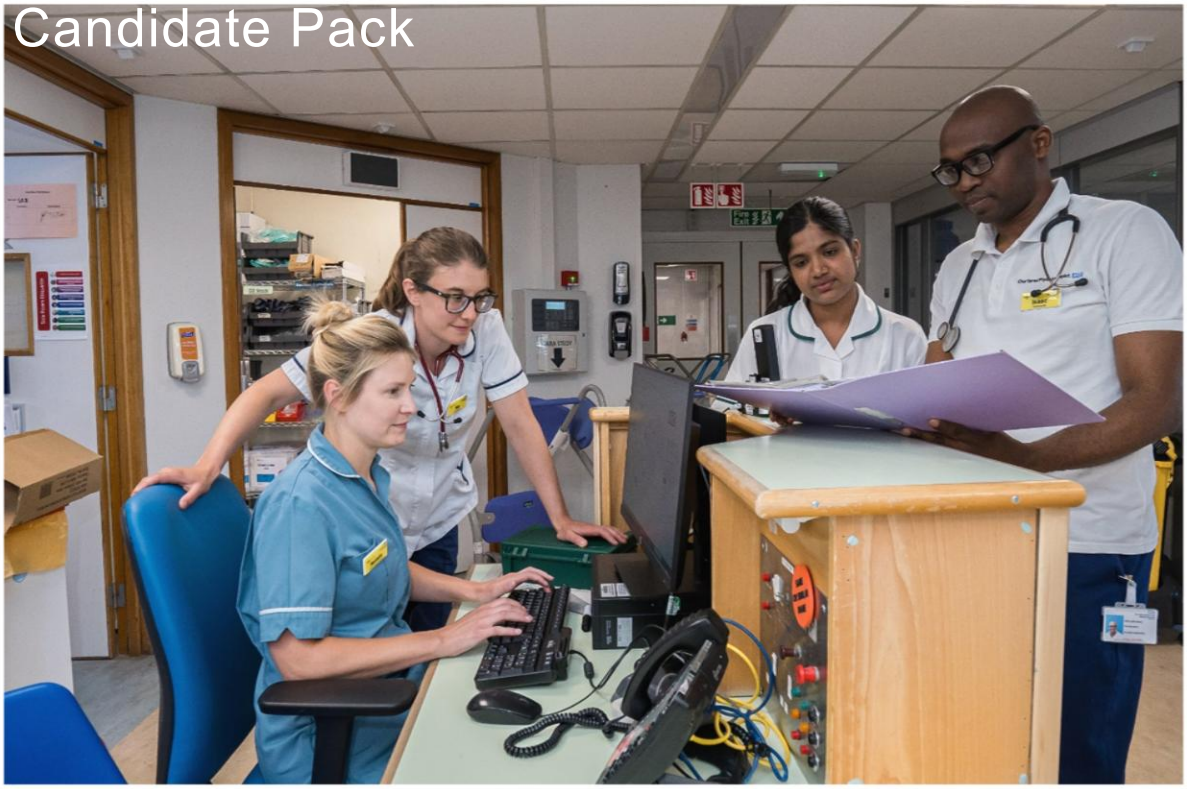
Moving to EXCELLENCE

NHS
The Shrewsbury and Telford Hospital
NHS Trust

REGISTERED NURSE DEGREE APPRENTICE (TOP UP PROGRAMME) - ADULT

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.

- Join a funded training programme that helps you become a Registered Nurse in as little as 18 months, leading to a Nursing Degree and professional registration.
- Learn through a mix of university study, workplace experience and placements in different healthcare settings.
- Provide safe, caring and person-centred support to patients while working under the guidance of Registered Nurses and other healthcare professionals.
- Develop the skills and confidence to assess patient needs, support their wellbeing and help deliver high-quality care.
- Work as part of a healthcare team, communicating effectively with patients, families and colleagues while maintaining privacy and dignity.
- Take responsibility for your own learning and professional development, building the knowledge and skills needed to work as a qualified Registered Nurse.

