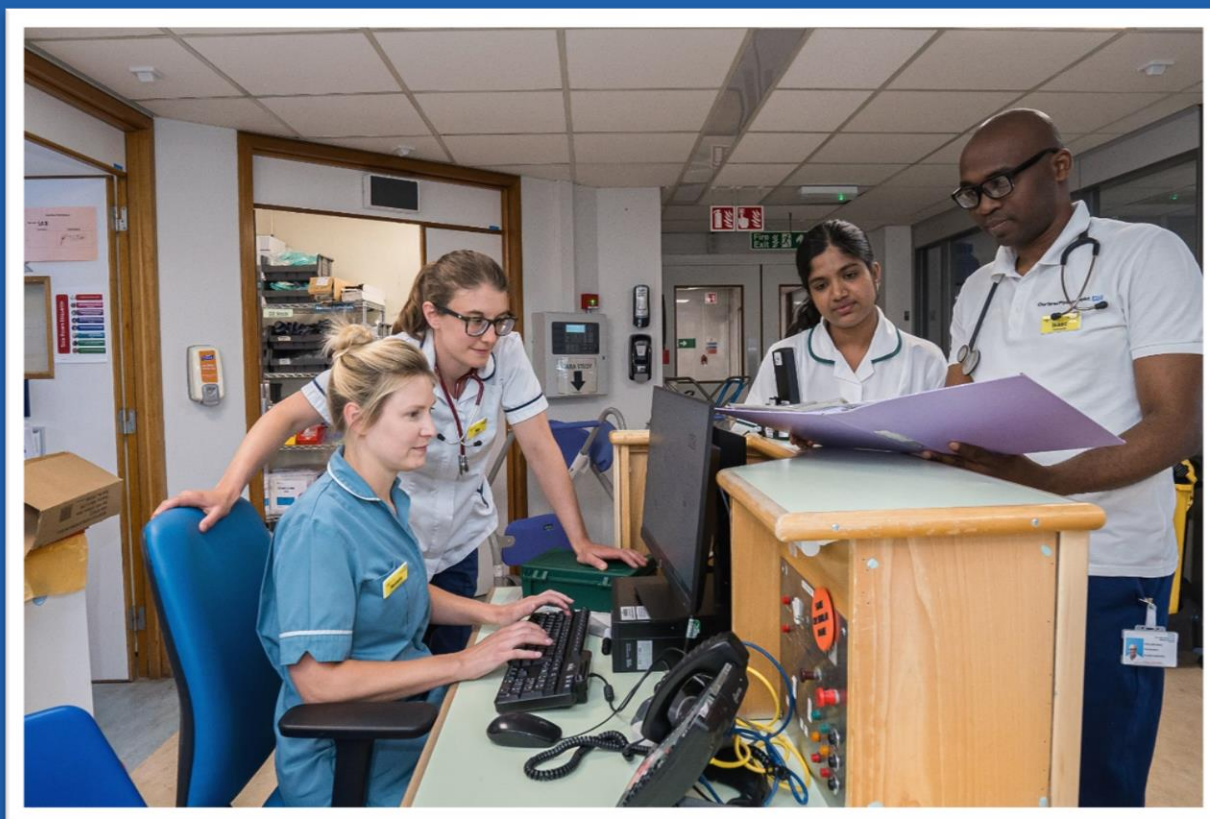


REPRODUCTIVE SCIENCE PRACTITIONER

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.

- The role helps keep daily operations running smoothly and supports the team with important tasks.
- You will work with others to solve problems and make sure work is done on time.
- The job involves using simple systems and tools to organise information and complete tasks.
- You will speak with different people, share updates, and make sure everyone has what they need.
- The role includes following clear steps and guidelines to keep work accurate and safe.
- You will look for small ways to improve how things are done and help the team do their best.

