



ADVANCED SPECIALIST
PHARMACIST – WORKFORCE,
TRAINING & EDUCATION

**INFORMATION FOR CANDIDATES** 



# **ABOUT THE TRUST**

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

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

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

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

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

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



# **OUR VISION AND VALUES**

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

## **Our Vision:**

"To provide excellent care for the communities we serve"

# Our Values:



# **OUR VISION**

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

# **OUR VALUES**

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

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

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

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

### **COLLEAGUE BENEFITS**

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

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

#### **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

#### **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

# HEALTH AND WELLBEING

**GENERAL** 

# LEARNING AND DEVELOPMENT



# JOB DESCRIPTION

Job Title	Advanced Specialist Pharmacist – Workforce, Training & Education	
Band	8A	
Directorate	Pharmacy	
Accountable to	Pharmacy Team Leader	
DBS Required?	Yes	

#### **JOB OVERVIEW**

#### The post holder will:

- To be responsible for providing effective professional leadership and expert advice as regards to the education, training, and development of pharmacy staff to ensure the department provides a safe, efficient, standardised service that meets the needs of patients and local stakeholders.
- To work collaboratively with key stakeholders within STW ICS, Higher Education Institutions (HEIs) and wider organisations to develop and deliver a clear strategy and vision for the transformation of the pharmacy workforce, in line with the NHS Long Term Plan, the NHS People Plan, the NHS Long Term Workforce Plan, and the Trust's workforce strategy and other relevant business plans.
- To work with the Pharmacy Team Leader for Education and Training to assess and identify new education and training needs and opportunities to support the Trust and departmental implementation of the workforce development strategy.
- To work with the Pharmacy Team Leader for Education and Training provide oversight, assurance, and evaluation for the delivery of pharmacy staff training, development, and transformation.

- To work with the Pharmacy Team Leader for Education and Training in supporting the medical and non-medical education leads to ensure that effective systems and processes are in place so that the Trust meets required regulatory and compliance standards, set by the GPhC, Care Quality Commission (CQC) and NHSE WTE.
- In conjunction with the Pharmacy Team Leader for Education and Training and other members of the
  pharmacy senior leadership team, to implement and evaluate clear development frameworks for all
  members of the pharmacy team, from pharmacy assistants and administrative staff to senior clinical
  pharmacists and pharmacy technicians, and scientific and technical staff.

#### **Key Relationships:**

#### Internal:

- Senior Pharmacy Management Team and all pharmacy staff
- Clinical Leads and managers for medical and non-medical education and training
- Senior Pharmacy Technician Education and Training
- Senior Pharmacy Technician Undergraduate Pharmacy Placements
- Trainee Pharmacists and their line managers
- Other designated supervisors/mentors/coaches
- Risk and Safety Department
- Clinical Governance Team
- People and Operational Department (OD) leads
- Information Technology Department

#### **External:**

- Higher Education Institutions (HEI), Further Education (FE) and other education establishments and managers
- Shropshire, Telford and Wrekin Integrated Care System (STW ICS) stakeholders, including STW ICS
   Pharmacy Faculty
- Senior pharmacy professionals in organisations within STW ICS and across the wider Midlands region.
- Community pharmacy partners & superintendent pharmacists
- Regulatory and commissioning bodies e.g., GPhC
- Pharmacy Undergraduate Students
- NHS England Workforce Training and Education (NHSE WTE)

#### Main responsibilities and Duties

#### Workforce, Education and Training

- 1. To work collaboratively with key stakeholders within STW ICS, Higher Education Institutions (HEIs) and wider organisations to develop and deliver a clear strategy and vision for the transformation of the pharmacy workforce, in line with the NHS Long Term Plan, the NHS People Plan, the NHS Long Term Workforce Plan, and the Trust's workforce strategy and other relevant business plans.
- 2. In collaboration with Trust colleagues and other key stakeholders, develop and support strategies aimed at recruiting and retaining pharmacy professionals, with improvement in staff satisfaction rates.
- 3. Develop and strengthen links with appropriate research organisations, networks, and academic institutions.
- 4. Actively support the Senior Pharmacy Leadership Team to provide professional leadership.

