

Patient Journey Facilitator Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, 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
- 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
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men's Health forms and MOT
- Discounts with local gyms

Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level - from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction — between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction.

Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present.

Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times.

Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work.

Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included.

Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- This role helps cover different wards when staff are away or when the team is very busy.
- It involves collecting and checking information about each patient so their care and discharge plans stay on track.
- The job supports doctors, nurses and other teams to make sure patients move through their care pathway without delays.
- It includes talking with patients, carers and other services to help plan safe and timely discharge.
- The role also requires accurate data entry, good use of computer systems and sharing updates with the wider team.
- It involves working independently, solving problems and helping improve how services run across the hospital.

Job Description

Job title:	Patient Journey Facilitator
Grade:	3
Site:	The Princess Royal Hospital, Telford / The Royal Shrewsbury Hospital
Accountable to:	Service Manager
DBS required:	No

The red and green day approach (created by Dr Ian Sturgess, NHS Improvement Senior Clinical Improvement Adviser) resonates with clinical and managerial teams as a simple method to reduce unnecessary waiting for patients. "Reducing unnecessary waiting for patients, and unnecessary chasing up by staff has to be a win win for everyone working in and using our health and care systems. The risks for our patients are well documented and significant" Dr Ian Sturgess The approach is all about creating and delivering expectation for our patients and colleagues. Red 2 Green aims to ensure that everyone, especially the person receiving care, knows what the next steps are and knows that the system of care is ensuring there is no waste of their time. This is a non clinical role.

To provide flexible cover in the event there is a vacant Patient Journey Facilitator post or there is long/short term absence in the team, or to support another Patient Journey Facilitator due to high level of discharges and to work flexibly across the wards as required. From the point of admission gather and collate information relating to individual patients' discharge or transfer of care. Actively seeking to ensure that all patients are managed through their pathway. Where this is not likely

to be met; to proactively take steps to ensure that patients investigation and treatment schedules are brought back within target. To understand the pathway of each individual patient; monitoring their progress and ensuring timely intervention is achieved and to support the discharge plan on the individual patient.

Main Duties and Key Responsibilities

- To be work flexible across the site to support other colleagues where required, this will include covering a number of different wards throughout the day.
- To take personal responsibility for administrative co-ordination and sequencing of the clinical pathway for a range of patients at various stages in their clinical journey.
- For each individual patient, to understand current and future requirements; and then to take proactive steps through current action and forward planning, to ensure this pathway is maintained.
- Attend daily ward multidisciplinary team meetings, and identify the patients who require the support of social services and or CCG to facilitate discharge.
- Ensure the accuracy of the information entered on the Computerised SEMA system and that PSAG Boards are updated followed with plans and actions.
- To support the clinical team to challenge the progress of patients' journeys with all members of the clinical team (Consultants, Nursing etc).
- To persuade clinical service providers to alter existing appointments to ensure the clinical pathway is maintained.
- Where personal intervention is unsuccessful, to identify through the escalation policy to Lead Nurses for Site Safety any deviation from expected pathway in a timely manner to allow corrective action to be achieved.
- Deal with non-clinical queries from general practitioners and members of the multidisciplinary team, liaising with voluntary organisations
- To contribute to an effective communication mechanism particularly with regard to the process and progress of discharge arrangement, ensuring that the user/carer are included.
- To communicate with patients and carers the possible alternatives to the acute hospital setting.
- Refer to and develop a good understanding of referral processes to social care, Pathway Zero, intermediate care, rehabilitation teams, community hospitals, Red Cross home from hospital.
- To undertake any other reasonable duties requested by your Line Manger, Programme Manager or Head of Division.

Data Management

- The Post holder will be highly proficient in the use of computer and information systems, where data collection across multiple systems is

required; recognising the vital requirement for the highest levels of accuracy and quality assurance.

- Ensure the accurate and timely capture of data to meet the standards of the Trust and professional bodies with relation to Red 2 Green. • Provide regular feedback to the Service Manager, nominated wards and others as deemed necessary.
- To ensure confidentiality of all Medical Records and information relating to the patient.

Service Improvement

- Support Trust-wide modernisation of clinical services to improve the speed of patient access to consultation, diagnosis and treatment
- Record and interpret data on processes as required
- Support clinical teams to improve the patient and carer experience

Supervision and Training

- The post holder will be required to train new members of staff
- The post holder will be required to advise other staff members in the Trust the principles of Red 2 Green.

System and Equipment

- Trust PAS systems
- MS Office packages
- National data systems

Freedom to Act

- Works autonomously under own initiative identifies and monitors risks in delivering service change, reports on and escalate as appropriate.
- The postholder must be able to represent the Trust when dealing with external suppliers, partners, other healthcare providers, commissioners, customers and Patients groups.
- Propose and deliver service improvements that may impact beyond the functions e.g. cross divisional or Trust wide, and be responsible for implementation.

Physical, Mental and Emotional demands of the post

The role will involve a combination of sitting, standing and walking with some additional physical activity required in some circumstances. There will be a frequent requirement for prolonged periods of use of a VDU, e.g. for the regular production of reports, and a requirement for close attention to detail requiring periods of extended concentration. There will be occasional exposure to emotional/distressing circumstances when dealing with change management issues

Person Specification

	Essential	Desirable
Qualifications	5 GCSE/'s or equivalent Grade 9-4 including English language and mathematics	Medical Terminology ECDL
Experience and Knowledge	Data Collection and Validation Extensive experience of working with in a health care environment MS office applications Fully PC literate Evidence of Knowledge of Medical Terminology. Advanced keyboard skills Ability to report and present information Ability to work to tight deadlines Excellent Organisational Skills	Hospital IT systems RSA 3 Evidence of experience within the NHS at undergraduate or graduate level
Skills	Excellent Communication Skills. Ability to work well within a team. Able to prioritise own work and take ownership of this. Methodical and Accurate.	<ul style="list-style-type: none"> • Example • Example • Example

	Working under pressure to tight deadlines.	
Other	Ability to meet the travel requirements of the post Ability to work at all Trust sites	

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;

- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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;
- 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 staff;
- 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;
- 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive 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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- 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.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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 aims 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.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and

civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

