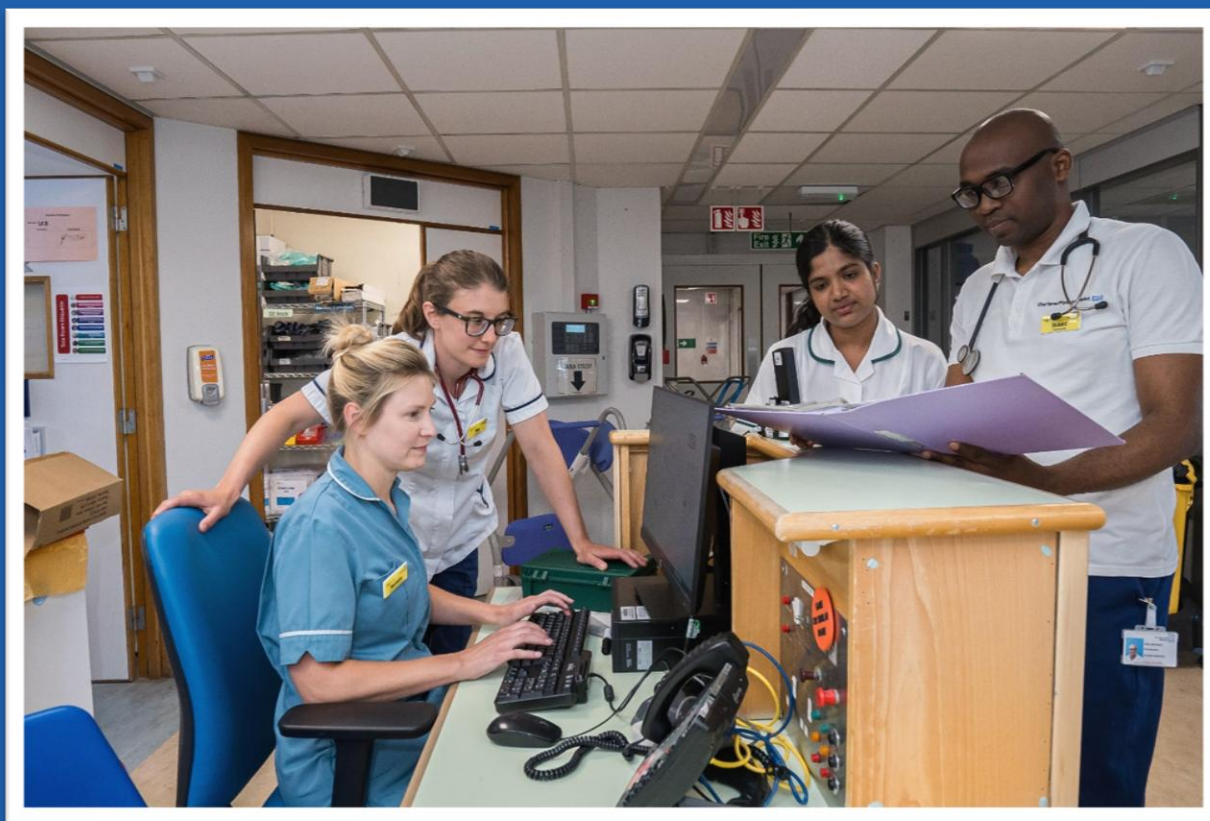


PRE-TREATMENT THERAPEUTIC RADIOGRAPHER

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.

- Lead and support the radiotherapy pre-treatment service, helping patients move smoothly from referral to treatment planning.
- Carry out specialist pre-treatment procedures, including CT scans, virtual simulation and the use of contrast media, to prepare patients for radiotherapy.
- Provide kind, clear and supportive care for cancer patients and their families, ensuring their needs are understood and met.
- Help manage the day-to-day running of the pre-treatment team, including coordinating workloads, solving problems and maintaining high standards of care.
- Work closely with doctors, physicists and other healthcare professionals to make sure treatment plans are completed on time and national targets are achieved.
- Support, train and guide staff and students, while helping to improve services, patient care and new ways of working.