- 5. Take a significant role in developing and supporting the implementation of career pathways for each pharmacy staff group. This includes working closely with the Senior Pharmacy Technician for Education and Training.
- 6. Work with the Pharmacy Team Leader for Education and Training to devise and implement short, medium, and long-term strategies / plans for pharmacy related workforce development.
- 7. Support the development of an appropriate safe learning environment and culture within the Pharmacy Department.
- 8. Provide appropriate support and input into the pharmacy related training and research agenda.
- 9. Contribute to development of other staff members undertaking education and training pathways
- 10. Contribute to multidisciplinary learning events
- 11. Provide education and training to other healthcare professionals as appropriate.
- 12. Deputise for Pharmacy Team Leader Education and Training as appropriate
- 13. Supports the Senior Pharmacy Technician Undergraduate Pharmacy Placements with the day-to-day delivery of the pharmacy undergraduate placements
- 14. Contribute to the regular planning and review of foundation pharmacist training year with other designated supervisors and educational programme director
- 15. To implement the Safe Learning Environment Charter which supports the development of positive safety cultures and continuous learning across all learning environments in the NHS. To ensure all development and learning within the department is underpinned by principles of equality, diversity, and inclusion.
- 16. Work with the Pharmacy Team Leader Education and Training and other organisational leaders within the ICS to support delivery of key workforce priorities within the agreed ICS pharmacy workforce strategy including:
  - o Workforce intelligence and planning
  - o Future workforce
  - Learning and development
- 17. Develop a shared approach to:
  - Engagement of the workforce
  - o Recruitment and retention
  - New roles and ways of working
  - o Evaluation of impact and workforce implications

#### Education, mentoring and overview of practice

1. Act as a designated supervisor for Trainee Pharmacists with statutory responsibility to the relevant regulators.

- 2. To liaise with regional training specialists, senior teams at the NHSE WTE, NHS Oriel recruitment and various universities for candidate selection and recruitment into the training scheme for Trainee Pharmacists.
- 3. Plan, implement, monitor, and evaluate a training programme for all Trust Trainee Pharmacists that meet GPhC and NHSE requirements, including an appropriate local induction programme.
- 4. To co-ordinate, facilitate, and deliver regular learning and training sessions for pharmacy staff including the delivery of regular "CPD" sessions for all departmental staff.
- 5. Be responsible for ensuring the provision of ad-hoc reports when required.
- 6. Support the system of key performance measures for monitoring the standards within the NHSE framework (agreed KPIs and agreed cost improvements plans).
- 7. Improve and enhance the process for students raising concerns.
- 8. Act as an expert for pharmacy staff regarding professional issues, development opportunities and career advice.
- 9. Undertake reflective practice, mentorship, and personal development activities to support professional growth.
- 10. Work with the Pharmacy Team Leader for Education and Training to ensure all E&T policies and procedures are in place, up to date, are appropriately monitored and managed to ensure equity for all pharmacy team members.
- 11. Adhere to all national, regional, and Trust E&T standards, reporting any exceptions to appropriate stakeholders.
- 12. Provide support to the Pharmacy Team Leader for Education and Training, the Chief Pharmacist and wider Trust in interpreting and implementing national policies and requirements of commissioners and regulatory bodies relating to pharmacy education, training, and development.
- 13. Support the development of clear processes to review and evaluate incidents and complaints which involve students.
- 14. To support the Senior Pharmacy Technician Education and Training on the delivery of the education and training programmes for the pharmacy technical staff including pharmacy assistant technical officers, Pre-registration Trainee Pharmacy Technicians (PTPT), registered pharmacy technicians and other pharmacy support staff.
- 15. To engage with the Trust's apprenticeship leads to plan and deliver education and training programmes for pharmacy staff in accordance with the Trust's apprenticeship model for workforce training and development.
- 16. Works with the Pharmacy Team Leader for Education and Training and supports the designated supervisors on the day-to-day delivery of the foundation pharmacist training year
- 17. Participate in the delivery of the Newly Qualified Pharmacist Pathway from RPS
- 18. Be a clinical co-ordinator/tutor/ mentor for Pharmacy staff undertaking post graduate education in Clinical Pharmacy.

