



ADVANCED SPECIALIST PHARMACIST - RADIOPHARMACY AND ASEPTIC SERVICES

PHARMACY CENTRE

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.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

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

Salary sacrifice schemes for home electronics and bikes

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	Advanced Specialist Pharmacist – Radiopharmacy and Aseptic Services
Band	8a
Directorate	Service Delivery Directorate
Accountable to	Chief Pharmacist
DBS Required?	Enhanced

JOB OVERVIEW

The post holder will work closely with the Accountable Pharmacist for the Aseptic unit, the Quality Assurance Team and other staff members within the service. They will work with the Lead Pharmacist on the strategic development of the service and ensure the service is aligned with national guidance, the Medicines and Healthcare products Regulatory Agency (MHRA) guidance and Quality Assurance of Aseptic Preparation Services (QAAPS) standards.

KEY RELATIONSHIPS

- Clinical Pharmacy Team
- Rotational Pharmacists
- Band 6 Pharmacists
- Pharmacist Team Leader – Clinical Services & Governance
- Pharmacist Team Leader – Cancer Services
- Training Pharmacists and Technicians
- Foundation Year Pharmacists
- Pre-registration Pharmacy Technicians
- Pharmacy Assistant Technical Officers (ATOs)
- Any other Pharmacy staff undertaking duties within the
- post holder's areas of responsibility
- Statutory Professional bodies including MHRA and its inspectorate, Environment Agency, Radiation Protection Adviser, Office for Nuclear Regulation, Dangerous Goods Safety Adviser
- Other NHS Trusts and Organisations including Networks and Regional Quality Assurance Services
- Professional Advisors in Clinical Commissioning Groups and Commissioning Boards, NHS England, and NHS Improvement
- Primary Care Professionals such as GP's, community Pharmacists
- Clinical Trial monitors & pharmaceutical companies
- Nutrition Support Team, specialist nutrition nurses, dietitians

Role Summary

The post holder will:

- Be the lead specialist in Radiopharmaceutical Sciences and be responsible for many of the day-to-day aspects of the provision of the comprehensive clinical Radiopharmacy service to the Trust.
- Be the responsible pharmacist for the provision of diagnostic and therapeutic radiopharmaceuticals to the Trust's Nuclear Medicine departments.
- Work as an independent prescriber to optimise medicine regimes for patients
- Contribute to the provision of a clinical Pharmacy service to other wards in the event of annual leave, sickness, and weekend shifts.
- Lead the development of Radiopharmacy and aseptic service standards across the Trust
- Be a clinical co-ordinator or tutor for the Keele University Diploma in Clinical Pharmacy
- Line manage and undertake the annual appraisal of allocated staff.
- Act as a role model for, and be responsible for developing core competencies of any Pharmacist working in Radiopharmacy and Aseptic services organising their training and assessing their competency

- Work with the Team Leader – Aseptic Services & Clinical Nutrition regarding the operational management and strategic development of aseptic pharmaceutical services (Radiopharmacy, support to Cancer Services and Clinical Nutrition Service) and to reduce the risk of medication misadventure within Radiopharmacy and aseptic services.
- Deputise for the Pharmacy Team Lead - Aseptic Services and Clinical Nutrition when needed.
- To supervise and carry out aseptic manufacture and quality control of diagnostic and therapeutic radiopharmaceuticals.
- To develop, implement and follow measures and systems for maintaining compliance with quality assurance, relevant legislation, guidelines, protocols, and SOPs.
- To be responsible for the provision and development of Technical Services within the Shrewsbury and Telford NHS Hospital Trust and to provide expert advice on pharmaceutical matters in relation to this specialised area.
- To perform final release of aseptic medicines made in the Technical Services Unit (radiopharmaceuticals, parenteral nutrition, chemotherapy preparations, monoclonal antibodies, immunotherapy, specialised intravenous additives and all other aseptically prepared medicines) as required by the service.
- To carry out duties in relation to the Trust's Medicines Optimisation Service at ward level when necessary. To work closely with consultants, other medical staff, GPs, and Specialist Nurse Practitioners.
- Undertake service planning, process design, project management, root cause analysis and risk assessments to ensure a safe efficient and effective service. Where necessary provide data to inform business planning, benchmarking projects and service development.
- To liaise closely with the Technical Services and Quality Assurance team, to ensure that the facilities and services provided are fully compliant with Good Manufacturing Practice, other relevant regulations, and quality standards

