

# CONSULTANT RADIOGRAPHER IN ACUTE ONCOLOGY WITH AN INTEREST IN UROLOGY RADIOTHERAPY

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

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

|                       |   |
|-----------------------|---|
| <b>Job Title</b>      | <b>Consultant Radiographer in Acute Oncology with an Interest in Urology Radiotherapy</b> |
| <b>Band</b>           | <b>Band 8b (Annex 21 when training)</b>   |
| <b>Directorate</b>    | <b>Clinical Support Services</b>  |
| <b>Accountable to</b> | <b>Radiotherapy Service Manager</b>   |
| <b>DBS Required?</b>  | <b>Yes, Enhanced DBS</b>  |

## JOB OVERVIEW

The post holder will be an independent Consultant Therapy Radiographer for palliative radiotherapy with an interest in urology, registered with the Health and Care Professions Council (HCPC) as a Therapeutic Radiographer accountable for delivering a high-quality service with a high degree of autonomy to the patients in their care. The role will fulfil the four core functions of the Consultant Therapy Radiographer role including expert practice, professional leadership and consultancy, education and training, practice and service development. The post holder will receive new patient referrals, obtain informed consent, identify, interpret and define treatment planning volumes, prescribe radiotherapy, approve complex treatment plans, be a key member of the Multi-Disciplinary Team (MDT) pathway and collect treatment outcomes through the patient pathway until long term follow up for the patients. Provide mentorship and clinical supervision and be involved in research and development, acting as Principal Investigator, is a major responsibility of the role and scheduled into the postholders job plan. Transfer to band 8b will be on successful completion of in-house training, physical assessment and non-medical prescribing courses and

competency sign off.

## **KEY JOB RESPONSIBILITIES**

To practice at an expert level providing expert care for patients undergoing radiotherapy for prostate cancer and palliative indications.

To prescribe within protocols and plan the delivery of radiotherapy treatment which includes plan review, prescribing and treatment plan approval.

To act as an expert resource for patients receiving radiotherapy treatment for prostate cancer and develop a team approach with the Clinical Oncologists and other members of the MDT.

Train other healthcare professionals in relation to the radiotherapy treatment of prostate cancer and the management of its consequences.

To be responsible for providing a specialist service this will include assessing, follow up and prescribing radiotherapy and independent prescribing of medication as required.

The post holder will provide expert professional, clinical and managerial advice to facilitate the management of prostate cancer for other professionals, multidisciplinary groups, patients and their carers. Carry out audit and research in prostate cancer and related areas

The post holder will contribute to the development of prostate cancer and palliative services within the Trust and to the operational and strategic developments and may be required to treat other sites depending on Trust requirement.

Promote the role by publishing innovations and research in journals, and by presenting findings and developments at conference

## **KNOWLEDGE AND SKILLS**

### **Communication and Relationship Skills**

Communicates highly specialist information to patients about their condition. Their communication style will need to be empathetic, provide reassurance to patients and their families when delivering highly sensitive and complex information.

Adapts communication styles where there are barriers to understanding to ensure the patient fully understands the highly complex information about their treatment, will offer verbal and written information to support their understanding throughout their pathway.

Obtains informed consent for patients undergoing radiotherapy

Communicates effectively with all professionals in the MDT

Communicates changes in practice to peers and colleagues with the ability to address highly contentious opinions and effectively use their highly developed interpersonal skills to address concerns to have full co-operation of the wider MDT.

Demonstrates excellent presentation skills delivering specialist information to large groups of professionals, adapting their presentations to those groups that have limited knowledge of radiotherapy.

Communicates proposed service developments for their specialist area through the appropriate governance routes.

Will engage the MDT to practice changes and motivate them to develop the service and improve patient care

### **Knowledge, Training and Experience**

Will have extensive knowledge and experience of oncology and the cancer pathway.

Highly specialist knowledge that has been obtained through a combination of post-graduate studies and clinical experience.

The theoretical knowledge is underpinned at master's level and extensive clinical experience as a Therapy Radiographer.