19. Line manage and undertake regular appraisals of allocated staff

#### **Highly Specialist Clinical Service**

- 1. Work closely with other clinical pharmacists and medical staff to promote key prescribing messages, facilitate cost-effective prescribing, reduce the unnecessary or inappropriate use of medicines, and improve therapeutic drug monitoring
- 2. Provide highly specialist professional and clinical information and advice to the multidisciplinary healthcare staff, patients and carers regarding medicine policies and procedures.
- 3. Liaise closely with multidisciplinary healthcare staff on the production and maintenance of medicine policies and procedures.
- 4. Provide expert specialist advice to multidisciplinary healthcare staff, patients and carers about medicines used to treat conditions and complex treatment strategies where there is limited evidence and where medical opinion may differ and make recommendations tailored to the context of specific patients or situations
- 5. Critically evaluates and interprets evidence from published data to attain specialist knowledge of the management of diseases which may be required when providing clinical advice to healthcare staff
- 6. Provide specialist advice for the introduction of new drugs into the area including the review of the clinical evidence and financial information.
- 7. Counsel patients or carers about medicines ensuring understanding. Overcoming problems of communication and other difficulties for patients (and their carers) with succinct advice and physical and written aids to concordance. This may involve providing advice and counselling to patients and carers who may be upset, anxious or angry on the appropriate use of their medicines
- 8. Function as an Independent Prescriber (IP) to optimise medicine regimes for the patients, ensuring appropriate medicines are prescribed or de-prescribed after assessment. This will be 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
- 9. Investigate pharmaceutical problems arising from the use of medicines and participate and encourage medical staff in adverse drug reaction reporting
- 10. Lead the pharmacy department and motivate pharmacy staff in all matters relating to the clinical management of patients
- 11. Act as a role model for pharmacists providing a clinical pharmacy service. This will involve the mentoring of staff
- 12. In conjunction with the Lead Pharmacist for Medicine Utilisation, liaise across the Primary and Secondary care interface to promote cost effective and evidence-based management of the health of patients undergoing emergency surgery

- 13. Lead, develop, plan, and regularly undertake and co-ordinate pharmacy audits, practice research and prescribing projects to review treatment of different conditions of the patients admitted within the Trust
- 14. Investigate incidents and complaints related to medicines usage and to be involved in root cause analysis reviews within the specialist area to improve safety and quality of the service

#### **Clinical Ward Service**

- 1. Visit agreed wards daily and other wards on request ensuring standards specified in competency framework handbook are adhered to, prioritising according to time allocated.
- 2. Obtain an accurate drug history for specific patients on admission
- 3. Identify and resolve omissions and inaccuracies in prescribing for medicines prescribed on admission
- 4. 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.
- 5. Be involved in the clinical assessment of patients, consulting with the relevant medical teams, and plan clinically and pharmaceutically sound prescriptions and formulations.
- 6. 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
- 7. Ensure primary/secondary care interface communication, especially on discharge from hospital.
- 8. Record interventions made on wards
- 9. Ensure specified ward has a stock list, the range and level of which should match usage and be agreed with the ward manager
- 10. Review stock range and level according to usage analysis and the needs of the user at least every 12 months.
- 11. Carry out annual storage audits and three-monthly controlled drug audits promptly and report any problems to Chief Pharmacist, as appropriate.

