



APPRENTICE OPERATING DEPARTMENT PRACTITIONER INFORMATION FOR CANDIDATES

ABOUT THE TRUST

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

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

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

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

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

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



OUR VISION AND VALUES

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

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

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

OUR VALUES

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

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

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

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

COLLEAGUE BENEFITS

GENERAL

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

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

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

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

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	Apprentice Operating Department Practitioner
Band	Band 5 Agenda for Change Annex 21
Directorate	Service Delivery Directorate
Accountable to	Theatre Manager
DBS Required?	Yes, Enhanced DBS

JOB OVERVIEW

PURPOSE OF THE POST:

To work towards becoming a Registered Operating Department Practitioner by gaining a BSc (Hons) in Operating Department Practice (Degree Apprenticeship). This 3 year course combines work-based and academic learning between the Shrewsbury and Telford Hospital NHS Trust (SaTH) and Staffordshire University.

The Apprentice Operating Department Practitioner will be based, as a paid employee, within Theatres at the Princess Royal & Royal Shrewsbury Hospitals. They will, however, also experience working across both internal and external clinical placements to gain wider experience.

They will work collaboratively to maintain patient safety and provide high standards of skilled care and support during each stage of the patient's journey through the operating theatre in three distinct phases of Perioperative Care (anaesthesia, surgery and post anaesthetic care).

To be in a position to be offered a full time substantive position the successful applicant will need to have completed their qualification in full and demonstrated competence in the following job description.

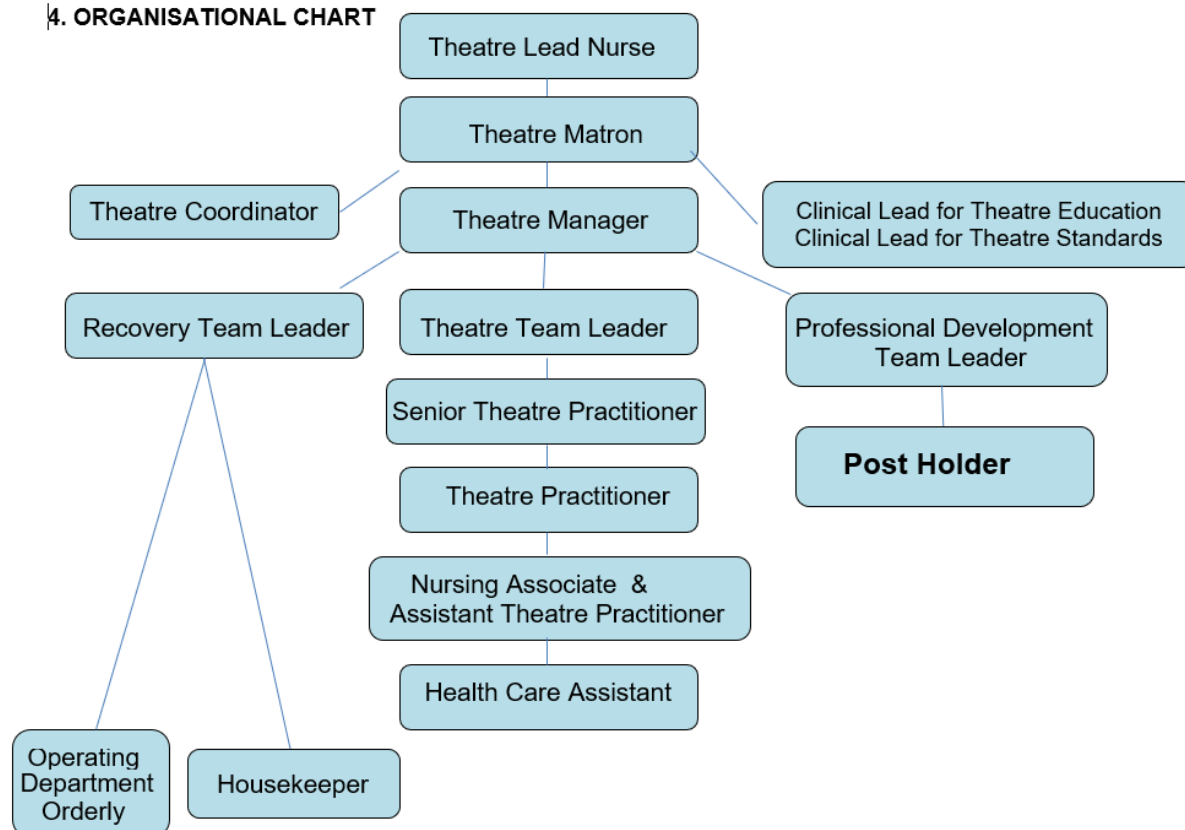
JOB DIMENSIONS:

