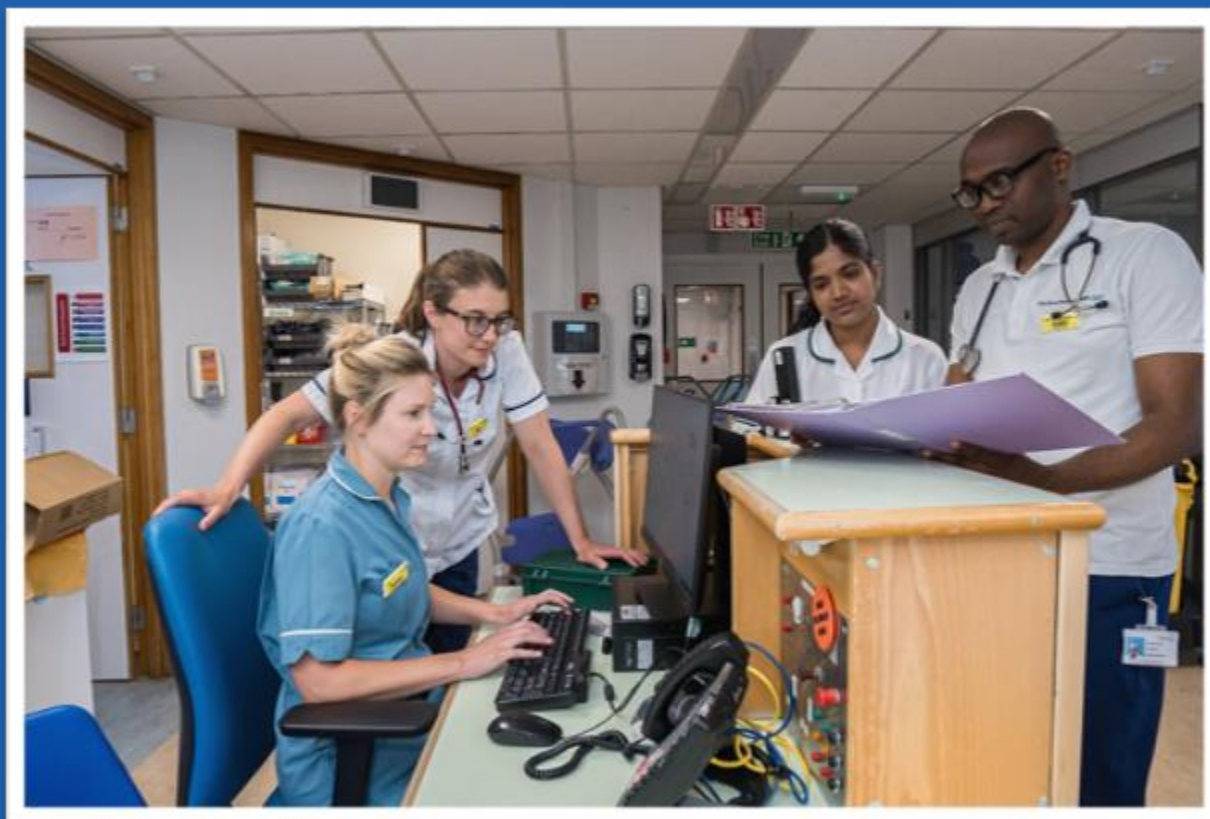


# EMBRYOLOGIST

## 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 job involves helping patients by working in a fertility science lab and carrying out important hands-on tasks.
- You will handle sperm, eggs and embryos safely, following strict rules to keep patients and staff protected.
- You will check, prepare and look after lab equipment and materials so treatments can run smoothly.
- You will record results carefully, explain scientific information to patients and work closely with the wider team.
- You will help train junior staff and support both NHS and private patients during their treatment.
- You will work calmly, follow all laws and guidelines, and be flexible with hours, including some on-call work.