#### **Dispensary Service**

- 1. Attend the dispensary at allocated time
- 2. Deal only with dispensary matters during this period.
- 3. Work to standards defined in dispensary procedures
- 4. 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.
- 5. Record interventions made in the dispensary
- 6. Work with the team to ensure response times are met for prescriptions.
- 7. Dispense outpatient prescriptions, inpatient requests and TTOs if required.
- 8. Dispense and check clinical trial prescriptions as per procedure.
- 9. Check outpatient prescriptions, inpatient requests and TTOs.
- 10. Counsel and provide information to patients about their medication.
- 11. Supervise the work of support staff working in the dispensary.
- 12. Carry out final check of Controlled Drug ward supplies which have been dispensed
- 13. Assist in the training of pre-registration Pharmacy Technicians and Trainee Pharmacists in the dispensary.
- 14. Discharge existing statutory regulations concerning the receipt, storage, issue, handling, dispensing, and processing of pharmaceutical preparations.
- 15. Assist with putting away of stock drugs.

#### **EMERGENCY DUTY SERVICE**

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

7. Order additional stocks of drugs from suppliers if urgently required for a clinical need.

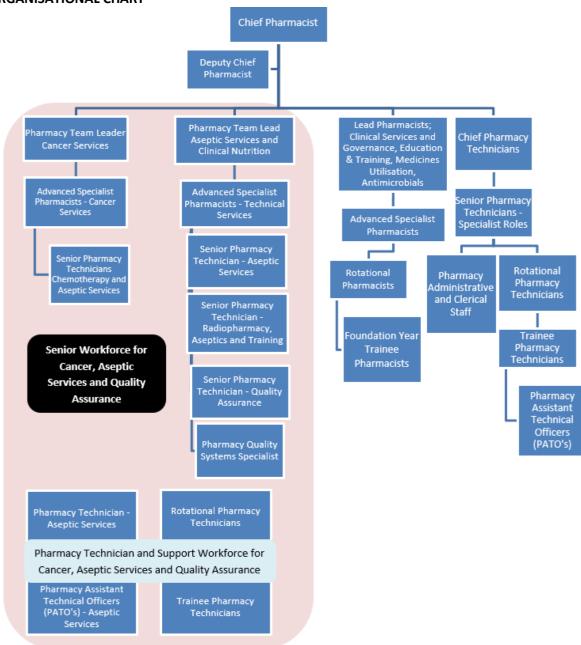
#### **Staff Management**

- 1. Manage, mentor, and supervise Rotational Pharmacists and Pharmacy technicians
- 2. Ensure the optimal allocation of staff to duties
- 3. Line manages performance issues and sickness absence and undertake the annual appraisal of allocated staff
- 4. Aid in the recruitment of staff

#### General

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

#### **ORGANISATIONAL CHART**



This job description is intended only as a guide to the duties and responsibilities of the successful postholder. It may be amended to take account of changing circumstances and service developments following discussion with the postholder.

Signed	Member of Staff
Date	
Signed	Pharmacy Team Leader – Education and Training
Date	



### 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> <li>Honours Degree in Pharmacy / MPharm.</li> <li>Registration with the GPhC as a Pharmacist</li> </ul>	<ul> <li>Registered as a Non-Medical Prescriber</li> <li>Member of the Royal Pharmaceutical Society</li> </ul>
<ul> <li>Mandatory CPD to maintain fitness to practice</li> <li>Postgraduate Diploma in Pharmacy Practice or equivalent (completed both year 1 and year 2)</li> </ul>	CertEd or higher

