



SENIOR ASSISTANT TECHNICAL OFFICER – CARDIO-RESPIRATORY

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	Senior Assistant Technical Officer
Band	3
Directorate	Service Delivery Directorate
Accountable to	Senior Cardiac/respiratory Physiologists and Cardio-respiratory Manager
DBS Required?	Enhanced

JOB PURPOSE

The post holder will have to work within established local and national guidelines in the areas listed below. They will be expected to be able to work independently and as part of the wider Team

MAIN RESPONSIBILITIES

- Records resting electrocardiographs (ECGs) to National Standards.
- Performs, and downloads results for spirometry investigations to National Standards.
- Fits ambulatory blood pressure and long term ECG monitors and downloads the results onto specific computer software.
- Fits and downloads polysomnography and overnight oximetry, downloading results onto specific computer software.
- Processes all tests results promptly and accurately.
- Assists with preparation of CPET patients.
- Assists with preparation and performing Exercise ECGs.
- Formal qualification in Spirometry (ARTP) and Certificate in ECG (SCST) will be encouraged.
- Liaise with other clinical/non-clinical staff within and outside of the department to ensure results are appropriately and accurately processed.
- Prepares and maintains clinical areas.
- Be responsible for ensuring that all equipment is maintained, clean and safe to use.
- Report any damaged or faulty equipment to the Medical Physics Department for repair/replacement.
- To maintain statutory training at regular intervals.

This job profile is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. There will be other duties which may from time to time become necessary as the department grows in its spectrum of activities.

Support the Departmental A&C with the following duties:
- Maintaining stock levels and ordering where necessary of office items such as stationary, and clinical disposable items from NHS Central Stores.
- To carry out administration duties and clerical support as required for the day to day running of the department. Including using Sema Helix and Cris to record and process patient attendance.

PROFESSIONAL RESPONSIBILITIES

- Be responsible for ensuring that all departmental work is carried out to the relevant professional and quality standards.
- Be responsible for ensuring that all equipment is maintained and safe to use.
- To act continually and knowledgeably in the interests of Shrewsbury and Telford Hospital NHS Trust in accordance with the policies laid down including Health and Safety at Work, Personnel procedures and precautions against fire.
- Maintain a professional appearance in line with the Trust dress code
- Uphold the Trust's values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence.
- Maintain professional and courteous working relationships with staff and respect the equality

and diversity of each and every person he/she comes into contact with in the course of his/her business.

- Uphold the privacy and dignity of the patient and respect the equality of patients at all time.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

Terms and conditions of service - Agenda for Change

GENERAL

Successful candidates will be employed on the designated organisation's Terms and Conditions of Service. A full copy of all Terms and Conditions may be obtained from the Human Resources Department and will include a requirement to participate in an annual joint review and work towards the Knowledge and Skills Framework (KSF) requirements of the post. This is a competency framework that describes the knowledge and skills necessary in order to deliver a quality service.

All employees are required to adhere to all relevant healthcare employer Policies and Procedures including Health and Safety, No Smoking and Alcohol and Equal Opportunities Policies.

Health, safety and risk

All designated organisation employees are required to comply with relevant Health and Safety legislation and the designated organisation Health and Safety Policies. In accordance with sections 7 and 8 of the Health and Safety at Work Act 1974 employees must

- Take reasonable care of their own and others health and safety whilst at work.
- Co-operate with their employer to enable the employer to comply with the Act.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Confidentiality

Personal information relating to patients and staff is confidential and must be treated as such at all times. It is a condition of your employment that you will not use, misuse or disclose any confidential information obtained during the course of your employment (except where such disclosure and/or use is authorised by the designated organisation). Contravention of this condition will be regarded as a serious disciplinary matter. In the case of computerised information, contravention could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998 and the Caldicott Guardianship of patient information and may also lead to disciplinary action.

Conflict of interest

The designated organisation is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family and friends. The designated organisation standing orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

Equality and diversity

All staff have a personal responsibility to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. As trainees you are responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for any one who you may be working with. You will be made aware of your responsibilities for promoting equality of opportunity throughout your training and you will be expected to ensure the philosophy and best practice for 'Improving Working Lives' are adopted and openly discussed.

Working time directive

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week, i.e. in a 17 week period no more than 816 hours or 1248 hours in a 26 week period. To work more you must have the authorisation of your manager and you must sign an opt-out agreement that you choose to work more. Should you have more than one job with the designated organisation or have a job with another employer, then the total hours worked in all your jobs should not exceed the average of 48 hours as above. You are therefore required to inform your manager if you continue to work elsewhere and the number of hours you work, or if you take up work elsewhere during your employment with the designated organisation.

NHS pension scheme

Membership of the NHS Pension Scheme is voluntary and is open to any member of staff aged 16 years or over. This is a contributory scheme and both employee and employer pay contributions towards the benefits payable. On commencement of employment, employees are automatically made a member unless they decide not to join and make alternative arrangements. Pension contributions are deducted direct from pay unless the Payroll Department are notified of an individual's intention not to join by the completion of form SD502. Further information on the benefits of the NHS Pension Scheme will be given to new employees on commencement.

Staff benefits

A list of staff benefits is available from the Human Resources Department.



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"> GCSE's grade 9-4 or equivalent in English and maths 	<ul style="list-style-type: none"> GCSE's grade 9-4 in Science or healthcare based vocational qualification.

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Experience in a public facing role Good written and verbal communication skills Organisation, planning, prioritisation and decision making skills Ability to work under pressure and meet deadlines Ability to cope with working in a stressful environment, including emotional or aggressive patients and carers Ability to use own initiative appropriately Good listening skills Relevant IT skills 	<ul style="list-style-type: none"> Experience in healthcare specifically Knowledge of working in a healthcare setting and/or the area of Cardiology/respiratory.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Organisational and time management skills. • Ability to work independently and part of a team. • Will be computer literate. 	<ul style="list-style-type: none"> • Knowledge of patient systems such as SemaHelix and/or Cris.

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Confident, conscientious, empathetic and enthusiastic. • Able to work calmly and effectively under pressure. • Good timekeeping and be able to attend other sites as necessary. 	

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.

HEALTH & 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.

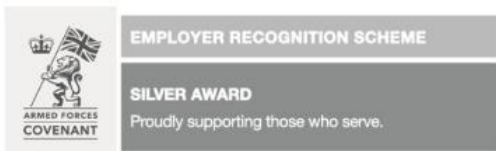
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

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.





The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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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