Job Description

Job title:	**Registered Nurse Degree Apprentice (Top Up programme) - Adult**
Grade:	**Band 4**
Site:	**The Shrewsbury and Telford NHS Trust**
Accountable to:	**Lead Nurse for Education**
DBS required:	**Yes, Enhanced DBS**

Main Purpose

This Registered Nurse Degree Apprentice “Top Up” programme, will require you to undergo training to meet the skills, knowledge and behaviours required within this job description. The organisation will fund the cost of the apprenticeship and will provide 100% supernumerary status for the duration of the apprenticeship that will be undertaken in university and on placements. On completion of the apprenticeship, you will be eligible to apply for registration as a Registered Nurse with the Nursing and Midwifery Council. Your apprenticeship will take place both within the workplace, external placements and with attendance at university. You will be expected to be responsible for your learning as an adult learner, seeking support and guidance where necessary. This role enables Registered Nursing Associates to utilise their accrued skills, knowledge and behaviours to work towards their full Nursing registration in a minimum of an 18-month period.

Role Summary

This is a developmental role; the Apprentice will work towards progression to become a Registered Nurse through successful completion of the Top Up shortened Registered Nurse Degree Apprentice training programme leading to the attainment of a Batchelor of Science Nursing Degree. They will develop and maintain knowledge, skills and competencies related to the role of Nurse Degree Apprentice within the service which includes working in range of care settings and delivery of person-centred care. The Nurse Degree Apprentice training programme combines and integrates both academic and work based learning through close collaboration between employers and education providers.

A Registered Nurse Degree Apprentice will be employed by a Health Care organisation but will work in a wide range of clinical placement settings in order that they gain a wide appreciation of many health and care contexts and are able to fulfil all the requirements of the programme. At the end of the programme, the Nurse Degree Apprentice will become a Registered Nurse Adult, registered and accountable to the Nursing and Midwifery Council and Code (NMC). They will be equipped with the knowledge, understanding, skills, attitudes, and behaviours relevant to employment as a Registered Nurse. The training programme emphasises the role that Nurse Degree Apprentice can play in life-course (pre-conception to end of life) approaches towards health and well-being and the ways in which they actively contribute to the delivery of holistic care. Holistic care, across life-course, is a whole-person approach which considers, and equally values1, physical, psychological, and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care. The overall outcome from the training programme is that a Nurse Degree Apprentice is fit to practice in the widest range of settings as well as being equipped with the specific knowledge, skills and capabilities required for the context in which they have trained and are employed.

Key Areas/Tasks

- Deliver high quality, compassionate care under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health and independence
- Have proficient attitudes and behaviours compatible with NHS Values
- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered nurse or other registered care professionals dependent on setting
- Work with their practice assessor and supervisor/s to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace, while on placements and through attending the Nursing Degree Training Programme

- Provide feedback to assist in the evaluation of the Nursing Degree programme
- Develop by the end of the Nursing Degree Training Programme the ability to work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within the parameters of practice of the Registered Nurse role , accessing clinical and care advice when needed

Clinical responsibilities – Individual's care

The following list is indicative as tasks and responsibilities will vary depending on the care setting the Nurse Degree Apprentice is working in.

- Develop understanding of all elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management and evaluation of care
- Support individuals with all aspects of care including daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate
- Ensure the privacy, dignity and safety of individuals is maintained at all times
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate
- Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered
- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
- Assist in the delivery of complex care as prescribed by the registered nurse
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities
- Develop skills in relation to coaching/teaching individuals/carers/other staff
- Assist with the implementation and monitoring of clinical standards and outcomes
- Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures

- Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required

Personal/Professional Development

- See person specification for qualifications/equivalent experience
- Develop knowledge of the scope of practice of the Registered Nurse role within different care settings
- Develop and improve practical and theoretical knowledge, competence and skills throughout the Nurse Degree Apprentice Training Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments

Policy and service development

- 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

- 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 following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans

Communication and relationships

- 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
- Demonstrate those 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 at all 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 taking cognisance of need to protect access (ID, passwords, swipe cards)

Analytical and judgmental skills

- Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a Nurse Degree Apprentice
- 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

Physical skills requirement

- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
- Use skills of manual dexterity and manipulation of clinical instruments and equipment
- Use a combination of standing, walking bending and stretching throughout the shift

Financial and physical resources

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

- Be environmentally aware and prudent in use of resources and energy

Human Resources

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

Information resources

- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies

Freedom to Act

- Work to standard operating procedures with registered care professionals available for reference
- Work within the organisational policy, procedures and guidelines
- Work within the Nurse Degree Apprentice parameters of practice
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person

Mental and Emotional effort

- Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses
- Have exposure to VDU screen

Working conditions

- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

Teaching and Training

- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and Batchelor Degree qualification within agreed timeframes. Seeks support / guidance in timely manner if any difficulties are encountered
- Work in partnership with their manager to develop and deliver on objectives at annual appraisal and personal development planning meeting
- Take responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed
- Support the development of less experienced staff, Health Care Assistants, Trainee Nursing Associates, under the guidance of the Registered Nurse.