# **EXPERIENCE AND KNOWLEDGE**

ESSENTIAL	DESIRABLE
<ul> <li>Relevant post registration experience in Hospital Pharmacy</li> <li>Supervision of staff</li> <li>Experience of working as part of a multidisciplinary team</li> <li>Experience in documenting in medical notes</li> <li>Training of Foundation Pharmacists and junior staff</li> <li>Experience of audit</li> <li>Excellent general clinical knowledge</li> <li>Able to use clinical knowledge at senior level</li> <li>Specialised knowledge of drugs used and therapeutic trends within specialised area</li> <li>Knowledge of healthcare systems guidance and NHS change</li> <li>Able to critically appraise research data</li> <li>Knowledge of postgraduate education for pharmacists</li> <li>Confident user of Excel, Microsoft Word and Powerpoint</li> <li>Experience of communication with consultants</li> </ul>	<ul> <li>Project management and report writing</li> <li>Experience in writing policies /guidelines</li> <li>Management of staff</li> <li>Tutoring of postgraduate trainee pharmacist or Foundation pharmacists</li> <li>Ability to take initiative and lead on projects including change management</li> </ul>

# **SKILLS**

<ul> <li>High level of professionalism</li> <li>Good communication skills both written and oral</li> <li>Ability to motivate others</li> <li>Ability to use initiative</li> <li>Assertive and confident</li> <li>Good organisational skills</li> <li>Ability to manage own time</li> <li>Good team member</li> <li>Ability to lead on audit projects</li> <li>Ability to lead on audit projects</li> <li>Ability to generate new ideas and ways of working to support the Trust's strategy and objectives</li> <li>Leadership skills to inspire staff within the department and beyond</li> <li>Networking</li> <li>Professional attitude</li> <li>Enthusiastic</li> <li>Conscientious and reliable</li> <li>Team player</li> <li>Neat and tidy appearance</li> <li>Flexible</li> <li>Innovative</li> <li>Polite and courteous</li> <li>Self-motivating</li> <li>Able to demonstrate reflective practice</li> </ul>	ESSENTIAL	DESIRABLE
	<ul> <li>High level of professionalism</li> <li>Good communication skills both written and oral</li> <li>Ability to motivate others</li> <li>Ability to use initiative</li> <li>Assertive and confident</li> <li>Good organisational skills</li> <li>Ability to manage own time</li> <li>Good team member</li> <li>Able to cope with stress</li> <li>Effective training skills</li> <li>Ability to lead on audit projects</li> <li>Ability to generate new ideas and ways of working to support the Trust's strategy and objectives</li> <li>Leadership skills to inspire staff within the department and beyond</li> <li>Networking</li> <li>Professional attitude</li> <li>Enthusiastic</li> <li>Conscientious and reliable</li> <li>Team player</li> <li>Neat and tidy appearance</li> <li>Flexible</li> <li>Innovative</li> <li>Polite and courteous</li> <li>Self-motivating</li> </ul>	<ul> <li>Ability to remain calm and work effectively under pressure and to deadlines</li> <li>Proven ability to teach a range of staff groups</li> </ul>

## **OTHER**

ESSENTIAL	DESIRABLE
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 AND CYBER SECURITY

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security Your attention is drawn to the confidential nature of
  information collected within the NHS. Whilst you are employed by the Trust you will come
  into contact with confidential information and data relating to the work of the Trust, its
  patients or employees. You are bound by your conditions of service to respect the
  confidentiality of any information you may come into contact with which identifies
  patients, employees or other Trust personnel, or business information of the Trust. You
  also have a duty to ensure that all confidential information is held securely at all times,
  both on and off site.
- Disclosure of Information To ensure that information is only shared with the appropriate
  people in appropriate circumstances, care must be taken to check the recipient has a legal
  basis for access to the information before releasing it. Upon leaving the Trust's
  employment and at any time thereafter you must not take advantage of or disclose
  confidential information that you learnt in the course of your employment, to protect
  yourself and the Trust from any possible legal action.
- Information Quality and Records Management You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

## **SOCIAL RESPONSIBILITY**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **CONTINUOUS IMPROVEMENT**

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

# EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

# NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

# **MISCELLANEOUS**

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





























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