Expert knowledge in the following: anatomy, physiology, disease progression, treatment volume delineation, consent process, acute and late toxicities.

Demonstrates excellent leadership skills and clinical supervisory role.

Application of evidence-based skills into their daily clinical practice.

BSc (Hons) Therapeutic Radiography or DCR (T).

Evidence of Postgraduate education at master's level.

Knowledge and understanding of the legislation associated with radiotherapy practice for example Ionising Radiation Medical Exposure Regulations (IR(ME)R) and gaining informed consent.

Knowledge of NHS policies and procedures that affect the radiotherapy service.

Knowledge and understanding of the research process and the role of a Principal Investigator.

If hasn't already completed needs to undertake Physical Examination and Non-medical prescribing courses

### **Analytical Skills**

Evaluates each individual patients treatment option by using their expert knowledge to interpret and analyse the clinical facts which may be highly complex to deliver the optimum treatment, this may include considering alternative options beyond existing protocols.

Participates in the Urology MDT and makes clinical decisions regarding patient management.

Participates in peer review and internal audits.

Engages with the cancer network in the comparison and development of new policies and procedures.

Engages with the Society and College of Radiographers (SCoR) national Consultant radiographer forums to share practice, develop and plan local strategies to improve the care to patients.

Disseminates research and evidenced based practice in various forms including publications, presentations, national and international conferences.

Participates in on call activity, being first on-call for cord compressions and SVCO, liaising with surgical departments and the acute oncology team. Consents and treats patients but aware of limitations. Obtains assistance with regards to re-treatment from the appropriate clinical oncologists.

### **Planning and Organisational Skills**

Plans and organises clinical and non-clinical time, with the ability to prioritise tasks with daily departmental and organisational demands.

Will adapt to competing demands prioritising tasks to maintain a safe service.

Plans own self-development continually evaluating own performance and identify key developments.

Identifies areas for service evaluation, audit and technique development in relation to prostate radiotherapy.

Attends the relevant Consultants meetings.

Attends the Divisional Governance and Performance meetings.

Engages with the Clinical Nurse Specialists (CNS) and Living with and Beyond team to ensure late toxicities and treatment outcomes are collected effectively.

Engages with relevant radiotherapy service meetings to share knowledge and practice to develop strategies for the future service.

Engages with consultant oncologists, acute oncology, clinic and CDC nursing staff to treat patients who require palliative radiotherapy, especially for cord compressions/impending cord compression

Engages in on-call activities

### **Physical Skills**

Demonstrates a high level of physical skills including using the IT systems to define accurate treatment volumes with appropriate margins for the treatment site and organs at risk.

The post holder will require excellent hand eye co-ordination to ensure the accuracy of their work which may be required in a short timeframe.

Demonstrates experience and highly developed precision of localisation, treatment planning, treatment delivery and verification, in relation to individual patients.

Continually evaluates their own practice and peer review of site-specific team's treatment volumes, treatment margins and associated volumes.

Will ensure all volumes are provided with high precision and timely to commence treatment in the timeframe defined.

Provides training to relevant professionals in relation to prostate localisation, treatment planning, treatment delivery and verification ensuring they demonstrate the high precision required for the role.



Participates in the evaluation of new tools to improve the accuracy of immobilisation, defining treatment volumes and image verification.

Will engage with system upgrades and promote the developments to their clinical peers.

## **RESPONSIBILITIES**

### **Responsibility for patient/Client Care**

Practices at an expert level providing highly specialist care for radiotherapy to patients with prostate cancer and those undergoing radiotherapy for palliative indications.

Assess, treat and follow up own caseload of patients referred directly from members of MDT

Undertake new patient consultations including interpretation of diagnostic tests and clinical assessment of patients' suitability for treatment, sensitive communication of highly complex information.

Discuss treatment options, including radiotherapy and/or hormone therapy

Discuss clinical trial options with patients where relevant.

Provides highly specialist advice to patients and their families/carers ensuring they are fully informed about the radiotherapy treatment; acute and late side effects prior to obtaining consent.