## Job Description

<b>Job title:</b>	<b>Embryologist</b>
<b>Grade:</b>	<b>Band 7</b>
<b>Site:</b>	<b>Severn Fields Health Village</b>
<b>Accountable to:</b>	<b>Head of Fertility</b>
<b>DBS required:</b>	<b>Yes, Enhanced DBS</b>

## Job Overview

The post holder is required to carry out all aspects of clinical Andrology and Embryology, diligently and to a high standard, in the assisted conception unit.

A degree in a Biological Sciences field is a pre-requisite for the position in order for the post holder to understand the basic principles behind the scientific techniques and practices used in the laboratory. The post holder is expected to have highly developed specialist knowledge in andrology/embryology both in theoretical knowledge and also relevant practical experience. Post graduate experience is required in order to provide more complex, sensitive and contentious information when required during the course of their role in the fertility service.

The post holder will possess post-graduate master's level knowledge in the field of Reproductive biology.

The post holder is expected to possess a high level of proficiency and be capable of independent work within the Fertility laboratories under the supervision of the Consultant Embryologist. The 6 Andrologist/Embryologist will act at all times in a responsible and professional manner towards patients, colleagues and others with whom they may have contact in the course of their work.

As part of his/her workload the post-holder will see both NHS and fee-paying Private patients.

Education and supervision of more junior staff are key requirements of the post.

### **Scope and range**

The post holder is guided by occupational policies, fertility services protocols, and HFEA protocols (Human Fertilisation and Embryology Authority), and is responsible for their own patient caseload, organising aspects of patients' treatment plan within the multidisciplinary team. The post holder can work independently but can refer to manager/ Consultant where necessary.

The post holder will take part in supervisory and teaching responsibilities for trainee clinical scientists in the fertility department. It will also be necessary to provide training sessions for medical, nursing and non clinical staff when required.

### **Main Duties and Responsibilities of the Post-Holder**

The post holder will independently perform practical tasks required for the successful running of an assisted conception laboratory, including but not restricted to:

- To ensure the laboratory environment is kept in a tidy and sterile manner. Maintenance and cleaning of fertility laboratories to a high standard on a daily/weekly basis.
- Adoption of adequate hygiene and aseptic technique at all times
- The post holder will perform annual audits on cryopreserved semen and embryos and report results directly to the Fertility Services Manager/Consultant Clinical Scientist.
- Maintain and order all laboratory stock items, always ensuring an adequate supply is available for upcoming patients and diagnostic semen analyses.
- Ordering and preparation of culture media and other solutions.
- Daily aseptic preparation of embryo and sperm culture dishes/tubes for upcoming IVF/ICSI patients.
- Daily monitoring of all laboratory equipment, ensuring all equipment is serviced where necessary.
- Write and assist in the implementation of new protocols and systems within the fertility department.
- Quality control of all aspects of Andrology/Embryology laboratory techniques, monitoring of results, disposable batch changes, reporting any relevant or important information to the Consultant Clinical Scientist.

- Act as laboratory co-ordinator for Egg donation and Egg sharing, working alongside Medical and nursing staff to ensure that the Egg donation/ sharing program runs smoothly. Responsible for writing and maintaining protocols for this specialist service in co-ordination with consultant clinical scientist.
- Responsible for co-ordinating the Oocyte freezing and vitrification programs for the Service. Maintaining, writing and developing protocols for this specialist service in co-ordination with the Consultant clinical scientist
- Identification and collection of oocytes during surgical procedures for oocyte retrieval
- Insemination of oocytes during IVF with sperm from partner or donor as appropriate.
- Stripping oocytes of cumulus cells and checking for normal, abnormal and failed fertilisation.
- Assist medical staff with surgical procedures in theatre during laparoscopic oocyte recovery procedures.
- Identification, extraction and cryopreservation of sperm from testicular tissue during PESA (percutaneous epididymal sperm aspiration) and TESE (testicular sperm extraction) procedures.
- Culturing, grading and selection of embryos for transfer and preparing transfer catheters for transfer procedure.
- Consultations with chemotherapy patients, prior to semen cryopreservation.
- Cryopreservation and thawing of fertilised oocytes, embryos and sperm.
- Make accurate and legible notes of all procedures performed and log onto relevant computer databases.
- Communicate with patients about the scientific aspects of their treatment, including gamete quality and fertilisation rates.
- To perform a complete range of diagnostic analysis, interpret results and decide upon the most appropriate course of treatment and or referral to other members of the fertility team and or external departments.
- To adopt high levels of precision and speed in order to achieve accurate and reflective semen analysis results.
- To employ high levels of precision, accuracy, hand-to-eye and sensory co-ordination at all stages whilst performing assisted conception procedures such as IVF and ICSI.
- To prepare semen for In-Vitro Fertilisation, Intra-Cytoplasmic Sperm Injection, Intra-Uterine insemination and Donor Insemination using methods appropriate for the sample.
- Order and take stock of donor sperm, always ensuring an adequate supply is available for upcoming patients and communicate with patients with regard to donor matching.
- To carry out post vasectomy semen testing 8
- To adopt good laboratory practices, with particular respect for the safety of patients and staff throughout all the procedures performed
- To witness clinical procedures as the needs of the service dictate and ensure all relevant paperwork relating to the witnessing procedures is completed.