Practice based support & training will be facilitated by the Theatre Professional Development Facilitator with training, supervision, assessment and support provided by a multi-disciplinary team of mentors / assessors.

As part of the course you will be required to:

- Deliver high quality, compassionate care under the direction of a Registered Operating Department Practitioner or Registered Nurse with a focus on promoting patient health, well-being and independence
- Successfully complete all educational elements of the programme as specified by SaTH, Staffordshire University and Institute of Apprenticeship standards. You will also be required to complete an integrated End Point Assessment in Year 3.
- Successfully complete all the Institute of Apprenticeship standards, HCF Standards of Proficiency, and perioperative related competencies as specified by SaTH and Staffordshire University.
- Have sound attitudes and behaviours compatible with SaTH Trust values
- Work as part of a designated operating department team delivering care that focuses on the direct needs of the patient
- Work with a mentor / assessor, taking responsibility for developing your own competence while on placements and attending academic study; maintain evidence of your learning.
- Demonstrate a flexible and dynamic attitude, both to your paid work and academic studies

4. ORGANISATIONAL CHART



PRINCIPAL DUTIES

During the initial phase of the training programme, all work activities should be under direct guidance and supervision of the registered practitioner. As the training programme progresses, following discussion and agreement with mentors, assessors and supervisors, supervision and guidance will be both direct and indirect.

The apprentice must meet the 15 standards as set out in the Care Certificate within 3 months of commencing an apprenticeship and work towards achieving the Institute for Apprenticeship ST0582 Degree Apprenticeship Standards Operating Department Practitioner – level 6.

Professional Practice

- Practice (under supervision), assessing patients in theatres & associated areas, exercising professional judgement to establish patient centred goals & to accept, plan, initiate, modify, refer or cease treatment within prescribed limits
- Recognise disease & trauma processes relevant to perioperative care
- Change practice to account for new developments or changing contexts in what constitutes best practice perioperative care, through effective change management
- Respond appropriately to emergency situations
- Conduct appropriate diagnostic, monitoring, treatment & therapy procedures safely & effectively

- Undertake anaesthetic, surgical & post-anaesthesia care interventions including managing airways, cannulation, catheterisation & manual handling /positioning of patients
- Select appropriate techniques & equipment; undertake & record thorough assessments & investigations.
- Maintaining Basic, Intermediate or Advanced Life Support qualifications where appropriate
- Provide individualized care for patients prior to and throughout surgery or other procedures including reassurance and support.
- Use a wide range of clinical skills to provide a safe environment during the administration and maintenance of anaesthesia.
- Assist anaesthesia with the use of medical devices & pharmacological (drugs) means. Safely secure and maintain the patient's airway and stability during anaesthesia.
- Preparation of a wide range of specialist equipment and devices.
- Position the patient to optimize surgical access, maintaining patient safety and dignity.
- Maintain a sterile working area & safely & effectively perform aseptic technique (including scrubbing, gloving & gowning)
- Perform scrub skills according in accordance with Perioperative Care Collaborative statement
- Selection, preparation and provision of the correct sterile surgical equipment to the surgeon and be accountable for all surgical instruments, equipment and swabs throughout the procedure.
- Anticipate the requirements of the surgical team, responding appropriately and effectively.
- Ensure the correct management of clinical specimens.
- Observe and monitor the patient's vital signs. Monitor airway, breathing & circulation.
- Maintain the patient's airway, identifying and responding to changes in the patient's condition.
- Monitor & record fluid balance & administer prescribed fluids appropriately
- Monitor the effects of drugs & take appropriate action in response to significant change
- Accurately calculate & record prescribed drug doses
- Assess & monitor individual's pain status & administer prescribed pain relief appropriately
- Communicate effectively the handover the care of the patient.