Implement assessments and treatments according to the patient's clinical needs, utilising advanced clinical reasoning, specialist investigative and highly developed analytical skills and knowledge.

Refer for further diagnostic tests, specialist investigations (e.g. MRI/CT) where appropriate to support disease staging or restaging.

Work in conjunction with the Clinical Oncologist's in providing a seamless service to patients with cancer; referring the patient on to the Oncologists if further advice on other treatment modalities is required.

To provide, receive and deliver present highly complex, sensitive or contentious information to both patients and multi-disciplinary team meetings.

To follow an agreed protocol for prostate treatment.

In compliance with Schedule 2 of the Ionising Radiation (Medical Exposure) Regulations (IR(ME)R, to be entitled by the Employer to act as a referrer, practitioner and operator for radiotherapy.

To prescribe within protocols and plan the delivery of prostate radiotherapy and palliative treatment.

Will engage with the wider MDT and where appropriate make referrals for their patients to other services to ensure the optimum experience for patients during and following their treatment.

Responsible for prescribing of medication including steroids and PPI for patients undergoing radiotherapy +/- chemotherapy.

Prescribe in accordance with the Trust's medicine code, its non-medical prescribing policy and other local and national prescribing guidance as well as prescribing within the limits of their individual competence and approved scope of practice / formulary.

### **Responsibilities for policy and service development**

Will continually update own knowledge and work with the wider cancer pathway to propose updates to current policies or service changes in relation to prostate radiotherapy.

Develops local policies and protocols aligned to the service and equipment available. Will ensure local policies and protocols are up to date in the quality management system.

Engages with future service plans and contributes to business planning to shape the future service.

Will engage with the SCoR national Consultant radiographer forum to inform future strategies and policy for prostate radiotherapy.

Demonstrates excellent leadership skills with a wide range of professionals; can discuss and propose changes to prostate radiotherapy practice which will contribute to the high quality care patients receive.

Engages with the cancer network to develop services across the population.

Will ensure that the development of radiotherapy services is promoted and understood in the department, division and wider Trust.

Provides evidence-based practice to inform local, regional and national policy and protocols for example, chemo-radiation regimes, skincare advice and care.

Participates in clinical audit and implement identified changes ensuring documentation is updated and information cascaded to staff involved.

### **Responsibility for financial and physical resources**

Will use expert knowledge to provide the Radiotherapy Services Manager and Division to ensure appropriate resource provision; for example, any changes in practice that will potentially affect the service activity and income.

To objectively review practice and resource needs or allocation and identify areas for cost savings.

Will discuss and consider the financial implications with the Radiotherapy Services Manager for education and training.

Will engage with research and development considering the income benefits of national and international trials

### **Responsibility for Staff/HR/Leadership/Training**

Provides expert knowledge to a range of professionals including SpR's, Therapy Radiographers and Clinical Scientist.

Will peer review and audit clinical practice for prostate radiotherapy.

Provides mentorship and clinical supervision for those working towards a master's level degree, post-graduate courses or FRCR examinations.

To lead in the planning and implementation of programmes, activities and competency standards in palliative radiotherapy for the education and training of colleagues, multidisciplinary teams and the wider healthcare teams as appropriate.

Will participate in the recruitment and selection of the radiotherapy staff.

Will ensure all healthcare professionals follow the Trusts HR policies and procedures.

Will address concerns of individuals practice with support from appropriate manager.

Will promote and share their own work via posters, presentations and attendance at conferences; nationally and internationally promote and learning culture within the department and Trust.

Engages with the national Consultant Radiographer community and disseminate learning.

Will perform identified individual appraisals, monitor performance and where required act as a panel member in a HR panel process.

Will support the development of the radiotherapy professionals and wider MDT.

Participate in job plan design to fulfil clinical workload, development of peers, self-development and the service to benefit patient care.

### **Responsibilities for information resources**

Will effectively use all the Trust IT systems to ensure all information in relation to the patient's care are considered including all diagnostic tests, patient demographics are correct.

Will effectively use the Radiotherapy Radiation Oncology system (Aria) for accurate referral and consent documentation.