- To plan, organise and conduct activities such as writing patient information leaflets, participating in research projects, clinical trials and audits alongside routine daily duties, thus making it essential to prioritise.
- To communicate effectively with other members of the multidisciplinary team at the Fertility Centre to ensure the unit runs smoothly and successfully.
- To bring any matters of concern about any aspect of the job to the attention of the Consultant Clinical Scientist/ Fertility Services Manager without delay
- To act at all times within the regulations enforced by the Human Fertilisation and Embryology Authority
- To act at all times within the guidelines of professional bodies.
- To act in accordance with Trust and Departmental Policies at all times.
- To take part in the scientific on-call rota. To be on-call one week in three to rectify any failure in cryopreservation dewars holding frozen sperm and embryos.
- To work at weekends as required and be on standby to work one weekend in three should a clinical emergency arise.
- To be able to work flexibly as the needs of the service dictate, including working additional and unsociable hours without prior notice.
- To carry out any additional duties, in accordance with the grade and the nature of the post as required by the manager to ensure the optimal performance of the fertility centre.
- To receive payment from private patients for booked treatments on a regular basis (to include discussing finance issues with patients and handling cash and cheques).
- To hold responsibility for taking, transcribing and distribution of formal minutes of scientific meetings on a regular basis
- To be aware of and abide by individual and unit responsibilities with regard to the Health and Safety at Work Act and the Health and Safety Policy.
- To have knowledge of the Shrewsbury and Telford Hospital NHS Trust Policies with regard to disciplinary and grievance procedures.
- To investigate accidents/incidents to patients and staff, completing accident/incident forms and submitting them to the Service Manager.
- To attend obligatory training sessions as in the Trust Policy e.g., fire lectures, risk assessment.
- To be responsible for own professional development and maintenance of personal professional profile.
- Any other duties as may reasonably be required.

This job description provides an outline of some of the responsibilities and tasks required of the postholder and may at any time need to be changed in line with the needs of the service. Any changes will be discussed between the Fertility Services Manager/Consultant Clinical Scientist and the post-holder prior to the changes being made.

## **Systems and Equipment**

- Daily use of computers, microscopes, incubators, sterile cabinets, embryo cryopreservation equipment and cryopreservation dewars.
- Design, and maintain confidential patient information on computerised database systems and spreadsheets.
- As a licensed intra-cytoplasmic sperm injection (ICSI) practitioner the post holder will perform microsurgical techniques and procedures (IVF) on sperm, oocytes and embryos.

## **Decisions, Judgements and Freedom to Act**

- To carry out all laboratory tasks in accordance with protocols
- To aid the development and implementation of new laboratory protocols/changes to existing laboratory protocols
- Suggesting and implementing changes to improve the current service and reflect the changing needs of the service.
- To perform a complete range of diagnostic semen analyses, interpret results and decide upon the most appropriate course of treatment.
- To provide appropriate lifestyle advice to patients in relation to their fertility condition.
- The post holder will adhere to HFEA regulations at all times and will be guided by unit protocols and broad occupational policies, work is managed rather than supervised.
- The post holder will be responsible for his or her own caseload requiring frequent planning and organisation of a number of complex activities, formulating and adjustment of laboratory schedules is necessary. The post holder has the freedom to use professional judgement in patient treatments to decide the most appropriate treatment within departmental guidance, such as the decision to select IVF or ICSI procedures but should refer to the Consultant clinical scientist if necessary.