Professional Values & Behaviours

- Recognise & take account of needs & diversity of individuals
- Shape or structure your practice according to evidence based practice
- Practice in a manner ensuring equality & act as an advocate for patients. Demonstrate care, compassion, confidence, courage, communication & commitment for patients at their most vulnerable.
- Maintain the patient's dignity at all times
- Demonstrate an open, honest & courteous approach to patients, relatives & colleagues

Professional Standards

- Practice within the Health and Care Professions Council (HCPC) Standards of Proficiency for ODP's & The College of Operating Department Practitioners Scope of Practice
- Adhere to the policies and procedures required as an employee of the Shrewsbury and Telford Hospital NHS Trust (SaTH).

Leadership, management & partnership working

- Effectively lead, manage & delegate colleagues, working as part of the surgical team
- Work collaboratively throughout the patient's perioperative journey with the surgical team & others

- Use the evidence base to promote innovation & improvement in operating department practice
- Actively participate in audit, training & review activities
- Manage yourself in emergency & stressful situations.
- Demonstrate self-awareness & impact on others.
- Reflect on own practice & challenge self & others

Communication & Information

- Safeguard confidential information, relating to patients at all times, consistently applying data protection principles
- Apply a range of communication strategies & skills within the multidisciplinary team to ensure patient safety & dignity
- Use effective communication skills to support the patient at different stages of their care
- Identify barriers to communication, their potential impact & strategies for management
- ensure your own behaviour supports others to work in ways that are consistent with individuals' beliefs & preferences, that regard diversity positively and that support anti-discriminatory practice
- Maintain care records that are fit for purpose & process them according to legislation
- Formulate care plans including setting of timescales
- Analyse & critically evaluate information collected & appropriately act upon it

Furthermore, you will ensure your apprentice ODP activities will be underpinned by the Association for Perioperative Practice (2017) Standards and Recommendations for Perioperative Practice. And will ensure by end of the apprenticeship programme you can show evidence against the HCPC(2023) Standards of Proficiency for Operating Department Practitioners. <https://www.hcpc-uk.org/publications/standards/index.asp?id=46>

Policy and service development

The Apprentice Operating Department Practitioner will:

- Promote health and safety maintaining best practice in health, safety and security
- Share ideas with colleagues to improve care and suggest areas for innovation
- Participate in audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

Planning and organisation

The Apprentice Operating Department Practitioner will:

- Plan and manage competing demands of job role, study and placement activities
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals
- Deliver effective care in accordance with the perioperative care pathway overseen by a Registered Operating Department Practitioner or Registered Nurse.

Communication and relationships

The Apprentice Operating Department Practitioner will:

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
- Using a range of communication tools, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs and overcoming any barriers to communication.
- Provide good counselling and advocacy skills to support staff, patients and carers.
- Develop and maintain communication with people about difficult matters or difficult situations.
- Provide accurate, timely and relevant patient progress and handover information using both written and electronic systems.
- Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
- Report to appropriate registered care professional information received from the individuals, carers and members of the team
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality times
- Report any accidents or incidents and raise any concerns as per organisational policy
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- Ensure ability to manage electronic records system understanding the need to protect access (ID, password swipe cards)
- Attend and actively participate in ward/department meetings.
- Maintain confidentiality at all times, as required by legislation and Trust policy.
- Raise concerns with regards to risk, danger, malpractice or wrong doing by following the Trust Whistleblowing policy and supporting processes.

Analytical and judgmental skills

The Apprentice Operating Department Practitioner will:

- Exercise personal responsibility and work under supervision of a Registered Operating Department Practitioner or Registered Nurse and within defined parameters of practice, taking the initiative in a variety of situations performing a range of clinical and care skills consistent with the role, responsibilities and professional values of an Apprentice Operating Department Practitioner.
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability.