Can analyse complex information and records decisions on patient care effectively in the appropriate IT system for the information concerned (Careflow, Clinical Portal and Aria).

Demonstrates excellent use of IT systems and record keeping, including personal information, CPD, research and clinical details.

Ensure the importance of up-to-date patient records is part of the training and education of the wider MDT.

Consider improvements to the workflow of the radiotherapy patient electronic record with software updates and escalate to the appropriate forum.

### **Responsibilities for Research and Development**

Research and development will be a significant element to the role and will require the post holder to act as a Principal Investigator and be responsible for research in relation to prostate cancer and palliative radiotherapy treatment.

Identify areas of potential research and engage with the Trust's research and development team to implement local and national studies.

Work collaboratively with the wider radiotherapy community to establish research and development in the cancer network, nationally and internationally.

Disseminate ideas and involve the wider MDT in research and development.

Co-ordinates research and development programmes taking the lead for prostate cancer trials, this will involve securing funds to perform the research and potentially increase activity.

To identify and implement measures to ensure quality improvement

### **Freedom to Act**

Lead practitioner in the prostate aspect of the radiotherapy pathway.

Will work autonomously in their area of practice, when required will seek advice from the lead clinician for prostate radiotherapy.

In compliance with Schedule 2 of the Ionising Radiation (Medical Exposure) Regulations (IR(ME)R, to be entitled by the Employer to act as:

- I. A referrer for radical prostate and palliative radiotherapy
- II. A practitioner for the justification of appropriate patient planning CT scans.
- III. An operator for localisation, planning and approval activities
- IV. A practitioner for the justification and authorisation of therapy level radiation doses
- V. A practitioner for the justification and authorisation of rescans Will ensure all Trust policies are followed.

Will develop policies and protocols for the service and ensure they are aligned with national policy.

Will set the standards of practice for prostate radiotherapy.

Will engage with other activities in the service for example, managerial, supervising staff.

Promote and encourage education and development for staff.

Promote the radiotherapy service and integrate with services in the wider Trust and cancer network to provide the highest quality of care.

Will have a clear direction for their workload which will include CPD and reflective practice to ensure they are meeting the standards expected.

### **Physical effort**

A combination of sitting/standing and walking, they will be required to use moderate physical effort for short periods of time which may include the moving and handling of patients.



### **Mental effort**

Work pattern is unpredictable with competing demands as patients, treatment staff and students need support. Radiotherapy is complex and there is a requirement for therapy radiographers to concentrate for a prolonged period. The post holder will need to be able to maintain a set pace of work to ensure clinics run to time with patients receiving all the relevant information for their informed decision. The post holder will need to be alert and be able to maintain concentration for set periods of time, for example applying treatment volumes. They must be able to balance this with interruptions related to their role and adapt to unpredictable situations that may affect their concentration levels. The post holder will need to be able to sustain concentration using VDU's to perform their role.

