



HEALTH AND SAFETY TEAM ASSISTANT/ RESPIRATORY PROTECTIVE EQUIPMENT TEAM 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

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

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 | Health and Safety Team Assistant/Respiratory Protective Equipment Team |
| Band | 3 |
| Directorate | Operational Delivery Directorate |
| Accountable to | RPE Team Leader |
| DBS Required? | None |

JOB OVERVIEW

- You will support the Health and Safety Team in providing an effective service across the Trust, working in both clinical and non-clinical settings.
- You will provide education/ training and support to staff in relation to Personal Protective Equipment in the provision of a caring and safe environment, including Respiratory Protective Equipment fit testing.
- You will undertake administrative tasks relating to H&S Team activities, including data entry and reporting of RPE fit testing records.
- You will undertake other tasks in support of the H&S Team's work, which may include visits to clinical and non-clinical workplaces across the Trust.

- You will demonstrate competence in generic and specialist H&S-related skills as required within a timeframe agreed with your manager, following the completion of appropriate training and education which will include qualitative and quantitative fit testing methods.
- You will function at a competency level in line with the requirements of the post and achieve and maintain both mandatory and statutory training requirements associated with the role.

MAIN DUTIES AND RESPONSIBILITIES

Areas of Specialism:

- You will be required to maintain personal professional expertise in RPE fit testing, using both quantitative and qualitative methods.
- You will undertake administrative tasks relating to fit testing, which will include data entry into ESR, using Excel to create and edit reports, and tailoring reports to different audiences when required.
- You will undertake other duties in support of the H&S Team's work, which may include practical tasks and/ or administrative work in both clinical and non-clinical workplaces across the Trust.

Organisational Skills:

- You will support the Health and Safety Team to provide an RPE fit testing service to the Trust.
- You will be responsible for setting up RPE fit testing workstations in accordance with agreed procedures.
- You will undertake RPE fit testing in accordance with national guidance and protocols.
- You will ensure that fit testing sessions run efficiently, in accordance with all H&S/ IPC requirements, and to planned timings to ensure that where appointments are booked, staff and visitors are seen within a reasonable timescale.
- You will make accurate records of fit test results.
- You will undertake data entry into ESR relating to RPE fit testing results (and potentially in support of other H&S-related tasks).
- You will assist staff and visitors to recall past RPE fit test outcomes when required, using the intranet and Excel to do so.
- You will work with Excel spreadsheets to produce reports for Trust line managers on RPE fit testing and other H&S-related tasks as required.

Responsibility for staff:

- You will not have formal line management responsibility for staff.

Responsibility for patients/clients:

- You will not have any responsibility for patients/ clients.
- You will sometimes undertake fit tests for visitors, who may be on site to visit inpatients who are near the end of their life.

Responsibility for resources:

- You will have no budgetary authority but will take responsibility for requesting stocks of consumables used in RPE fit testing in good time.
- During the course of undertaking your duties you will use appropriate equipment for the task, including IT equipment (laptops and desktop PCs), qualitative RPE fit testing kits, and quantitative fit testing ("Accufit") machines and accessories.
- You will work in support of the H&S Team and Procurement colleagues when newly introduced respirators/ other items of PPE are trialled and will contribute to decisions about stock lines to adopt and those to be rejected.