Person Specification

	Essential	**Desirable**
Education & Qualifications	• NMC Registered Nursing Associate working in Division applying for • Educated to a minimum, level 5 Foundation degree level specific to nursing associate practice. • GCSE Grade A-C / 9-4 in Maths and English or Functional skills level 2 in numeracy and literacy or equivalent • Evidence of personal and professional development	• Practice Assessor Qualification

Experience	• Currently employed as a Nursing Associate at SaTH • Substantial post Registration Nursing Associate Registration experience	• Successful completion of preceptorship programme
Knowledge and skills	• Able to assess, monitor and initiate care against a treatment/intervention plan for a specific group of patients, working within established policies procedures and protocols. • Able to recognise and work within the limitations and boundaries of the role. • Evidence of the supervision of Student Nurses and Student Nursing Associate or the supervision and assessment of Trainee Nursing Associate. • Knowledge of when to refer / escalate to a senior healthcare professional.	• Example • Example • Example
Other	• We will expect your values and behaviours to reflect the Values of the organisation: Partnering,	

	Ambitious, Caring, trusted. • Motivation and commitment to make the most of this learning opportunity and develop a passion for excellence in evidence based care. • Develops positive working relationships	
Values and Behaviours	• Demonstrates a commitment to treating colleagues, patients and others with dignity and respect. • Maintains appropriate professional boundaries, including in digital communications and social media. • Supports the principles of the NHS Sexual Safety Charter and is willing to speak up about inappropriate behaviour. • Will comply with Trust policies and required training relating to sexual safety, harassment and respectful workplace conduct.	

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 providing a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust takes a zero-tolerance approach to unwanted, inappropriate or harmful sexual behaviour and will support colleagues affected by such behaviour. The Charter recognises the right of everyone working, training and learning in healthcare to feel safe and supported at work.

The Trust will take all reasonable steps to prevent sexual harassment in accordance with the Equality Act 2010, the Worker Protection (Amendment of Equality Act 2010) Act 2023 and subsequent applicable legislation. This includes considering risks arising from colleagues, patients, relatives, visitors and other third parties.

All employees are required to treat colleagues, patients and others with dignity and respect, maintain appropriate professional boundaries, and comply with Trust policies, procedures, behavioural standards and training relating to sexual safety, harassment, discrimination and respectful workplace conduct.

Employees are encouraged to raise or support concerns about sexual harassment or misconduct through the Trust's established reporting routes. The Trust will not tolerate victimisation, retaliation or detriment arising from a concern raised in good faith.

- Uphold the Trust's commitment to a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination, in accordance with the NHS Sexual Safety Charter, Trust policy and applicable legislation.
- Maintain appropriate professional boundaries and act in accordance with the Trust's values, policies and procedures relating to dignity, respect, inclusion and professional conduct.
- Speak up about, report or appropriately escalate inappropriate behaviour, and support a culture in which concerns are taken seriously and colleagues are protected from detriment.
- Complete required learning and participate in reasonable measures introduced by the Trust to prevent harassment and maintain sexual safety.

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.


disability
confident
LEADER

Apprenticeships
Good for our Business

POSITIVE ABOUT DISABLED PEOPLE

we're supporting
AGE POSI+IVE

Stonewall
DIVERSITY
CHAMPIONS

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
GOLD AWARD

SUPPORTING PARENTS OF PREMATURE BABIES
CHARTER MARK
EMPLOYER WITH HEART
THE SMALLEST THINGS

MINDFUL
EMPLOYER

MISCARRIAGE ASSOCIATION
Proud to have signed
The Pregnancy
Loss Pledge

VETERAN
AWARE

STEP
INTO
HEALTH