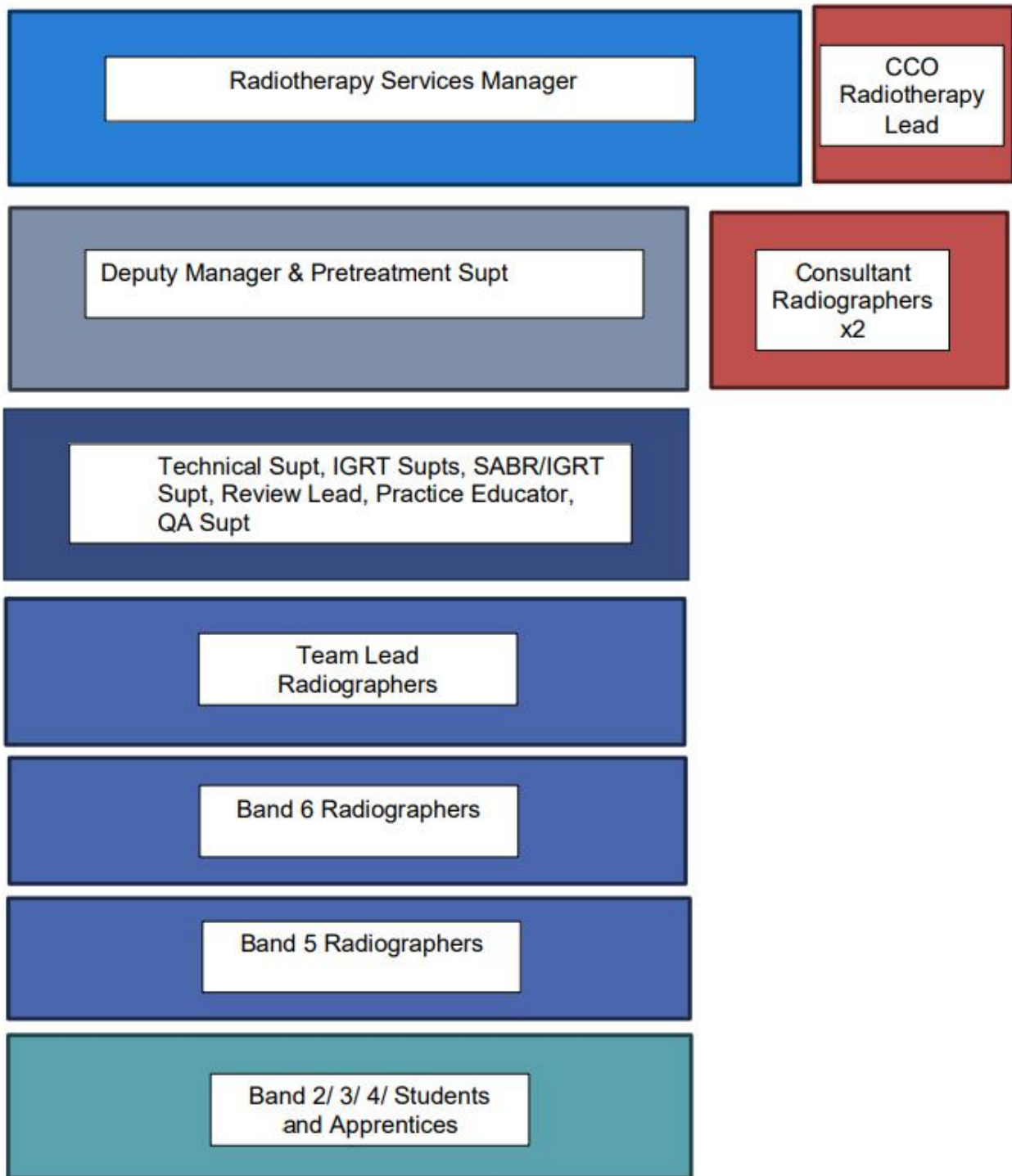
### **Emotional Effort**

Works with cancer patients so has direct exposure to distressing and emotional circumstances at times. The post holder will be able to manage competing demands of technical, administrative and leadership elements of the role. These demands also need to be balanced with the frequent distressing and or emotional circumstances that their patients and families/carers, are faced with. The postholder will need to manage these situations as they arise in a calm and professional manner.

### **Working conditions**

The post holder will occasionally be exposed to unpleasant body odours and/or fluids related to the patient's condition. There may be occasions where the post holder will need to address aggressive behaviours of patients, relatives or carers and they will need to manage the situation appropriately and professionally.

### Radiotherapy staff structure





## 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"> <li>• BSc in radiographic studies or equivalent DCRT</li> <li>• State registration with the Health and Care Professions Council (HCPC)</li> <li>• Postgraduate study at MSc level or equivalent</li> </ul> | <ul style="list-style-type: none"> <li>• Management qualification Willing to undertake further post graduate learning at MSc level in related subjects Non-medical prescribing or willing to undertake Physical assessment course or willing to undertake</li> </ul> |

