



The Shrewsbury and
Telford Hospital
NHS Trust



EMERGENCY CARE TECHNICIAN

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	Emergency Care Technician
Band	3
Directorate	Emergency Centre
Accountable to	Emergency Department Manager
DBS Required?	Enhanced

JOB OVERVIEW

The Emergency Department is a 24-hour service provided to the surrounding community, including minor and major illness / injury for adults and children.

The post holder will be an integral part of the multi professional team.

You will provide support to the registered nurses as part of a team.

The post holder will be accountable to registered nurses for their nursing practice.

Main Duties and Responsibilities

- To provide support in the effective assessment, planning, implementation and evaluation of patients and the management of their care.
- To provide clinical support as part of the nursing team in the Emergency Department.
- To provide evidence- based holistic patient care for this group of patients using acute nursing knowledge and skills acquired as part of an in house training package.
- To be an effective and efficient member of the nursing team in ED. To be a role model and resource to other health care assistants, students and visitors to the department.

Responsibility for staff:

- Support the effective, assessment, planning, implementation and evaluation of holistic patient care.
- To be fully conversant with all monitoring equipment in the department
- To effectively communicate with individuals of all ages including children, people with challenging behaviour, learning disabilities and all ethnic groups in a sensitive and appropriate manner.
- To care for the emotionally distressed patient suffering from sudden injury or illness.
- To frequently deal with the aggressive, antagonistic, hostile and violent patient, who may be influenced by alcohol and drugs. To act in an empathetic manner with those who have self harmed, offering support when required.
- To participate as a support role in the multidisciplinary team during cardiac arrests and multiple trauma for all ages, along side a registered nurse.
- The post holder will frequently be exposed to highly unpleasant working conditions involving exposure to uncontained body fluids, foul linen etc. and should implement all infection control and safety measures.
- To discharge patients with appropriate advice on follow up care, health education and use of suitable simple analgesia, following training and successful assessment.
- To use appropriate manual handling techniques to safely move patients using mechanical and non mechanical handling aids
- Participate in formal teaching sessions held within the hospital and university setting, with an aim of sharing knowledge and developing your skills as an individual.
- Formulate a personal development plan as a result of a trust appraisal system.
- To undertake NVQ Level 3 Acute Care within an agreed timescale.
- To provide effective communication during collaboration with the ED team and other professionals.
- To participate in departmental meetings to enable effective communications and

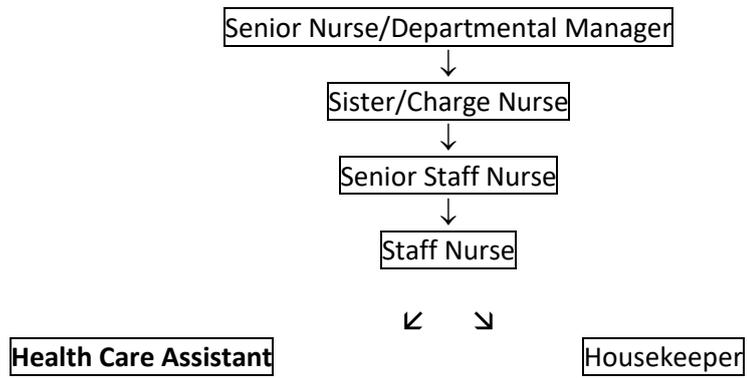
development of the area.

- In conjunction with your departmental manager to participate in audit of current practice.
- To show awareness of resources available and managing these within your area of responsibility.
- For support and guidance, inform the Department Manager of any information or occurrences, which are outside of your scope of responsibility or experience to enable the appropriate action to take place for the best interests of those involved.

DEPARTMENTAL RESPONSIBILITIES:

- Ensure ED competencies for HCAs are achieved and signed off as competent in all areas.
- To use clinical skills relevant to ED nursing following recognised training programmes i.e. wound care management, ECG's, application of all types of specialist splints.
- To have skills in cannulation and venepuncture
- Following completion of NVQ level 3 and further training, to undertake the gluing of wounds and plastering.
- To undertake common minor treatments prescribed by the attending doctor or Emergency Nurse Practitioner.
- To ensure that patient's valuables and possessions are cared for in a safe and secure manner, according to hospital guidelines.
- Have the ability to work in a dynamic environment, with rapid changes in workload and manage stressful situations.
- Ensure a high standard of evidence – based quality nursing care is maintained by working towards key quality issues of the trust, such as benchmarking.
- Provide effective communication and share relevant information with patients, relatives, carers and other significant personnel as well as all members of the multi professional team and outside agencies. Recognise the individuality of each patient and their relatives, with regard to their level of information, sensitivity and counselling needs within the area of their practice.
- Manage information effectively for your patient group using basic keyboard skills, including using computer systems and data to ensure holistic care is provided.
- Establish and maintain effective working relationships with all members of the multi professional team, other wards and trust members. To assist in maintaining high morale amongst A&E staff
- Participate in the reporting and recording of health monitoring systems in accordance with trust policy.
- To adhere to specific policies and protocols unique to the Accident and Emergency department e.g. child protection policy.
- To be conversant with the major incident and chemical incident policy

Organisational Chart





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 in Maths and English at Grades 9 – 4 (or equivalent) • Evidence of continuing professional development sufficient to demonstrate the ability and willingness to study at a level equivalent to NVQ Level 3 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Sufficient experience in an Emergency / Acute healthcare setting to demonstrate a good understanding of clinical care in such an environment • Previous experience of undertaking clinical skills as highlighted in job description (minor treatments / plastering / phlebotomy, ECGs etc) 	<ul style="list-style-type: none"> • Knowledge of major incident and chemical incident policy • Previous hospital experience

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work and communicate effectively within a multidisciplinary team setting within. • Evidence of excellent communication skills including verbal, non verbal and written. • Excellent interpersonal skills • Time management skills with an ability to work in a calm and paced manner • Positive attitude to change 	<ul style="list-style-type: none"> • Evidence of understanding the importance of patient documentation and record keeping skills. • Sound IT skills • Venepuncture and Cannulation skills • Plaster training • Blood culture training • ED HCA competencies

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Awareness of personal limitations.• Keen and motivated worker• Strong Team player• Flexible and adaptable in approach• Ability to work flexibly to meet service needs	<ul style="list-style-type: none">• Able to relate well to peers and seniors, accepting and responding to constructive criticism

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.

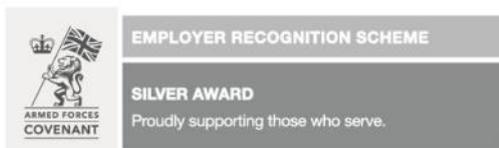
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

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.





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[Getting to The Royal Shrewsbury Hospital](#)

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