Job Description

Job title:	Reproductive Science Practitioner
Grade:	5
Site:	Severn Fields Health Village
Accountable to:	Consultant Embryologist
DBS required:	Yes – Enhanced

Overview

The post-holder will be assessed for proficiency in every task before carrying them out routinely. Work is performed under a degree of supervision, and will be checked on a sample/random basis by senior colleagues as the post holder develops in proficiency. A degree in Biological Sciences or related subject is a pre-requisite for the position in order for the post-holder to understand the basic principles behind the scientific techniques and practices used in the laboratory. The post-holder is required to carry out the aspects of diagnostic semenology and reproductive science outlined below, diligently and to a high standard, in the assisted conception unit. The following presents an outline of the main duties of the post. The post-holder is expected to possess a high level of proficiency and be capable of independent work within the Fertility laboratories. The post holder will act at all times in a responsible and professional manner towards patients, colleagues and others with whom they may have contact in the course of their work.

Main Duties and Responsibilities

The post-holder will perform practical tasks required for the successful running of an assisted conception laboratory, including but not restricted to:

- To perform a complete range of diagnostic semen analysis.
- Quality control of all aspects of andrology laboratory technique, monitoring of results, disposable batch changes, reporting any relevant or important information to the senior clinical scientist.
- To employ high levels of precision, accuracy, hand-to-eye and sensory co-ordination at all stages whilst performing diagnostic testing
- To adopt high levels of precision and speed in order to achieve accurate and reflective semen analysis results.
- To prepare semen for In-Vitro Fertilisation, Intra-Uterine insemination and Donor Insemination using methods appropriate for the sample.
- To carry out post vasectomy semen testing.
- Perform procedures to validate/revalidate equipment and procedures
- Perform risk assessments
- Monitor key performance indicators
- Take part in quality improvement programme
- Review standard operating procedures and made suggestions for change
- Maintenance and monitoring of air quality
- Maintenance, monitoring and traceability of laboratory equipment
- Maintenance and surveillance of liquid nitrogen storage vessels
- Audit of cryopreserved gametes and embryos ensuring adherence to statutory storage periods
- Communication with patients regarding stored material
- Check documentation of consents and screening tests
- Select and prepare materials for in vitro culture of gametes and embryos
- Prepare semen samples for clinical use in IVF and related procedures
- Participate in surgical sperm retrieval procedures
- Process and prepare surgically retrieved sperm
- Participate in oocyte collection procedures, identifying oocytes, cumulus cells, granulosa cells and clinical features such as cystic fluids
- Process and prepare oocytes for clinical use in IVF and related procedures (excluding oocyte denudation)
- Make accurate and legible notes of all procedures performed and log onto a computer database.
- Receive semen samples from patients, ensuring relevant paperwork is completed
- To assist in the ordering and take stock of Donor sperm, always ensuring an adequate supply is available for upcoming patients.
- To ensure that laboratory equipment is in good working order and to maintain stock control.
- To ensure the laboratory environment is kept in a tidy and sterile manner.

- To adopt good laboratory practices, with particular respect for the safety of patients and staff throughout all the procedures performed.
- To witness clinical procedures as the needs of the service dictate.
- To communicate effectively with other members of the multidisciplinary team at the Fertility Centre to ensure the unit runs smoothly and successfully.
- To bring any matters of concern about any aspect of the job to the attention of the Consultant Clinical Scientist/ Fertility Services Manager without delay.
- To act at all times within the regulations enforced by the Human Fertilisation and Embryology Authority.
- To act in accordance with Trust and Departmental Policies.
- To take part in the scientific on-call rota as necessary. To be on-call one week in three to rectify any failure in cryopreservation tanks holding frozen sperm and embryos.
- To work at weekends as required and be on standby to work one weekend in three should a clinical emergency arise.
- To be able to work flexibly as the needs of the service dictate, including working additional and unsociable hours without prior notice.
- To carry out any additional duties, in accordance with the grade and the nature of the post as required by the manager to ensure the optimal performance of the fertility centre.
- To receive payment from private patients on a regular basis.
- To hold responsibility for taking and transcribing formal minutes of scientific meetings on a regular basis.
- To be aware of and abide by individual and unit responsibilities with regard to the Health and Safety at Work Act and the Health and Safety Policy.
- To have knowledge of the Shrewsbury and Telford Hospital NHS Trust Policies with regard to disciplinary and grievance procedures.
- To investigate accidents/incidents to patients and staff, completing accident/incident forms and submitting them to the Service Manager.
- To attend obligatory training sessions as in the Trust Policy e.g. fire lectures, risk assessment.
- To be responsible for own professional development and maintenance of personal professional profile.
- To refill liquid nitrogen storage tanks as required
- Any other duties as may reasonably be required.