MAIN DUTIES AND RESPONSIBILITIES

Radiopharmacy and Aseptic Pharmacy

- To act as the Trust's appointed Radiation Protection Supervisor (RPS) for the Pharmacy.
- To act as Radiopharmacy Advisor as and when required for all Nuclear Medicine Departments and Pharmacy Departments in the county.
- To be named as Radioactive Source Custodian for RSH.
- To be named as Radioactive Waste Manager for RSH.
- To comply with all current legislation concerning the use and transport of medical radioisotopes.
- To ensure the provision, calibration, and preparation of diagnostic and therapeutic Radiopharmaceuticals.
- To ensure compliance with the Environment Agency Registration Certificates for the Trust.
- To complete a site annual summary of the radioactive waste disposal for the Environment Agency.
- To act as the scientist responsible for the provision of Radiopharmaceuticals for ARSAC Licence applications.

- To ensure compliance with the statutory Local Rules and ensure these are constantly up to date.
- To implement and monitor the Health and Safety policies of the Aseptic Unit and of the Pharmacy Department. Implement and monitor the Health and Safety policies for the Radiopharmacy department especially with regards to the correct handling of radioactive generators, which weigh in excess of 15kg.
- To undertake the training of all grades of staff in accordance with training programs for Radiopharmacy. To organise and update all staff training in Radiopharmacy.
- To maintain good liaison and relationships with the Senior Radiopharmacy Technician and all multidisciplinary staff involved in the provision of aseptic services.
- To work with the Aseptic Services Pharmacists, Quality Assurance, Radiation Protection Advisor and the Regional Radiopharmacist in discharging the obligations and the constant review of Good Pharmaceutical Manufacturing Practice and other working standards.
- To participate in regular internal audits conducted by the Quality Assurance Department. To ensure and encourage the maintenance of high standards of work at all times.
- To become actively involved in research projects and other pharmacy practice studies with particular emphasis on aseptic services, formulation development and radiopharmaceutical sciences.
- To identify any cost pressures on the Radiopharmacy service and advise on options for dealing with them.
- To maintain data storage systems relating to all aseptically prepared products.
- In the absence of the Senior Pharmacist, deputise for Lead Pharmacist Technical Services, to manage and organise the work of supporting staff (including Pharmacy Technicians, Pharmacy Assistants and Trainees) to meet the demands on that section of the department in which the Pharmacist works.
- To liaise with the Technical Services Pharmacist in supervising staff and methods within the aseptic section either directly or by sound delegation and to supervise procedures and processes involving external staff and agencies carrying out maintenance and technical services.
- To supervise and train Pharmacists, Pre-registration Pharmacists, Technicians, Student Technicians and Assistants seconded to the Aseptic Unit on rotation or for training.
- To contribute to the effectiveness of the pharmacy by making suggestions for innovation and development in professional aspects of the work.
- To undertake such other appropriate duties / investigations / audits / research as may be deemed necessary and encouraged by the Head of Pharmacy.

Technical

- To routinely monitor the radioactive dose levels received by all staff in the pharmacy that work in the Radiopharmacy Department. To investigate any abnormal dose received by any member of staff. To manage any risks posed to staff by radioactive substances, be that risk be raw materials, finished products or waste.
- To formulate new products and delivery systems, both in a reactive and proactive fashion. This will involve preparation of stability profiles from information sources and database searches.
- To participate in the development of production plans and schedules to ensure the safe and effective operation of the aseptic unit.

