and system boundaries and proactively develop and sustain new partnerships and networks to influence and improve health, outcomes and healthcare delivery systems.

Participate in audit, clinical governance and other clinical meetings where the outcomes and recommendations have the potential to improve the quality of care, give case presentations as required.

Assist on specific audit cycles to enhance the quality of clinical nursing and medical practice.

Be aware of the results of mandatory audits, amend your own practice where necessary and support/identify areas of own clinical practice that require audit.

Devise audit tools, analyse data, write reports and present findings to the multidisciplinary team. Complete audit cycle by implementing change in emergency/acute medicine department practice as required and re-auditing.

DESCISIONS, JUDGEMENT AND FREEDOM TO ACT

The higher-level ACP will have the freedom to act within their own area of clinical competency and area of practice. They will be able to independently manage a patient on behalf of the named Consultant, be able to establish and initiate diagnostics and investigations, interpreting and acting on the results, using their own initiative and discretion to ensure patients receive timely intervention and access to treatment, seeking advice as necessary. While the overall care is overseen by the Surgical Consultant, the ACP at this level will be able to independently act and initiate treatment, investigations and change management plans to ensure patients receive timely care and treatment to the level expected of a middle grade doctor.

COMMUNICATION AND RELATIONSHIPS

The higher-level ACP needs to provide and receive highly complex, highly sensitive information and have developed persuasive, motivational, negotiating and empathetic skills in their practice.

This includes:

Discussing highly complex medical issues appropriately with parents/carers using language that aids understanding, acting appropriately on questions and giving information to the patient and family to assist with their understanding. This includes patients who have been given bad news, assisting/ responding to complaints, obtaining informal consent and formal consent prior to a procedure.

An example: A patient is admitted with chest pain and a pneumothorax is identified. A chest drain is recommended. The patient has no understanding why this is needed, is needle phobic and needs to be formally consented for this procedure prior to undertaking. The ACP at this level would need to have developed a high level of communication skills and clinical acumen to be able to ensure the patient is given all the information to make an informed decision as to whether they will consent to the procedure. Therefore, negotiating sensitively with parents/carers for the welfare of the patient and where there may be barriers to understanding through fear, anxiety or lack of knowledge, language difficulties or religious beliefs.

The higher-level ACP is able to effectively communicate with ACP team members, nurses, doctors and other health professionals when discussing emotive, ethical and difficult issues at both personal and professional levels.

Discuss implications of care options with patients and carers to enable them to make informed decisions using assertiveness, tact, diplomacy and compassion.

Initiate and maintain effective communications with members of the multidisciplinary team to promote the welfare and safety of patients and carers, in accordance with The Child and Adult Safeguarding Trust policy. Recognise when own and other's behavior is not acceptable and initiate appropriate action.

Provide constructive feedback to others within the peer group and multidisciplinary team.

Have high-level communication skills and contribute to the wider development of those working in the area of clinical practice by publishing and demonstrating work through presentation at conference and/or articles in professional press.

In conjunction with the Lead ACP/ Consultant ACP Lead engage stakeholders and use high level negotiating and influencing skills to develop and improve practice for service development and clinical practice.

PHYSICAL, MENTAL, EMOTIONAL DEMANDS OF THE JOB

The ability to use and manipulate tools and equipment during episodes of patient care
e.g. suturing/cannulation/lumbar puncture'

The ability to move, position and re-position patients to facilitate the undertaking of clinical procedures and to ensure patient comfort.

Frequent exposure to stressful and extremely unpredictable workloads due to the emergency / acute nature of the service.

Frequent need for a high degree of concentration for long periods of time when undertaking intricate clinical procedures.

Frequent exposure to working with patients who are terminally ill and their families. The higher-level ACP will be frequently exposed to the delivery of bad news, difficult and distressing conversations with patients and families. The role will also entail the emotional support of junior colleagues and support of those who are not meeting the clinical and academic requirements needed for the role.

The higher level will require highly developed physical skills to perform highly dexterous interventions with a high degree of accuracy including but not limited to:

IV cannulation, phlebotomy, insertion of catheters, arterial blood gas sampling, suturing, drain insertion and removal, cardiac arrest management including administration of IV medications, Naso Gastric tube insertion.

Direct contact on a daily basis with blood, vomit, excreta and other bodily fluids. Occasional contact with foul linen.

Frequent exposure to aggressive physical/verbal behavior.

COMPETENCE

The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

The post holder is required to participate in the Trust appraisal process for ACPs and work towards meeting identified development needs.