# EXPERIENCE AND KNOWLEDGE

| ESSENTIAL   | DESIRABLE   |
|---|---|
| <ul style="list-style-type: none"> <li>• Professional specialist knowledge in breast radiotherapy and palliative radiotherapy and skill acquired through relevant practical experience post qualification on a full range of radiotherapy equipment and areas</li> <li>• Wide range of experience in radiotherapy treatment modalities, equipment and techniques resulting in the physical skills required to precisely position a patient for radiotherapy.</li> <li>• Comprehensive understanding of national issues that will influence practice</li> <li>• Treatment experience at a senior level</li> <li>• Management experience</li> <li>• Experience in Research and audit</li> <li>• Demonstrates application of expert knowledge into practice</li> <li>• Knowledge acquired during MSc post graduate training and knowledge and skills gained from extensive experience in clinical practice</li> <li>• Training and professional experience including oncology; fully comprehensive and detailed knowledge of disease process and treatment</li> <li>• Knowledge of current radiotherapy developments</li> <li>• Radiobiology: effects of radiation on</li> </ul> | <ul style="list-style-type: none"> <li>• Involvement with staff training and service improvement Experience of leading and organising change</li> <li>• Knowledge of wider departmental, cancer and NHS agenda Current national guidelines relevant to prostate radiotherapy Health and Safety procedures and regulations Understanding clinical governance issues</li> </ul> |



|  |  |
|--|--|
| <p>biological systems</p> <ul style="list-style-type: none"> <li>• Principles of radiotherapy techniques</li> <li>• Application of radiation physics to radiotherapy</li> <li>• Research and audit</li> <li>• Legislation associated with ionising radiation in medicine (Ionising Radiation (Medical Exposures) Regulations (IRMER))</li> <li>• Human anatomy and physiology</li> <li>• Chemotherapy – drugs and modes of action</li> <li>• Understanding the Professional Code of Conduct</li> <li>• Requirements of ISO9001/2015</li> </ul> |  |
|--|--|

# SKILLS

| ESSENTIAL   | DESIRABLE |
|---|-----------|
| <ul style="list-style-type: none"> <li>• Management and leadership</li> <li>• Communication</li> <li>• Strong team player and team builder</li> <li>• Flexible and motivated</li> <li>• Ability to formulate ideas and developments</li> <li>• Good interpersonal skills</li> <li>• Good organisational skills</li> <li>• Empathy, respect, tolerance to all individuals without discrimination</li> <li>• Employs reflective practice</li> <li>• Patient focussed</li> <li>• Ability to analyse data</li> <li>• Good numerical skills</li> <li>• Good dexterity and spatial awareness</li> <li>• Assimilate information</li> <li>• Takes responsibility for skill acquisition where a training need is identified</li> <li>• Ability to adapt and apply skills in a variety of situations</li> <li>• Good IT/keyboard skills sufficient to support practice</li> <li>• Use of MS Word/Excel</li> <li>• Use of Aria (Radiotherapy Management system)</li> <li>• Good presentation skills</li> <li>• Facilitates and contributes to team development and objectives</li> <li>• Ability to plan, allocate and evaluate workload with due consideration to staffing</li> <li>• Demonstrates good time and resource management</li> </ul> |           |

## OTHER

| ESSENTIAL   | DESIRABLE |
|---|-----------|
| <ul style="list-style-type: none"><li>• Punctual</li><li>• Take initiative in a professional manner</li><li>• Ability to make decisions</li><li>• Review and implement change</li><li>• Creative thinker</li><li>• Organised – self and others</li><li>• Works without supervision</li><li>• Enthusiasm for development of role and self</li><li>• Understand impact of own actions</li><li>• Identify and resolve conflict</li><li>• Motivate others</li><li>• Negotiate and persuade</li><li>• Appreciation of multi-disciplinary nature of the oncology service</li><li>• Well motivated</li></ul> |           |

## 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 AND CYBER SECURITY

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 Trust's 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.

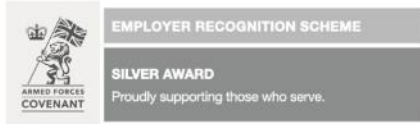
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

# NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

# 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