- Preparation of specifications, formulations for new products or services, including radiopharmaceuticals, chemotherapy products, high risk injectable medicines and other service developments in response to safety alerts, Department of Health initiatives and clinical governance reports and audits.
- Accuracy checks the work of others in all aspects of technical pharmacy including authorisation of work sheets, stability profiles, raw materials, reconciliation and in process and final release of specialised medicines.
- To actively advise, direct and perform where appropriate, on the preparation of complex injections and infusion therapy at ward and departmental level. Including the education and training of other professionals. To additionally oversee training programs to ensure pharmacy staff develop technical skills and understand of the processes involved and thereby ensure training is to a high and appropriate level.
- To ensure technical services and policies comply with the above (especially 'Guide to Good Pharmaceutical Manufacturing Practice', EC Directives as required under UK legislation) and the principles are applied in the local development, preparation, testing, distribution, and documentation of pharmaceutical products.
- To analyse and interpret complex prescriptions for parenteral therapy along with stability data necessary to efficiently produce safe, effective specialised medicines.
- Undertake, and contribute to specialist training, continuing education and research and development compatible with the aims of the pharmacy service.
- Quality Management – to undertake and develop quality audits and risk assessments and be involved in product and process review, design and control, document and data control, quality audits, preventative, and corrective action plans.
- Ensure Quality Assurance and patient safety are paramount. To liaise with the Quality Assurance Officer on a regular basis to ensure ongoing compliance with Quality Assurance principles.
- To investigate and resolve problems arising with the preparation or use of products prepared within the unit. This will require the provision of timely, comprehensive information to the appropriate bodies.
- To ensure adherence with safe systems of work and there is compliance with codes, standards, statutory instruments, and regulations issued by the DOH, HSE, GPhC, RPS and MHRA.
- Liaise with other technical staff to ensure the creation, review, and update of working documents, procedures, results, and records and participate in the service audits and reviews.
- To contribute to the development and delivery of a cohesive service that has a robust communications network and is responsive to changing patient's needs.
- To maintain data storage systems in relation to all aseptically prepared products
- To monitor statutory regulations, national and local guidance.

Clinical Ward Service

- To provide expert advice to clinicians, patients, and carers regarding the provision of nutritional support (parenteral nutrition) to enable informed decisions based on nutritional assessment and principles of medicines optimisation.
- To participate in hospital ward-based "nutrition rounds" with the Nutrition Support Team members and provide specialist clinical knowledge with regard to parenteral nutrition with ward and medical

staff, dieticians and patients as necessary.

- To be involved in the clinical assessment of patients on Parenteral Nutrition. Consult with relevant Consultants and Biochemists, and devise clinically and pharmaceutically sound prescriptions and formulations.
- Participate in clinical pharmacy services to allocated wards, including leading the morning huddle and co-ordinating the ward team.
- Visit agreed wards on request ensuring standards specified in competency framework handbook are adhered to, prioritising according to time allocated.
- Obtain an accurate drug history for specific patients on admission
- Identify and resolve omissions and inaccuracies in prescribing for medicines prescribed on admission
- Assess whether medication brought into hospital by the patient is fit for use and remove (with the patient's permission) any unwanted or unusable medicines.
- Be involved in the clinical assessment of patients, consulting with the relevant medical teams, and plan clinically and pharmaceutically sound prescriptions and formulations.
- Provide a clinical pharmacy service to designated wards. This includes:
 - Provision of pharmaceutical advice to medical and nursing staff
 - Review of prescription charts according to Trust policy. This involves making recommendations tailored to the context of specific patients or situations, checking drug doses are correct, checking intravenous medicines and compatibilities, addressing co-existing medical diseases and conditions such as hepatic and renal impairment
 - Supply of medicines to inpatients
 - Endorsing of prescriptions charts according to Trust policy
 - Risk management and compliance with medicines
 - Regular attendance and participation in a consultant ward round
- Ensure primary/secondary care interface communication, especially on discharge from hospital.
- Record interventions made on wards
- Ensure specified ward has a stock list, the range and level of which should match usage and be agreed with the ward manager
- Review stock range and level according to usage analysis and the needs of the user at least every 12 months.
- Carry out annual storage audits and three-monthly controlled drug audits promptly and report any problems to Chief Pharmacist, as appropriate.
- Function as an Independent Prescriber (IP) to optimise medicine regimes for the patient, ensuring appropriate medicines are prescribed or de-prescribed after assessment. This will be in line with GPhC registration requirements and be formally agreed with all appropriate and relevant clinicians. As an IP pharmacist the post holder will:
 - Practice within the scope of the GPhC registration
 - Adhere to the Trust Medicines policy in relation to scope and responsibilities of role
 - Comply with the Trust Medicines Formulary

- Be responsible for providing on-going evidence of competency in relation to their prescribing role.