Financial and physical resources

The Apprentice Operating Department Practitioner will:

- Exercise personal duty of care in the safe use and storage of equipment

Human resources

The Apprentice Operating Department Practitioner will:

- Act in ways which support equality and value diversity
- Demonstrate own duties to new or less experienced staff
- Support development of less experienced staff and students

Equality and Diversity

The Apprentice Operating Department Practitioner:

- Must comply with all policies and procedures designed to ensure equality of employment and that services delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.
- Assist anaesthesia with the use of medical devices & pharmacological (drugs) means

Patient and Public Involvement

The Trust has a statutory duty to involve patients and public in evaluating and planning services.

All staff have a responsibility to listen to the views of patients and to contribute to service improvements on patient feedback.

Professional Conduct

- ❑ Act at all times in a professional manner that promotes a positive image of the Trust and upholds its core values.
- ❑ Practise in accordance with the HCPC Code of Conduct, other appropriate HCPC guidelines, Trust policies, procedures and guidelines.
- ❑ Ensure that high standards of care are given and maintained and act when standards are not being maintained.
- ❑ Clearly present the patient's point of view to others, including promoting and protecting the interests and dignity of patients.
- ❑ Act as an advocate for your patients, ensuring that any barriers to the patient's opinions and wishes being heard are challenged.
- ❑ Maintain clear, accurate and contemporaneous records in line with current HCPC / Trust guidelines and standards.
- ❑ Raise any concerns regarding standards and quality of care, patient safety or any lapses in professional conduct to the Ward/Department Manager, in line with local and HCPC guidelines.

Education

The Apprentice Operating Department Practitioner will:

- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and BSC (Hons) Level 6 qualification within agreed timeframes. Seeks support / guidance in timely manner when any difficulties are encountered
- To participate in tri-partite meetings with Trust, and HEI.
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognises and either directly challenges or seeks support to challenge any poor practice observed.
- Take responsibility for own continuous professional development and mandatory and statutory training, disseminate learning and information gained to other team members in order to share good practice.
- Take ownership of own annual appraisal, working with appraiser to ensure one is undertaken at least annually and take responsibility for learning and development activities identified as a result of appraisal Personal Development Plan (PDP).
- Participate in formal and informal education programmes to create and maintain a positive learning environment and assist with the orientation programme of new members of the nursing team.
- Proactively use information technology resources to keep up-to-date with current practice.

- Maintain up-to-date training in information technology (IT) skills and demonstrate a good working knowledge of confidentiality and data protection.

Management

- ☐ Promotes a culture of positive and effective teamwork.
- ☐ Work as an effective and responsible team member supporting others by demonstrating good practice.
- ☐ Prioritise own workload and ensure effective time-management strategies are embedded in own practice and act in a manner that promotes quality of care.
- ☐ Participate in team activities that create opportunities to improve patient care, working with ward/department management to effect change.
- ☐ Promote a professional and happy working environment conducive to high patient and staff morale.
- ☐ Promote and maintain a safe environment for staff and patients, ensuring high standards of cleanliness tidiness are maintained and that work practices conform to health, safety and security legislation, policies, procedures and guidelines.

Quality

- ☐ Ensure a welcoming, caring and safe environment is provided for the patient and their family/carers/visitors.
- ☐ Deliver care based on current evidence, best practice and validated research when available.
- ☐ Maintain own awareness of the local, national and professional quality issues relevant to the delivery of nursing services.
- ☐ Participate in the evaluation of care delivery through self and peer review, patient and carer feedback, audit and research, benchmarking and formal evaluation.
- Implement necessary changes to improve patients' care and experience.
- ☐ Participate in activities to improve the quality, productivity and effectiveness of care, in response to local national policies and initiatives, implementing improvements as required.
- ☐ Contribute to continuous improvement activities, making suggestions and recommendations for advancement of quality.

Managing Resources

- ☐ Ensure that all resources are used effectively, with the minimum of waste, making recommendations where it is evident that appropriate changes may improve efficiency.
- ☐ Ensure technical, clinical and non-clinical equipment is maintained, cleaned and stored correctly and that any faults and defects are reported promptly.
- ☐ Adhere to systems for the tracking and location of medical assets and ensure that any losses are reported in accordance with Trust policy.
- ☐ Contribute to the effective and economic use of resources e.g. local recycling schemes

Managing Information

- ☐ Ensure accurate and timely data entry to contribute to the provision and analysis of information to improve patient care.
- ☐ Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 1998.
- ☐ Create and use records, including electronic, in a manner that complies with legislation, professional standards and organisational policies for record keeping.

