

# CLERICAL OFFICER - AUDIOLOGY

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 keep the Audiology Department running smoothly each day.
- You will support patients and staff by answering questions and giving clear information.
- The job includes booking appointments, managing records, and keeping systems up to date.
- You will handle calls, emails, and face-to-face enquiries in a friendly and helpful way.
- You will help organise clinics, process referrals, and support the wider team.
- The role also includes working with others, staying organised, and making sure tasks are completed on time.

## Job Description

<b>Job title:</b>	Clerical Officer
<b>Grade:</b>	Band 2
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Office Manager
<b>DBS required:</b>	Standard

## Job Purpose

To assist in the day to day running of the Audiology Department ensuring the Administration and Clerical team are delivering the highest possible standard of work. Organising and dealing with administrative duties within the Audiology department. Responding quickly and effectively to enquires from our service users.

## Main Duties and Responsibilities

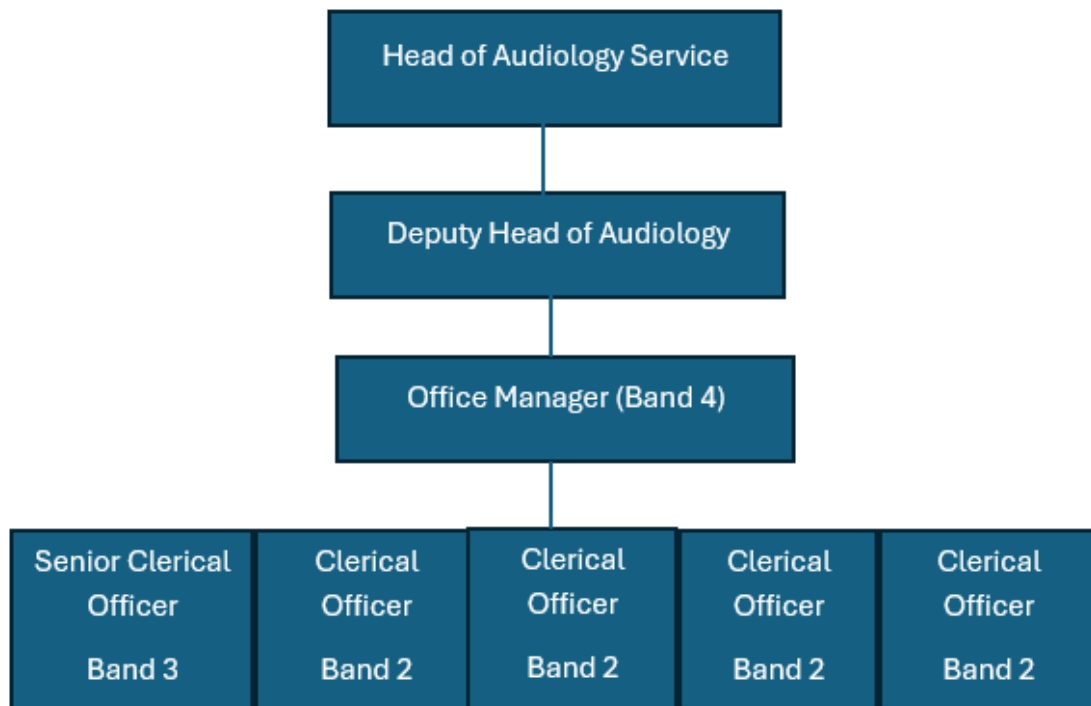
- Provide reception duties for the Audiology Department
- Dealing with enquiries and complaints both on the telephone and face to face from patients, medical staff, G.P Surgeries, Sight and Hearing Loss Support Service and Social Services.
- Provide general Audiology advice and information to patients with instruction from Audiology clinicians.
- Arrange home visits.

- Receive direct/electronic referrals from G.P Practices and Head and Neck department. Forward these to be checked by senior audiologists. Distribute to correct departments e.g., ENT consultants, Child Health.
- Input patient details on patient management system, complete referral and allocate them to correct waiting list.
- Book and re-arrange appointments.
- Ensuring waiting room area has up-to-date leaflets and information.
- Photocopying and filing.
- Send hearing aid batteries to G.P practices.
- Process ear moulds, send and receive from manufacturer and hearing aid repairs.
- Receive and distribute post and deliveries.
- Receive and send text messages and emails.
- Order stationary stock on Oracle.
- Secretarial support to the senior management team and hearing therapists including preparing paperwork for lip-reading and tinnitus relaxation classes, booking rooms, sending invitations and confirmation letters, and dealing with any inquiries.
- Confirm patient appointments for Hearing Therapy, Tinnitus, Vestibular and Paediatric appointments.
- Mentor and support new members of staff.
- Book paediatric patients into community clinics.
- Receive SHLS requests for volunteer training, book observation and skills update with Audiology staff. Support Audiology Volunteer Lead attending meetings and update day with SHLS.
- Process ABR referrals from Newborn Hearing Screeners. Input patient data into patient management system, complete referral and book appointment.
- Book Community clinic paediatric patients into ENT on CareFlow
- Support Office Manager and Head of Paediatric Services booking Hearing Aid Evaluation appointment from the waiting lists.

## **Main Challenges to:**

- Organise the office efficiently in a complex changing environment.
- Manage multiple tasks ensuring deadlines are met.
- Communicate appropriately with a range of people at different levels of the organisation.
- Be flexible, self-motivated, and work with minimum supervision.
- View the service provided as trust-wide and therefore must be flexible with regard to location.
- Keep up to date with technological developments with regard to developing appropriate skills in the use of current office technology. e.g., word processing, spreadsheets, databases, electronic mail etc.
- To participate in reflection, self-evaluation and continuous professional developments including performance review.

## Organisational Chart



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE standard with Maths and English Language Grade 5 or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Business Administration or Customer Care</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience with computer database input and related equipment</li> <li>• Good keyboard skills</li> <li>• Able to data entry accurately</li> <li>• Telephone &amp; Reception duties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with hearing impaired/ Care environment</li> <li>• Knowledge of using data reports eg excel</li> <li>• General office experience of photocopiers and printers etc</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills – clear lip patterns.</li> <li>• Good interpersonal skills</li> <li>• Good active listening skills</li> <li>• Understand confidentiality</li> <li>• Ability to work in a team</li> <li>• Mature approach to work</li> <li>• Dependable and reliable</li> <li>• Methodical and tidy approach to work</li> <li>• Excellent telephone manner with the ability to deal with hard-of-hearing people.</li> <li>• Ability and patience to deal</li> </ul>	<ul style="list-style-type: none"> <li>• Customer care training</li> </ul>

	<p>with demanding or difficult enquiries from a range of patients.</p> <ul style="list-style-type: none"> <li>• Keyboard skills and accurate data entry or reporting</li> <li>• Skills in planning and prioritising own workload.</li> <li>• Ability to work calmly and methodically when under pressure from a busy caseload</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours.</li> <li>• Flexibility to work across both main base sites of RSH and PRH</li> <li>• Motivated, enthusiastic and confident</li> <li>• Adaptable and able to work under pressure</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;
- 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.