Dispensary Service

- To participate in dispensary cover when required as the named responsible pharmacist.
- Attend the dispensary at allocated time.
- Deal only with dispensary matters during this period.
- Work to standards defined in dispensary procedures.
- Ensure that prescriptions are clinically screened to promote the rational use of drug therapy and evaluation of the appropriateness of the regimen selected and to minimise clinical risk resulting from medicine use.
- Record interventions made in the dispensary.
- Work with the team to ensure response times are met for prescriptions.
- Dispense outpatient prescriptions, inpatient requests and TTOs if required.
- Dispense and check clinical trial prescriptions as per procedure.
- Check outpatient prescriptions, inpatient requests and TTOs.
- Counsel and provide information to patients about their medication.
- Supervise the work of support staff working in the dispensary.
- Carry out final check of Controlled Drug ward supplies which have been dispensed.
- Assist in the training of student technicians and pre-registration pharmacists in the dispensary.
- Discharge existing statutory regulations concerning the receipt, storage, issue, handling, dispensing, and processing of pharmaceutical preparations.
- Assist with putting away of stock drugs.

Emergency Duty Service

- Take responsibility for locking up the department according to the Emergency Duty Pharmacist rota.
- Respond by phone within 10 minutes of receiving a message or a call.
- Be responsible for providing advice, medicine information and supply of items which cannot wait until pharmacy is next open.
- Attend the hospital, if necessary, within 1 hour of receiving a message, or within an appropriate time scale.
- Record details of all calls.
- Meet with the Pharmacy Team Leader – Clinical Services & Governance after each Emergency Duty Pharmacist session to discuss calls, if necessary.
- Order additional stocks of drugs from suppliers if urgently required for a clinical need.

Education and Training

- Train and assess pre-registration pharmacists, technicians, and junior clinical rotational pharmacists according to relevant guidelines/standards.
- Provide education and training to pharmacy staff as appropriate.
- Provide education and training to other healthcare professionals as appropriate.
- Provide education to patients as appropriate
- Become actively involved in research projects and other pharmacy practice studies with particular emphasis on medicines management
- Assist the development of clinical and pharmaceutical audit through practice and computerised applications.

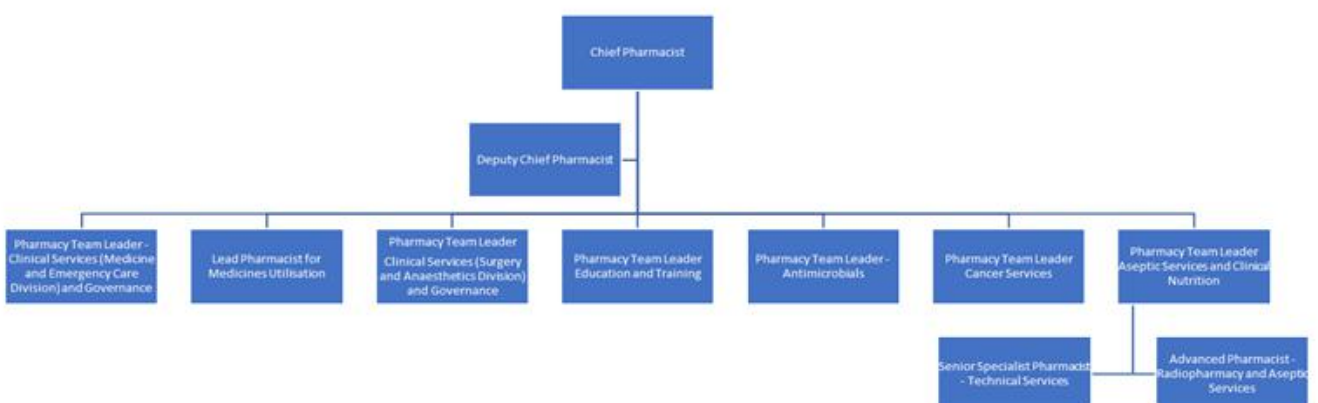
Staff Management

- Manage, mentor, and supervise band 6 and 7 pharmacists and technicians
- Ensure the optimal allocation of staff to duties
- Line manages performance issues and sickness absence and undertake the annual appraisal of allocated band 6 pharmacists
- Aid in the recruitment of staff

General

- Provide complex medicines related information on all aspects of technical pharmacy and aseptic medicines usage to nursing and medical staff in person, in writing and by telephone.
- Ensure compliance with Medicines Legislation of all prescribing.
- Be involved in ward-based medicine management on weekends and Bank Holidays (on a rotational basis).
- Contribute to the effectiveness of the pharmacy by making suggestions for innovation and development in professional aspects of the work.
- Undertake such other appropriate duties/investigations/audits/research as may be deemed necessary and encouraged by the Chief Pharmacist.