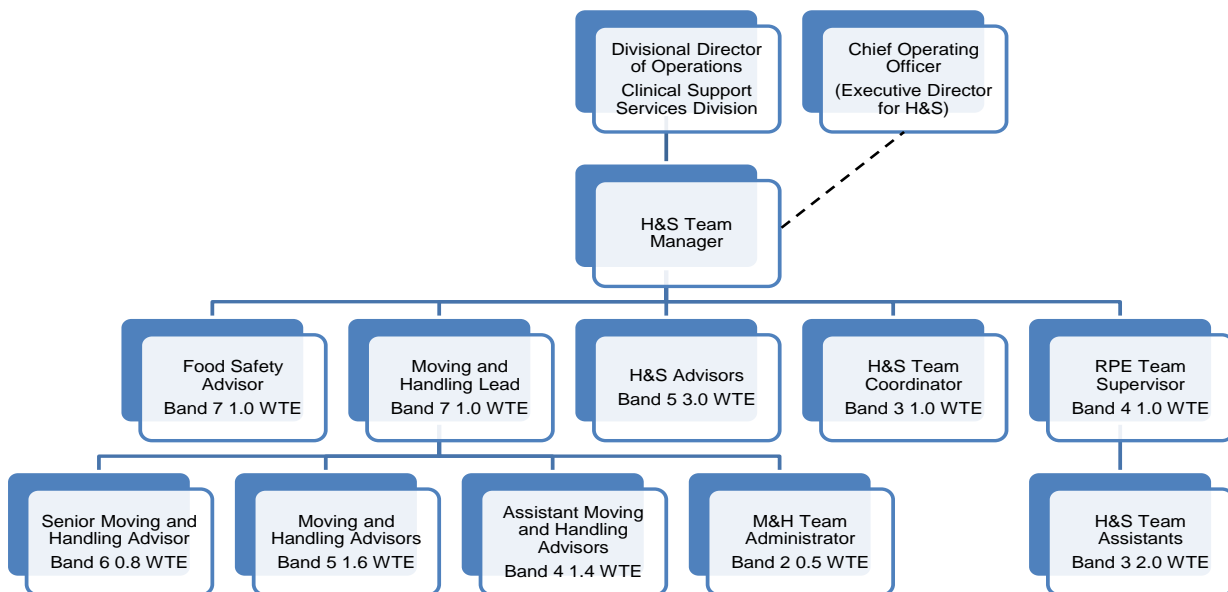
Responsibility for Administration:

- You will ensure that the H&S Team maintains accurate records of RPE fit tests undertaken, and provides staff and managers with accurate information on RPE fit testing outcomes via reports published on the Trust intranet
- In order to do this effectively you must be fully conversant with Trust information technology systems and software including MS Excel, Word, Outlook, and ESR.

Communication and Working Relationships:

- You will act as a role model for good practice in RPE fit testing and the correct use of RPE, and may work with staff on wards and in departments to ensure that Trust staff are adequately protected from respiratory hazards at local level.
- You will advise Trust staff on when RPE is required in accordance with existing policies, procedures and guidelines.
- You will train Trust staff and visitors in the correct use of RPE and PPE, including donning and doffing respirators.

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"> • Good level of general education, to include GCSE Maths and English or equivalent. • Qualitative RPE fit tester training, or willingness to undertake in post. • Quantitative RPE fit tester training, or willingness to undertake in post. | <ul style="list-style-type: none"> • IOSH Managing Safely, or equivalent. |

EXPERIENCE AND KNOWLEDGE

| ESSENTIAL | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> • Proven relevant experience of undertaking practical tasks in accordance with written procedures. • Willingness to be flexible in their approach to tasks, with a view to supporting a broad range of H&S related tasks when directed by the H&S Team Manager. | |

SKILLS

| ESSENTIAL | DESIRABLE |
|---|-----------|
| <ul style="list-style-type: none"> • Ability to communicate with staff working at all levels within an acute NHS Trust. • Ability to communicate effectively and sensitively with visitors who may attend for fit testing prior to visiting inpatients. • Good interpersonal and influencing skills, including sensitivity. • Ability to work with minimal supervision. • Ability to maintain accurate written records of RPE fit tests. • Ability to analyse fit testing data and produce reports on fit testing outcomes. • Ability to prioritise and manage own workload during fit testing sessions. • Good verbal and written skills. • IT literate and able to use MS Word/ Excel/ Outlook, and ESR. | |

OTHER

| ESSENTIAL | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> • Ability to manoeuvre and set up RPE fit testing equipment. • Ability to undertake both quantitative and qualitative fit testing methods. • Ability to undertake work with display screen equipment. • Ability to travel between RSH and PRH to facilitate cross-site working. | |

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.





The Royal Shrewsbury Hospital

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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