This job description provides an outline of some of the responsibilities and tasks required of the post-holder and may at any time need to be changed in line with the needs of the service. Any changes will be discussed between the Fertility Services Manager and the post-holder prior to the changes being made.

Systems and Equipment

- Daily use of microscopes, incubators, sterile cabinets and cryopreservation tanks.

- Cryopreservation dewars
- To regularly use, create, and update confidential patient information on computerised databases and spreadsheets.

Decisions, Judgements and Freedom to Act

- To carry out all laboratory tasks in accordance with protocols.
- Suggesting changes to improve the current service and reflect the changing needs of the service.
- To perform a complete range of diagnostic semen analyses and record results of motility, morphology and density tests.
- To work supervised and guided by HFEA and centre policies and protocols, always refer to senior member of staff if needed.

Communication and Relationships

- To communicate effectively with patients, many of whom are in a stressed and emotional state.
- To refer patients to other disciplines within the fertility team, and to other departments, when required.
- To demonstrate routine laboratory activities to students and other visitors to the unit.

Physical, Mental and Emotional Demands of the Post

- To frequently spend substantial periods of time sat in a restricted position at a microscope whilst performing diagnostic analyses.
- To frequently sustain prolonged periods of concentration whilst performing all aspects of diagnostic analysis
- Regular computer VDU use when inputting data

Working Conditions

- To have direct contact with bodily fluids (primarily semen) on a daily basis. The majority of analytical samples are not screened for HIV, Hepatitis B and Hepatitis C.
- Exposure to Liquid Nitrogen and chemicals such as Formalin on a daily basis.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of 3 'A' levels (Grades A* - C) or equivalent. • BSc degree or equivalent in related subject 	<ul style="list-style-type: none"> • NVQ level 2, Clinical Laboratory Support or equivalent. • Proficiency with Microsoft Office.
Experience and Knowledge	<ul style="list-style-type: none"> • Data Entry Experience. • Basic theoretical knowledge to support laboratory processes. • Understanding of the need for confidentiality and data protection. • Understanding of health and safety. 	<ul style="list-style-type: none"> • Clinical NHS laboratory experience • NHS Hospital experience • Previous experience with patient care • Awareness of reproductive sciences • Awareness of clinical processes
Skills	<ul style="list-style-type: none"> • Accurate data checks, entry and keyboard skills • Ability to pay close attention to detail. • Effective communication skills. • Good interpersonal skills. • Good organisational skills. 	<ul style="list-style-type: none"> • Ability to remain calm in difficult situations. • Able to identify service developments and implement solutions.

	<ul style="list-style-type: none"> • Ability to exercise initiative. • Ability to work as part of a team with indirect supervision. • Ability to prioritise work. • Ability to remain focused and carry out repetitive steps. • Ability to work under pressure. • Computer literate 	
Other	<ul style="list-style-type: none"> • Professional attitude and approach to work. • Flexible and adaptable working hours. • Willingness to learn. • Able to cope with handling human tissue 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

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

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

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

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

- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to 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.



Proud to have signed
The Pregnancy
Loss Pledge