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

NON-MEDICAL PRESCRIBING

To undertake the role of Nurse/Physiotherapist/Paramedic/ Pharmacy Independent Prescriber with the Advanced Clinical Practitioner role and in line with Trust Policy, professional regulatory and National guidance the prescriber must:

Maintain competency in prescribing according to level of prescribing qualification and participate in regular continuing professional development of this role.

To prescribe in accordance to the Trusts Medicines code, its Trusts Non-Medical Prescribing policy and other National and Local Prescribing guidance.

To prescribe within the limits of their individual competence and approved Scope of Practice /Formulary.

The post holder may be required to perform other duties on an occasional basis which as commensurate with the band and agreed by the post holder and line manager.

This job description can only be altered with the approval of the post holder and line manager

The above job description is a summary of the main responsibilities of the potholder, and not an exhaustive list of duties to be undertaken.

PROFESSIONAL STANDARDS

To conduct oneself in a manner perceived by others as constructive.

To adhere to all local, national and NMC/ HCPC guidelines in relation to professional standards.

To report appropriately any observed lapses in professional conduct to the Ward/ department Manager, in line with local and NMC /HCPC guidelines.

Takes a role in enhancing nursing and medical practice through actively promoting and demonstrating evidence-based best clinical practice.

Models' excellence in clinical practice and demonstrates professional behavior.

Works at all times within the Nursing and Midwifery Council Code of Professional Conduct and Scope of Professional Practice or HCPC/GPC regulating body and maintains registration.

Act as a specialist resource and support for other junior staff.

Maintain a high standard of clinical competence and professional development through self-education, identifying clinical areas of growth and development and engaging with learning opportunities. Facilitate and be proactive regarding regular evaluation of their practice with their designated Clinical Supervisor, using reflective practice, ensuring up to date clinical knowledge which is reflected in their clinical work and level of decision making.

Contribute to peer review and supervisory processes.

Undertake joint appraisals of trainee ACP and junior ACP team members. Attend, Lead and positively contribute to team meetings.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Registered professional with no restrictions on practice. NMC/HCPC MSc Advanced Clinical Practice or equivalent Evidence of completion of a robust clinical curriculum relevant to specialist field. Registered Independent Non-Medical Prescriber Up to date ALS qualification/ EPALS where relevant to area Up to date IR(ME)R certification and evidence of ability to interpret and act on imaging requested Completion of Higher-level Capabilities relevant to clinical area 	<ul style="list-style-type: none"> Study at level 8 Teaching /leadership qualification Post graduate qualification relevant to clinical specialty Educational Supervisors qualification/course

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Extensive post registration experience within an ACP role, of which needs to be evidenced by significant clinical experience within Acute/ Emergency/ General Medicine at Band 8a level or above (or equivalent) Evidence of extensive professional/clinical knowledge in Acute/Emergency/General Medicine. Supplemented by specialist clinical training and CPD Evidence of management/leadership skills and autonomous practice Evidence of leading audit programmes/research within practice and can apply research methodology Experience in teaching specialist skills and knowledge Evidence of service development and practical contributions to the development of the specific service within the last 2 years. Highly developed organisational and negotiation skills Effective communicator in complex situations Highly self-motivated, capable of lateral 	<ul style="list-style-type: none"> Research publication

thinking and able to successfully initiate, manage and sustain change	
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SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Evidence of advanced skills in history taking and physical examination skills and ability to formulate safe and effective management plans for patients presenting with complex needs. • Highly developed communication skills. Is able to deliver a high standard of oral and written communication skills and confidence to discuss patient management with others in the MDT • Ability to assess, diagnose and action under pressurised environments • Demonstrates expertise in complex decision making. • Ability to provide strong inspirational leadership • Ability to support staff development and empowerment • Ability to influence service changes and standard setting 	<ul style="list-style-type: none"> • Able to deliver coaching/facilitation skills

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g. moving patients over 15 kilos with mechanical aids • Frequent concentration on patient assessment and responding to frequent changing needs in the clinical area • Flexible and adaptable in changing environments, with a positive attitude to work • Consistently demonstrates Trust Values • The post holder will at times be exposed to distressing and emotional circumstances. (Dealing with patients/relatives with serious and illness and end of life conditions) • Some exposure to unpleasant working conditions (aggressive behaviour of patients, relatives and carers). Daily exposure to blood and body fluid. 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local

policies and departmental health and safety rules are adhered to; and

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

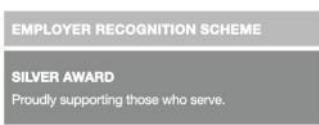
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



Proud to have signed
The Pregnancy
Loss Pledge





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital