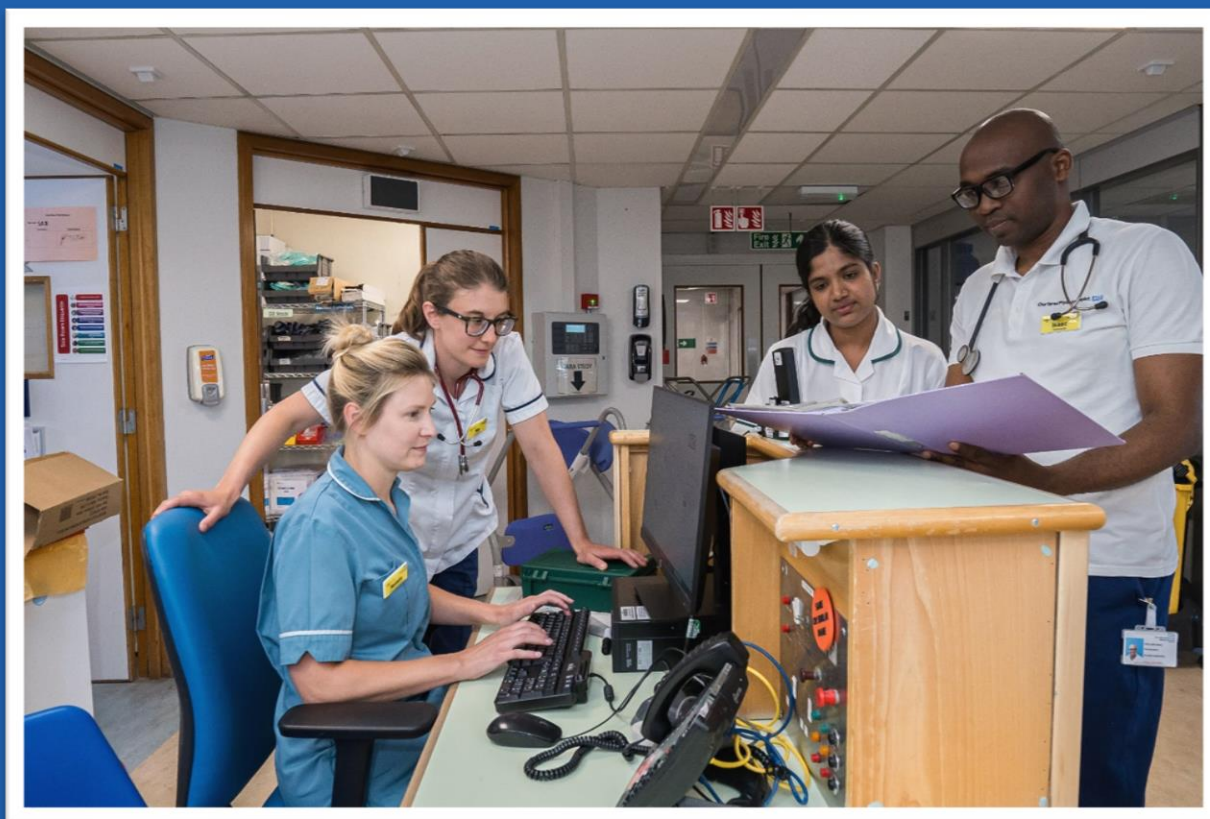


# TRAINEE ADVANCED CLINICAL PRACTITIONER

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 trains you to become an Advanced Clinical Practitioner who helps care for older people and those living with frailty.
- You will follow a three-year training plan that includes study time, clinical work, and moving between different hospital areas.
- You will learn how to assess patients, make care plans, and use tests to help understand their needs, as described in the job pack (“using a range of assessment methods... requesting, undertaking, and/or interpreting diagnostic tests”).
- You will work with patients, families and staff, building strong communication skills and supporting safe, high-quality care (“supporting people in making decisions, planning care”).
- You will complete a Master’s degree and build a portfolio that shows your skills in clinical work, leadership, education and research.
- When fully trained, you will take on more responsibility, including prescribing medicine once qualified (“undertake non-medical prescribing in accordance with the Trust policy”).

## Job Description

<b>Job title:</b>	Trainee Advanced Clinical Practitioner (tACP)
<b>Grade:</b>	Band 7
<b>Site:</b>	The Royal Shrewsbury Hospital and the Princess Royal Hospital
<b>Accountable to:</b>	Trust Lead Advanced Clinical Practitioner/ Consultant Leads ACP programme
<b>DBS required:</b>	Enhanced

### 1. Post Purpose:

This role aims to develop a clear pathway of progression, training and career structure for Advanced Clinical Practitioners within the Care of the Older Adult/ Front door Frailty services. This training role will include initial a Monday to Friday working pattern with rostered study leave to support training. As the trainee develops this will move towards a 7-day working pattern with an element of shift work and afterhours working in the latter years of the programme. This post will develop to a Band 8a upon completion of a full Masters in Advanced Clinical Practice which includes an Independent Non-Medical Prescribing qualification.

The post holder will be required to undergo a wide range of core, generic, and specialty based clinical capabilities demonstrating a robust portfolio of clinical and academic evidence to demonstrate all four pillars of advanced practice (clinical, research, managerial/leadership, education) relevant to the area of practice.

The trainee ACP will need to demonstrate completion of all clinical/ internal and academic standards as set out by the ACP training framework/ capabilities before progression to Band 8a is awarded through a final ARCP panel. The trainee ACP will undertake the clinical and academic training programme over a 3-year period which will involve rotating to other clinical areas within the first 2 years of the programme and returning to their base specialty for their final year. In year 3 of the programme there will be an element of service delivery requirement in the transition to a qualified role. The trainee ACP will work within their appointed clinical area of specialty and will form part of planned alternative workforce model in the employed specialty. The role will be utilised within the medical workforce model but will not be a replacement to resident doctors. The successful candidate is expected to remain in employment with the Trust for 3 years after completion of training.

**Organisational Position – Clinical/Operational reporting/ Governance Structure**



## Main duties and responsibilities:

The duties and responsibilities have been taken and adapted from the published Multi- professional Framework for Advanced Level Practice (2025).

Under Direct/Indirect supervision at completion of programme.

### 1. Clinical

1.1 Practice in compliance with their respective code of professional conduct and within their scope of practice, being responsible and accountable for their decisions, actions, and omissions at this level of practice.

1.2 Demonstrate a critical understanding of broadened level of responsibility and autonomy and the limits of own competence and professional scope of practice, including when working with complexity, risk, uncertainty, and incomplete information.

1.3 Act on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence and openness to change. At no time should you work outside your professional registration limitations, knowledge or scope of practice as supported by the training standards for the ACPs in training.

1.4 Work within agreed remit and scope for Advanced Clinical Practitioners within the employed specialty, adapting to changes of service development and needs as these arise. For example: COOA/ front door Frailty ACPs will be required to work across all acute and inpatient areas of the COOA and Frailty services including outpatient services.

1.5 Work in partnership with individuals, families, and carers, using a range of assessment methods as appropriate. This includes history-taking; holistic assessment; identifying risk factors; mental health assessments; requesting, undertaking, and/or interpreting diagnostic tests; and conducting health needs assessments and the implementation of management plans.

1.6 Demonstrate effective communication skills, supporting people in making decisions, planning care, or seeking to make positive changes, using NHS England's Framework to promote person-centered approaches in health and care.

1.7 Use expertise and decision-making skills to inform clinical reasoning approaches when dealing with differentiated and undifferentiated individual presentations and complex situations, synthesising information from multiple sources to make appropriate, evidence- based judgements, diagnoses and management plans within the specialty area of the employing trainee.

1.8 Initiate, evaluate and modify a range of interventions which may include prescribing medicines, therapies, lifestyle advice and care. If a non-medical prescribing qualification has not been obtained prior to training, this must be conducted as part of the training role. If NMP qualification is already held, an agreed

scope of practice that reflects current knowledge, professional registration aiming to working towards a wider breadth of scope of prescribing practice as knowledge, clinical acumen and capability develop within the training role.

1.9 Following completion of the Independent Non-Medical Prescribing course and registration with the NMC or HCPC or relevant professional registering body, undertake non-medical prescribing in accordance with the Trust non-medical prescribing policy and maintain evidence and competence of this qualification. Adhere to CPD requirements of the Trust in relation to maintaining evidence of on-going competence.

1.10 Exercise professional judgement to manage risk appropriately, especially where there may be complex and unpredictable events and supporting teams to do likewise to ensure safety of individuals, families, and carers.

1.11 Work collaboratively with an appropriate range of multi-agency and inter-professional resources, developing, maintaining, and evaluating links to manage risk and issues across organisations and settings.

1.12 Act as a clinical role model and advocate for developing and delivering care that is responsive to changing requirements, informed by an understanding of local population health needs, agencies and networks.

1.13 Evidence the underpinning subject-specific competencies/ capabilities that is, the knowledge, skills and behaviors relevant to the role setting and scope and demonstrate application of the capabilities to these, in an approach that is appropriate to the specialty area employed too. This will also include the development of procedural work in addition to defined core clinical skills for the ACP role as agreed in specific specialties. For example: undertaking lumbar punctures, ascitic drains, long term intravenous access, Point of Care USS. These advanced clinical/procedural skills will not be expected to be undertaken until year 3 of the programme.

1.14 Complete and maintain qualifications in relation to advanced life support and Advanced Paediatric Life support (where appropriate).

1.15 Adhere to all clinical and operational governance agreements in place for the ACP role. Undertaking all the necessary clinical, academic and agreed internal standards for the training programme and beyond training programme.

## **2. Leadership and Management**

Under supervision- working towards/ at the end of training

2.1 Demonstrate and role model inclusive attitudes and behaviors to pro-actively initiate and develop relationships, fostering clarity of roles within teams, to encourage productive working.

2.2 Role model the values of their organisation/place of work, demonstrating a person- centered approach to service delivery and development.

- 2.3 Evaluate own practice and participate in multidisciplinary service and team evaluation, demonstrating the impact of advanced clinical practice on service function and effectiveness and quality (outcomes of care, experience and safety).
- 2.4 Actively engage in peer review to inform own and other's practice, formulating and implementing strategies to act on learning and make improvements.
- 2.5 Lead new practice and service redesign solutions in response to feedback, evaluation and need, working across boundaries and broadening sphere of influence.
- 2.6 Actively seek feedback and involvement from individuals, families, carers, communities and colleagues in the co-production of service improvements.
- 2.7 Critically apply advanced clinical expertise in appropriate facilitatory ways to provide consultancy across professional and service boundaries, influencing clinical practice to enhance quality, reduce unwarranted variation and promote the sharing and adoption of best practice.
- 2.8 Demonstrate team leadership, resilience and determination, managing situations that are unfamiliar, complex, or unpredictable and seeking to build confidence in others.
- 2.9 Continually develop practice in response to changing population health need, engaging in horizon scanning for future developments (such as impacts of genomics, new treatments and changing social challenges).
- 2.10 Demonstrate receptiveness to challenge, and preparedness to constructively challenge others, escalating concerns that affect individuals', families', carers', communities' and colleagues' safety and well-being when necessary.
- 2.11 Negotiate an individual scope of practice within legal, ethical, professional and organisational policies, governance and procedures, with a focus on managing risk and upholding safety.

### **3.0 Education**

At the end/ throughout training period be able to:

- 3.1 Complete all elements of the ACP training programme to include Masters Advanced Clinical Practice. Complete all core, generic and specialty clinical capabilities and core clinical skills relevant to clinical area, internal ACP training standards, which is supported by a robust clinical portfolio of evidence relevant to clinical area of specialty.
- 3.2 Critically assess and address own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the 4 pillars of advanced practice. Undertake all statutory and mandatory training as required by the Trust and relevant to the ACP role and employing clinical area.

3.3 Engage in self-directed learning, critically reflecting to maximise clinical skills and knowledge, as well as own potential to lead and develop both care and services. Evaluate personal achievements of identified and agreed short- and long- term development objectives from personal development plan.

3.4 Maintain, advance and develop personal theoretical knowledge, high standards of clinical competence and professional development through self-education.

3.5 Engage with, appraise and respond to individuals' motivation, development stage and capacity, working collaboratively to support health literacy and empower individuals to participate in decisions about their care and to maximise their health and wellbeing.

3.6 Advocate for and contribute to a culture of organisational learning to inspire future and existing staff.

3.7 Facilitate collaboration of the wider team and support peer review processes to identify individual and team learning.

3.8 Identify further developmental needs for the individual and the wider team and supporting them to address these.

3.9 Supporting the wider team to build capacity and capability through work-based and interprofessional learning, and the application of learning to practice.

3.10 Act as a role model, educator, supervisor, coach and mentor, seeking to instill and develop the confidence of others with all healthcare professionals including medical staff as appropriate to clinical area.

## **Research/ Audit**

Under supervision- working towards in training

4.0 Critically engage in research activity, adhering to good research practice guidance, so that evidence-based strategies are developed and applied to enhance quality, safety, productivity, and value for money. This may include data collection for specific local and multi-centre research projects.

4.1 Evaluate and audit own and others' clinical practice, selecting and applying valid,

reliable methods, then acting on the findings. Participating in audit, clinical governance and other clinical meetings where the outcomes and recommendations have the potential to improve the quality of care, giving case presentations as required.