Job Description

Job title:	Pre-Treatment Therapeutic Radiographer
Grade:	Band 7
Site:	The Royal Shrewsbury Hospital
Accountable to:	Radiotherapy Service Manager
DBS required:	Enhanced

Job Purpose

The post holder will be a registered Health and Care Professions Council (HCPC) Therapeutic Radiographer responsible for providing a smooth and prompt pathway through pre-treatment for cancer patients requiring radiotherapy, managing the pre-treatment team in the pre-treatment leads absence.

- Provide day to day management as required of the pre-treatment area for the radiotherapy department.
- To deputise for the pre-treatment lead radiographer as required
- Carry out clinical duties and provide highly specialist advice to clinicians and staff about pre-treatment localisation.

- Undertake the use of IV contrast to enhance CT scan images.
- Undertake the virtual simulation service.
- Liaise with the physics planning service to minimise the time for pre-treatment activities
- Ensure the needs of patients and relatives are identified and always met.
- The post holder will oversee the pre-treatment radiotherapy pathway, from referral to CT scan in pre-treatment leads absence
- Meet national targets, identify and escalate breeches.
- Recording and Reporting of referral and pre-treatment data.
- Post holders are expected to contribute positively to practice/service/patient care improvement and actively seek opportunities for new ways of working.
- The post holder must always take responsibility for their own actions.
- The post holder will have expert knowledge of all pre-treatment modalities and will be expected to act as a resource for other health care professionals, within specialist area engaging with external agencies and the Clinical Network.
- The post holder will provide a flexible service in terms of meeting specific patient requirements or urgent referrals which will develop as the service matures.
- To provide specialist clinical leadership in the field of pre-treatment.
- To provide clinical leadership across all areas of the department as required.
- To provide an expert educational function through the support and mentoring of radiotherapy staff; ensuring that staff and students are up to date with pre-treatment techniques and machine data.
- Draw to the attention of the Radiotherapy Services Manager areas of concern in the radiotherapy service and/or pre-treatment area and to assist in solving them within departmental guidelines and policies.
- To help co-ordinate daily, Radiotherapy treatment service, ensuring that treatment is provided within National and Local guidelines.

- The postholder will work clinically and participate in rotas for extended working and on call to meet the service needs of the department

Main Duties and Responsibilities

Professional and Technical

- Responsible for the use of CT Scanner reporting any machine errors as required
- Carry out incident reporting according to Departmental and Trust policy using the Trust Incident Reporting and QA non-conformance forms.
- Ensure that departmental QA protocols are adhered to and understood by the team. Take responsibility for reporting of concessions and non-conformities.
- To bring to the attention of other superintendent radiographers and the Radiotherapy Services Manager, any areas of concern that may affect the treatment or wellbeing of patients within the department.
- Create a learning atmosphere within the team whereby all members can develop skills and expertise in the pre-treatment area. Assist and train all staff, students and other HCP within the team to ensure their understanding and compliance with agreed regulations and procedures.
- Assist in the identification and implementation of radiographic standards in the imaging area, determining good clinical practice in line with national standards, IRR and IR(me)R with due regard to minimising clinical risk.
- Be involved in the introduction of change within the imaging area. Participate in service improvement, contribute and be actively involved in the creation and update of departmental policies, giving due consideration to the most effective ways of achieving these.
- Competent in use of Intravenous contrast media within the department.
- Undertake and organise Virtual Simulation planning and review sessions with the consultants.
- Initiate and participate in evaluation of relevant aspects of clinical care ensuring that practice is based on validated researched evidence where possible.

- To develop and advance innovative practice in radiotherapy that supports the work of the pre-treatment service.
- Initiate, plan, develop and provide relevant education programs and continually provide informal education in the clinical setting to ensure continued promotion of excellence in pre-treatment services.
- Participate in clinical supervision, significant event meetings, journal club presentations.
- Provide learning opportunities for other health and social care workers via mentorship and supervision. This includes providing inter-professional support for staff of all disciplines and clinical placements.
- To actively participate in the process of regular Individual Performance Review, Training Needs Assessment and the development of Personal Development Plans, ensuring that associated resource implications are identified and that appropriate records are kept.
- Assist in the selection and recruitment of new staff.
- Record observations and comments in the patient's treatment file.
- Records all exposures and information required for accurate treatment of patients.
- Maintain clinical skills in pre-treatment and virtual simulation, treatment verification and matching and participate in the on-call roster for emergency duties
- To work together with other staff groups to ensure a smooth and efficient flow of work through the department, accepting responsibility for those decisions and actions taken.
- Work closely with the physics planning staff to ensure patients start treatments on time and government targets are met.

Communication and Working Relationships

- Communicate at an advanced level with cancer patients and their families, assessing individual needs and priorities and employing a supportive and empathic approach where there may be barriers to understanding.
- To communicate changes in appointments to appropriate staff and patients

- Communicate at an advanced and effective level with healthcare professionals and other statutory and voluntary agencies promoting team cohesion and cooperation. Complex verbal guidance, instruction and advice are given to more junior staff, care assistants, student radiographers and clinicians.
- Provides and receives sensitive and complex information.
- Acts as a liaison and advocate between the patient, carer and health and social care providers.
- Collates and records quantitative and qualitative data to provide evidence of productivity, outcomes and quality, through audit and research.
- Achieve changes in practice by diplomatic interaction with all grades of staff.
- Liaise with colleagues for benchmarking and quality assurance purposes.
- Organise, chair and conduct meetings that have a clear purpose and outcome, as appropriate.
- In areas of conflict and in highly sensitive situations uses skills that are effective to manage individuals and situations.
- Ensures effective liaison with other departments to deliver optimal and seamless treatment and care.
- To establish and maintain good relationships and communication links between, radiographers, medical, nursing and other staff groups.
- To be jointly responsible for sustaining a positive working climate of support and care for patients and colleagues.

Analytical Skills

- To make judgments within the team involving a range of complex facts or situations, which require analysis or comparison of a range of options.
- Uses advanced knowledge and skill to assess and analyse often complex clinical situations, in liaison with the Clinical Oncology team.
- Interprets images acquired during the radiotherapy treatment process and makes decisions regarding actions to take. This will include interpretation of complex images requiring detailed analysis using various tools with the equipment

provided to interpret clinical information to make complex decisions about a patient's radiotherapy.

- Collects, analyses and interprets pre-treatment data, this will be used to assess waiting time breaches and make decisions to develop the current and future radiotherapy workforce, services, policies and procedures.
- The post holder will be expected to advise and escalate this information to the senior radiotherapy management team which will be used to develop future radiotherapy services, policies and procedures.
- To identify and report any variances in the Quality System.
- Take a leading role in risk management.
- They will be able to deal with complex issues and tackle and solve problems. Patients coming for radiotherapy often have complex needs and the postholder will be required to make decisions and adapt CT patient position when required. They are required to demonstrate sound judgement, personal responsibility and initiative in complex and sometimes contentious situations.
- To maintain a high professional standard of patient care through the interpretation of treatment plans and the accurate delivery of treatment techniques using analytical, judgement, communication, and organisational skills to a high standard.

Responsibility for Planning and Organisation

- To plan and organise daily work and some complex activities or programmes for an area of practice. For example, they will assist in production of departmental rotas regarding pre-treatment staffing as required to ensure the smooth running of the department.
- The post holder will help to ensure the timely throughput of patients in compliance with effective time management.
- Adapt practice according to planning and organisational management for better service delivery.
- To inform Radiotherapy Services manager of any problems that may affect the smooth running of the Department.

- The post holder will be expected to liaise with wards, departments and other Trusts.
- To be aware and report any variances in the performance of equipment by the normal reporting system.
- Ensure working practices facilitate an efficient safe working environment
- The post holder will ensure that clerical and administrative duties are completed, in compliance with department protocols.
- The post holder will understand the capacity and demand issues of the department.

Physical Skills

The post requires physical skills which are developed over time to position patients for highly complex radiotherapy where there is a small margin of error and accuracy is of paramount importance and to be able to instruct and support others who are developing these skills. These highly developed physical skills require millimetre accuracy in the utilisation of complex machinery. They are trained in the use of Intravenous contrast media within the department, cannulating patients on a daily basis.

Responsibility for patients/clients

- Responsible for the daily running of the pre-treatment department, in the lead radiographers absence which includes CT Scanner, scheduling team and pre-assessment service promoting best practice and delivering quality coordinated care to patients and their families, in close liaison with MDT colleagues.
- To ensure that the needs of the patient are identified and met as appropriate, respecting patient confidentiality at all times.
- To monitor standards of care within the service; reporting weaknesses and areas of concern to the Radiotherapy Services Manager and assist in any remedial action.
- To bring to the attention of medical staff and radiotherapy services manager any areas of clinical concern about individual patients or patient groups.

- Undertake specialist assessment of the patient to ensure department protocols are met, adapting CT technique if required. Reviews CT images ensuring that they are appropriate to facilitate radiotherapy planning.
- Be part of a team deciding the appropriate course of action in complex clinical care scenarios referred to them by other health care professionals.

Responsibility for Policy Implementation

- To ensure that the objectives, the policies and QA procedures of the department are met.
- To assist in the identification and implementation of radiographic standards, determining good clinical practice in line with national standards, and with due regard to minimising clinical risk.
- Maintain awareness of current trends, technological advances and developments in Radiotherapy and their implications for delivery of the service.
- Identify areas where changes to routines and practices will result in improvements, make recommendations for the future developments of the pre-treatment service and changes to policy as required.
- Contribute and participate in the development and implementation of guidelines, standards and policies to continually improve patient care and support.
- Participate in evaluation of relevant aspects of clinical care ensuring that practice is based on validated researched evidence where possible.

Responsibility for resources

There is no budget associated with this post, the post-holder may occasionally handle cash/cheques.

Radiotherapy equipment is very expensive, Linear Accelerators (machines that deliver radiotherapy) cost £1.5M and the post-holder has a responsibility for the safe use of these and a responsibility to report all defects, breakage and faults to the appropriate individuals promptly.

Responsibility for staff

- Responsible for the day-to-day leadership (in pre-treatment leads absence) of the radiotherapy pre-treatment team, promoting best practice and delivering quality coordinated care to patients and their families, in close liaison with MDT colleagues.
- Advises and supports radiotherapy staff across the service regarding the pre-treatment/clinical radiotherapy service.
- In areas of conflict use skills that are effective and highly sensitive in managing individuals and situations.
 - Participate in the induction and training of new staff.
 - The post holder will be involved in staff recruitment and selection, induction and development training.
 - Provide leadership and supervision, acting as a resource for less experienced staff, helping them to develop and enhance skills.
 - To relate to, and work with other staff groups, to ensure a smooth and efficient flow of work through the department.
 - Takes an active part in the staff appraisal process achieving annual personal objectives and pre-treatment team
 - To be responsible for participating and promoting Continuous Professional Development, professional competency and assist in identifying and co-ordinating training requirements of the pre-treatment team
 - Takes an active part teaching radiotherapy students

Responsibility for Information Resources

- To ensure that patient and technical information is entered onto the Aria system and all documentation is kept up to date.
- To take responsibility for data processing and storage related to own area of practice within an ethical and legal framework.
- Collect and record appropriate data to inform high level analysis and future audit.

- Records contemporaneous, legible and accurate patient records according to Trust/HCPG guidance and input data on computer systems within data protection policies.
- To ensure statistical information is supplied as required.
- The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Responsibility for Research and Audit

- Will be involved in pre-treatment audits to improve standards and ensure documentation and record keeping is comprehensively maintained.
- Participates in controlled clinical trials, reviewing protocols to ascertain departmental compliance.
- Participate in the planning and undertaking of patient and carer satisfaction surveys contributing to action plans to address identified outcomes.

Freedom to Act

- Supports the pre-treatment lead to develop the service effectively ensuring that the service model meets the needs of patients and the Trust.
- Plan and manage own workload in CT using specialist understanding and analysis of complex situations, to prioritise emergency patients appropriately
- Respond effectively to rapidly changing situations, make decisions and problem-solve deciding on most appropriate solution in the best interest of the patient.
- To follow QA procedures but be flexible and justify any concessions if these are required.
- To be able to make decisions regarding workload, patient suitability, crisis management, machine breakdown etc.
- Works under remote supervision, which is regulated by regular communication with the pre-treatment lead and Radiotherapy Services Manager, the post holder is deputy lead for pre-treatment.

- To be able to synthesise information consistently and accurately, to achieve desired outcome within own area of practice.
- To lead the decision-making process according to centre policy and advise the clinicians of any issues
- To take account of legal and ethical considerations in exercising professional self-regulation within own area of practice, and to supervise others within the team
- To identify areas of concern that could lead to possible risks within the workplace.
- Where necessary to oversee the decision-making process on the treatment area, while operating within protocol and request senior assistance for decision making outside of protocol.

Physical effort

A combination of sitting/standing and walking and when working in a clinical capacity there is a requirement for moderate physical effort for short periods to position patients for radiotherapy. This will include manoeuvring patient specific radiotherapy equipment. The post holder will also be expected to assist in patient transfer from chair to couch or couch to couch when required as well as pushing wheelchairs and beds. Mechanical aids are available.

Mental effort

Work pattern is unpredictable with competing demands as treatment staff and students need support. Radiotherapy is complex and there is a requirement for therapy radiographers to concentrate for a prolonged period.

Emotional Effort

Works with cancer patients so has direct exposure to distressing and emotional circumstances at times.

Working conditions

The postholder works in an environment where high levels of ionising radiation are used under rigorously controlled procedures that minimise the risk of occupational exposure. They may occasionally be exposed to unpleasant body odours, bodily fluids (e.g. faeces, vomit) which are highly unpleasant, infection control risks e.g. HIV, Hepatitis, MRSA and ESBL. There is also the possibility of being exposed to aggressive behaviour from patients, relatives and staff.

Person Specification

	Essential	Desirable
Qualifications	• BSc in radiographic studies • State registration with the Health and Care Professions Council (HCPC) • Postgraduate study at MSc level or equivalent in a Radiotherapy pre-treatment related subject • IV cannulation	• Management qualification • Willing to undertake further post graduate learning at MSc level in related subjects
Experience	• Professional specialist knowledge and skill acquired through relevant practical experience post qualification in all aspects of pre-treatment. • Wide range of experience in CT scanning and radiotherapy treatment modalities, equipment and techniques resulting in the physical skills required to precisely position a patient for radiotherapy and make decisions to improve patient care. • Comprehensive understanding of national issues that will influence practice • Pre-Treatment and treatment experience at a senior level • Management experience including leading a team • Virtual Simulation experience	• Involvement with staff training and service improvement • Experience of leading and organising change
Knowledge and skills	• Demonstrates application of expert knowledge into practice	• Knowledge of wider departmental, cancer and NHS agenda

	• Knowledge acquired during MSc post graduate training and knowledge and skills gained from extensive experience in clinical practice • Training and professional experience including oncology; fully comprehensive and detailed knowledge of disease process and treatment • Competent in all aspects of pre-treatment • Knowledge of current radiotherapy developments • Radiobiology: effects of radiation on biological systems • Principles of radiotherapy techniques • Application of radiation physics to radiotherapy • Research and audit • Legislation associated with ionising radiation in medicine (Ionising Radiation (Medical Exposures) Regulations (IRMER)) • Human anatomy and physiology • Chemotherapy – drugs and modes of action • Understanding the Professional Code of Conduct • Requirements of ISO9001/2015 • Management and leadership • Communication • Strong team player and team builder • Flexible and motivated • Ability to formulate ideas and developments • Good interpersonal skills • Good organisational skills • Empathy, respect, tolerance to all individuals without discrimination	• Current national guidelines relevant to radiotherapy • Student assessment • Health and Safety procedures and regulations • Understanding clinical governance issues
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	• Employs reflective practice • Patient focussed • Ability to analyse data • Good numerical skills • Good dexterity and spatial awareness • Assimilate information • Takes responsibility for skill acquisition where a training need is identified • Ability to adapt and apply skills in a variety of situations • Good IT/keyboard skills sufficient to support practice • Use of MS Word/Excel • Use of Aria (Radiotherapy Management system) • Good presentation skills • Facilitates and contributes to team development and objectives • Ability to plan, allocate and evaluate workload with due consideration to staffing • Demonstrates good time and resource management • Dexterity to canulate patients for IV contrast • Skills to manipulate patients into correct position for radiotherapy	
Other	• Reliable • Punctual • Take initiative in a professional manner • Ability to make decisions • Review and implement change • Creative thinker • Organised – self and others • Works without supervision • Enthusiasm for development of role and self • Understand impact of own actions • Identify and resolve conflict • Motivate others	

	• Negotiate and persuade • Appreciation of multi-disciplinary nature of the oncology service • Well motivated	
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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 Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

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

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you

understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