- ☐ Understand own and others responsibility to the individual organisation regarding the Freedom of Information Act.
- ☐ Facilitate patients' access to records, adhering to policy, legislation, best practice and professional guidance

Risk Management

- ☐ Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- ☐ Undertake mandatory and statutory training.
- ☐ Carry out risk assessments in relation to manual handling and implement appropriate actions, including use of taught mechanical and non-mechanical handling aids, to minimise risk to staff and patients.
- ☐ Report incidents, accidents and near misses using the Trust's incident reporting system and in accordance with Trust policy.
- ☐ The post holder will frequently be exposed to highly unpleasant working conditions involving exposure to uncontained body fluids, foul linen etc. and should be conversant with infection control policies relating to such exposure.
- ☐ The post holder may on occasion be exposed to verbal or physical abuse and should be fully conversant with the Trust's policy for dealing with these situations

Decisions, Judgement and Freedom to Act

- ☐ Working within defined policies, procedures and professional standards. Working under various levels of supervision depending on competence, seeking further advice for guidance on actions that are outside agreed defined standards.
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raise any concerns to a registered care professional or appropriate person



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
<p>112 UCAS points, plus GCSE in Mathematics and English at Grade C (4) or above.</p> <ul style="list-style-type: none"> • GCE A Levels - grades BBC or equivalent • Pearson BTEC National Extended Diploma - grade DMM • Access to HE Diploma - Pass Access with a minimum of 80 UCAS tariff points. Applicants to Staffs who are taking the Access to HE Diploma receive a reduced tariff point offer as part of our access and participation plan activity • UAL Level 3 Extended Diploma - grade of Merit overall • OCR Cambridge Technical Extended Diploma - grade DMM • T Levels - Eligible T Level applications will be asked to achieve a minimum overall grade of P (A*-C) or Higher Pass as a condition of offer • Proficient in spoken English 	<ul style="list-style-type: none"> • Physical Science • Care Certificate

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Evidence of recent study • Health and Social Care experience • Insight into the roles and responsibilities of the post. 	<ul style="list-style-type: none"> • Previous experience working in the perioperative setting • Some basic knowledge and understanding of human anatomy and physiology • Evidence of practical knowledge and competences demonstrated through hobbies and interests or actual work place experience, (could be through Work Experience while in School / College)

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Basic IT skills. • Excellent communication skills including verbal, non- verbal and written. • Good organisational and time management skills. • Manual dexterity. • Excellent interpersonal skills. • Team working. • Caring, compassionate and self-motivated. • Reliable and trustworthy. • Willingness to learn and develop in their role. • Commitment to undergo training as required to complete the programme. • Confidence to work under supervision in the clinical setting. • Note: Applicants must have the right to work in England to be eligible for apprenticeship funding in accordance with Education & Skills Funding Agency rules. 	<ul style="list-style-type: none"> • Confident and enthusiastic • Awareness of professional and personal limitations

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work flexibly, on a variety of shifts covering the 24 hour cycle of care. • Be expected to complete self- study sessions outside of working hours in order to complete academic components of the programme. • Enhanced Disclosure Barring Service clearance • Able to cope with the Occupational Health requirements for the post including physical and emotional aspects of the role. • Willingness to develop new skills and undertake apprenticeship training programme – including study days in university and external clinical placements • Willingness to travel to meet the requirements of the post, with the support of paid travel expenses in line with Trust policy. • Annual holiday entitlement will be in line with Trust policy however: no annual leave will be granted during university term time or assessment weeks. -annual leave will need to be authorised by the Theatre Professional Development Team to ensure there will be minimal disruption to training. • The Apprentice Operating Department Practitioner must be 18 years of age or older and must not hold a qualification at the same or higher level in the vocational subject area • The Care Certificate must be completed within 3 months of commencement of the Apprenticeship (if not already completed) 	

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 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

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.





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