4.2 Critically appraise and synthesise the outcome of relevant research, evaluation, and audit, using the results to underpin own practice and to inform that of others.

- 4.3 Take a critical approach to identify gaps in the evidence base and its application to practice, alerting appropriate individuals and organisations to these and how they might be addressed in a safe and pragmatic way.
- 4.4 Actively identify potential need for further research to strengthen evidence for best practice; this may involve acting as an educator, leader, innovator and contributor to research activity and seeking out and applying for research funding.
- 4.5 Develop and implement robust governance systems and systematic documentation processes, keeping the need for modifications under critical review. This may include devising audit tools, analysing data, written reports and presenting findings to the multidisciplinary team making recommendations for implementing change.
- 4.6 Disseminate best practice research findings and quality improvement projects through appropriate media and fora (such as presentations and peer review research publications).
- 4.7 Facilitate collaborative links between clinical practice and research through proactive engagement, networking with academic, clinical, and other active researchers.

## **5.0 Organisational:**

At the end of the training period demonstrate:

- 5.1 Working within the multidisciplinary team, within agreed medical, Trust protocols and guidelines relevant to the clinical area. Work as a member of the multidisciplinary team sharing in the responsibility for the provision of 7-day, 24-hour clinical care.
- 5.2 Ability to adapt specialist clinical knowledge and skills to different clinical settings and influence service delivery and patient care.
- 5.3 Independently manage own workload.
- 5.4 Support other trainee ACPs, ACPs, nursing and medical staff to manage their workload.
- 5.5 Promote and adhere to the principles and practice of clinical governance.
- 5.6 Responsible on a shift-by-shift basis for the management of patients within the employed clinical area of the Trust in conjunction with a Consultant/Specialist Registrar and medical teams within remit of afterhours role.
- 5.7 Demonstrate safe use of equipment and efficient use of resources.
- 5.8 Demonstrate effective multidisciplinary team working and acknowledge the role of individual team members ensuring that expertise is seen as a resource within

the team and the Trust. Acting as an expert resource to others across primary and secondary care as appropriate.

5.9 To identify and intervene proactively where circumstances contribute to an unsafe environment for patients, staff or relatives and escalate these to the Care Group/Departmental Risk Lead and/or Consultant Leads for Clinical Governance.

5.10 Utilise a developed knowledge of child protection and vulnerable adult safeguarding procedures.

5.11 To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients including issues pertaining to child protection & vulnerable adults.

## **6.0 Systems and Equipment:**

Participate in and facilitate the implementation of: -

6.1 NICE guidelines and best practice standards to improve clinical care to patients, improving clinical governance within clinical area.

6.2 Assist in the development and implementation of patient pathways and the expansion of these across the Trust working with individual specialist areas and across wider systems.

6.3 Assist in the development and implementation of specific guidelines, protocols and standards. Contribute to multidisciplinary team guidelines.

6.4 Continue to be proactive in the improvement of the working area by enhancing levels of evidence-based practice and the development of guidelines and protocols to ensure high standards of care are consistently maintained.

6.5 Assist in developments within the ACP team locally and ACP initiatives Trust wide.

6.6 Keep up to date with the use of clinical equipment within clinical areas relevant to the role, including decontamination and adhering to IPC standards. This includes keeping up to date with new digital initiatives and improvements across the Trust.

## **7.0 Risk Management:**

7.1 Contribute to clinical risk management and clinical governance

7.2 Complete documentation and gather evidence relevant to clinical risk management.

7.3 Anticipate, recognise and prevent situations that may be detrimental to self and the health and wellbeing of patients or staff.

7.4 Adhere to and participate in the implementation of recommendations and guidelines related to health & safety at work, Control of Substances Hazardous to Health legislation and control of infection procedures.

7.5 Implement actions to be taken in event of an emergency.

7.6 Demonstrate correct moving and handling procedures following Trust protocols and guidelines.

7.7 Adhere to Trust and locally agreed policies, guidelines and protocols.

## **8.0 Decisions, judgements and freedom to act:**

8.1 Accountable for own professional actions, undertaking all duties in accordance with the NMC Code of Professional Conduct/ HCPC/ GPC, departmental and Trust guidelines and protocols.