Organisational Chart





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
<ul style="list-style-type: none"> • Honours Degree in Pharmacy / MPharm. • Registration with the GPhC as a pharmacist • Mandatory CPD to maintain fitness to practice • Postgraduate Diploma in Pharmacy Practice or equivalent (completed both year 1 and year 2) 	<ul style="list-style-type: none"> • Registered as a non-medical prescriber • Member of the Royal Pharmaceutical Society • Post-graduate qualification (MSc level) in Radiopharmacy or equivalent knowledge & expertise in the field, or willingness to study towards the qualification • Radiation Protection Supervisor (RPS) (Radioactive Substances) training record, or willingness to study towards the qualification • Diploma in Pharmaceutical Technology & Quality Assurance or equivalent knowledge & expertise in the field.

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Relevant post registration experience in hospital pharmacy • Supervision of staff • Experience of working as part of a multidisciplinary team • Experience in documenting in medical notes • Training of pre-registration pharmacists and junior staff • Experience of audit • Recent operational experience working within a conventional Radiopharmacy unit • Experience of aseptic preparation of radiopharmaceuticals • Experience of specification and monitoring of environment / equipment / products relevant to Radiopharmacy 	<ul style="list-style-type: none"> • Project management and report writing • Experience in writing policies /guidelines • Management of staff • Tutoring of postgraduate trainee pharmacist or pre-registration pharmacists • Ability to take initiative and lead on projects including change management • Experience of leading and developing a service within pharmacy • Experience in Parenteral Nutrition • Experience in Oncology

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|---|--|
| <ul style="list-style-type: none">• Experience of maintaining a Quality Management System, including management of change, investigation of errors and deviations• Experience of working within Aseptic Services and Final Release• Experience as authorised releasing officer for radiopharmaceuticals.• Experience in writing reports and Standard Operating Procedures for new processes or new equipment.• Project management and report writing• Experience in writing policies /guidelines• Clear understanding of national Radiopharmacy / pharmacy /technical services / nuclear medicine standards | |
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SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• High level of professionalism• Good communication skills both written and oral• Ability to motivate others• Ability to use initiative• Assertive and confident• Good organisational skills• Ability to manage own time• Good team member• Able to cope with stress• Effective training skills• Ability to lead on audit projects• Ability to generate new ideas and ways of working to support the Trust's strategy and objectives• Leadership skills to inspire staff within the department and beyond• Networking	<ul style="list-style-type: none">• Proven ability to teach a range of staff groups

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Professional attitude • Enthusiastic • Conscientious and reliable • Team player • Neat and tidy appearance • Flexible • Innovative • Polite and courteous • Self-motivating • Experience of communication with consultants • Able to demonstrate reflective practice • Good Health • Able to work in accordance with Local Rules, relevant legislation, codes of practice and Regulations relating to the use of radioactive material, including the Ionising Radiations Regulations, the Medicines Act, and the Radioactive Substances Act • Ability to carry out radiation monitoring and decontamination if necessary • Physically able to participate in the preparation of radiopharmaceuticals with highly developed hand-eye coordination moderate lifting (up to 15kg unaided) and standing for long periods in a restrictive position. • Able to operate frequently at high concentration levels, especially calculating doses and technical information • Good general health, not claustrophobic • Flexible working hours • Must be able to demonstrate behaviours consistent with the Trust's four values 	

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

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.

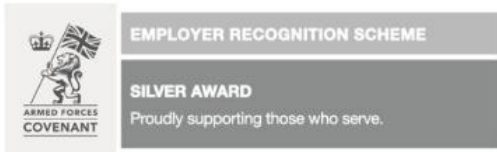
NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or

within the Trust's grounds is not permitted.

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](#)