## **Communication and Relationships**

- The post holder will have regular patient contact and consultations where it will be necessary to communicate effectively with patients many of whom are in a stressed and emotional state. Regular exposure to highly emotive atmospheres to include bereavement and terminal illness.
- To interpret results and deliver complicated; sensitive and sometimes distressing information coherently and empathetically when there may be barriers to understanding and acceptance. The post holder will have the freedom to refer for further diagnostic tests where necessary.
- To provide developed specialist scientific knowledge and advice to patients concerning fertility and assisted conception.
- To refer patients to other disciplines within the fertility team, and to other departments, when required

- To demonstrate and train routine and specialised laboratory activities to trainees, students, medical and non-medical staff and other visitors to the unit on a regular basis.

### **Physical, Mental and Emotional Demands of the Post**

- To frequently spend prolonged periods of time sat in a restricted position at a microscope whilst performing diagnostic analyses, and a substantial portion of working time performing in-vitro fertilisation (IVF) and intra-cytoplasmic sperm injection (ICSI) procedures.
- To frequently sustain prolonged periods of intense concentration whilst performing clinical IVF and ICSI procedures. Interruptions are frequent and workload is unpredictable.
- Frequent exposure to highly distressing and emotional circumstances whilst imparting bad news to patients such as treatment failure or infertility.
- Take referrals of terminally ill patients and patients recently diagnosed with cancer for gamete cryopreservation from medical oncology consultants. See the patients urgently (occasionally patients seen immediately) for consultations and communicate with these patients their fertility status.
- Perform clinical intra-cytoplasmic sperm injection (ICSI) procedures as a HFEA licensed practitioner.
- Frequently required to work unpredictably and unsociable hours without prior notice as the needs of the service dictate.

### **Working Conditions**

- To have direct contact with bodily fluids (primarily semen) on a daily basis. The majority of analytical samples are not screened for HIV, Hepatitis B and Hepatitis C. 11
- Frequent exposure to Liquid Nitrogen and chemicals such as Formalin on a daily basis.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BSc Hons in a relevant biological science</li> <li>• Association of Clinical Embryologists Post Graduate Certificate in Clinical Embryology</li> <li>• Health professions council state registration in</li> <li>• Clinical Embryology</li> </ul>	<ul style="list-style-type: none"> <li>• HFEA licensed ICSI practitioner</li> <li>• Relevant MSc or PhD DipRC Path in Embryology</li> <li>• Post graduate diploma in Clinical</li> <li>• Andrology</li> <li>• ESHRE accredited Clinical Embryologist</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience working in an IVF laboratory.</li> <li>• Member of the Association of Clinical Embryologists</li> <li>• Understanding of all aspects of assisted conception</li> <li>• Evidence of ongoing professional development</li> <li>• Working knowledge of HFEA regulations</li> <li>• Demonstrate professional credibility.</li> <li>• Effective analytical and reflective skills</li> <li>• Audit, research and data analysis and interpretation</li> </ul>	<ul style="list-style-type: none"> <li>• Member of the Association of Biomedical Andrologists</li> <li>• Member of the British Fertility Society</li> <li>• Member of European Society for Human Reproduction &amp; Embryology</li> <li>• Knowledge and experience of obstetrics &amp; gynaecology problems</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective and appropriate communication Skills.</li> <li>• IT and keyboard skills</li> <li>• Be prepared to undertake the supervision of the practice of students.</li> <li>• Be prepared to participate in supervision of practice.</li> <li>• Advanced communication, interpersonal and negotiation skills</li> <li>• Evidence of ability to plan, organise and manage own workload.</li> <li>• Experience of working as a team member</li> <li>• Data analysis, judgement and clinical decision making.</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.