8.2 Adhere to Trust protocols and codes of conduct.

8.3 Working under supervision; Practice as a trainee ACP using collaborative and independent judgment to assess, investigate, diagnose, plan, implement, manage, and evaluate clinical nursing and medical care in the management of patients relevant to your area of clinical specialty. On completion of training the ACP is expected to work under indirect supervision in line with local departmental and Trust guidelines.

## **9.0 Communication and relationships:**

9.1 Discuss highly complex medical issues appropriately with parents/carers/ colleagues using language that aids understanding. Including communicating sensitively with families who have received bad/sad news.

9.2 Present and review complex case histories, summarise and formulate management plans in conjunction with specialty/ medical teams.

9.3 Negotiate sensitively with parents/carers where consent is required for treatment that is vital for the welfare and survival of the patient and where there may be barriers to understanding through fear, anxiety or lack of knowledge, language difficulties or religious beliefs.

9.4 Discuss implications of care options with patients and carers to enable them to make informed decisions using assertiveness, tact, diplomacy and compassion. Which may also include gained informed or formal consent relevant to the level of clinical intervention or procedure.

9.4 Initiate and maintain effective communication with members of the multidisciplinary team to promote the welfare and safety of patients and carers, in accordance with child and adult safeguarding Trust policy.

9.5 Behave in a consistent professional manner with patients and carers, multidisciplinary team members, management and the public. Act as advocate for patients and offer support to families/carers.

9.6 Able to effectively communicate with ACP team members, nurses, doctors and other health professionals when discussing emotive, ethical and difficult issues at both personal and professional levels.

9.7 Promote, explain and clarify the role of the ACP to the multidisciplinary team and parents/carers to enhance understanding of the scope of their professional practice.

9.8 Write precise, accurate and timely records, letters and statements in accordance with the Data Protection Act and Trust Policy.

9.9 Proficiency in IT skills for completing clinical records, using clinical management programmes and delivering presentations.

9.10 Recognise when own and others behavior is not acceptable and initiate appropriate action. Provide constructive feedback to others within the peer group and multidisciplinary team.

## 10.0 SaTH Trust Values:

**Partnering** - working effectively together with patients, families, colleagues, the local health and care system, universities and other stakeholders and through our improvement alliance.

**Ambitious** - setting and achieving high standards for ourselves personally and for the care we deliver, both today and in the future. Embracing innovation to continuously improve the quality and sustainability of our services.

**Caring** - showing compassion, respect and empathy for our patients, families and each other, caring about the difference we make for our community.

**Trusted** - open, transparent and reliable, continuously learning, doing our best to consistently deliver excellent care for our communities.

## 11.0 Physical, Mental and Emotional demands of the job;

Frequent exposure to stressful and extremely unpredictable workloads due to the complex nature of the ACP role and areas of employment.

Frequent need for a high degree of concentration for long periods of time when undertaking intricate clinical procedures.

## **12.0 Competence;**

The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Current Nursing and Midwifery Council registration (NMC) or Current Health and Care Professions Council registration (HCPC)</li> <li>• Extensive post registration experience within acute care of the older adult services at Band 6 level or above (or equivalent)</li> <li>• Evidence of extensive professional/clinical knowledge in speciality clinical area supplemented by specialist clinical training and CPD</li> <li>• Effective communicator, able to communicate complex and highly sensitive information</li> <li>• Evidence of effective people management and leadership skills</li> <li>• Ability to work/study at Masters level and complete associated academic qualification for role within a set timeframe. This includes both clinical and academic criteria to become an Advanced Clinical Practitioner.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in policy and practice change</li> <li>• Evidence of proactive involvement in the mentorship and development of nurses or other allied health professionals in clinical/academic practice</li> <li>• Non-Medical Prescriber</li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Demonstrates specialist expertise underpinned by theory acquired through CPD</li> <li>• Evidence of involvement in the development of programmes of care, protocols and clinical audit</li> <li>• Highly developed effective communication/negotiation skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent clinical reasoning / clinical decision making</li> <li>• Evidence of involvement and leadership in teaching and mentoring learners</li> <li>• Secondary Care Experience within a hospital environment</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Physical effort: The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g., moving patients over 15 kilos with mechanical aids</li> <li>• Mental effort: To exert frequent concentration on patient assessment and responding to frequent changing needs in the clinical area</li> <li>• Emotional effort: the post holder will at times be exposed to distressing and frequent highly distressing and emotional circumstances (Dealing with patients/relatives as a result of a serious incident)</li> <li>• Working environment: Frequent exposure to unpleasant working conditions (aggressive behaviour of patients, relatives and carers). Daily exposure to blood and body fluid.</li> </ul>	

## 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.

