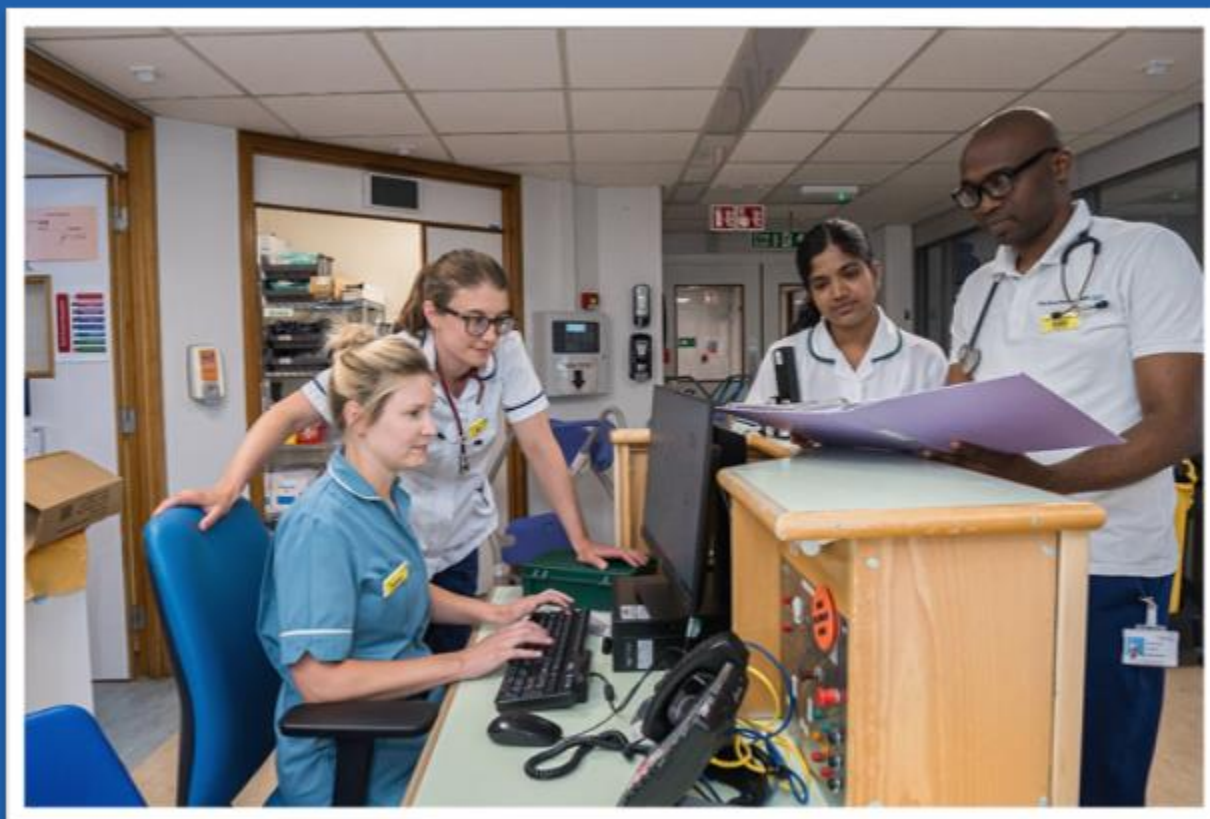


Apprentice Operating Department Practitioner

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 is a three-year apprenticeship where you work and study to become a Registered Operating Department Practitioner.
- You will learn in hospital theatres and on different placements while also studying at Staffordshire University.
- You will help keep patients safe and cared for before, during and after surgery, always working under supervision as you build your skills.
- You must complete all parts of the course, meet professional standards and show the right values and behaviour.
- You will work as part of a team, learn new skills, and take responsibility for your own learning.
- When you finish the apprenticeship and meet all requirements, you may be able to move into a full-time role.

Job Description

Job title:	Apprentice Operating Department Practitioner
Grade:	
Site:	
Accountable to:	
DBS required:	

Main Duties

To work towards becoming a Registered Operating Department Practitioner by gaining a BSc (Hons) in Operating Department Practice (Degree Apprenticeship). This 3 year course combines work-based and academic learning between the Shrewsbury and Telford Hospital NHS Trust (SaTH) and the University of Staffordshire.

The Apprentice Operating Department Practitioner will be based, as a paid employee, within Theatres at the Princess Royal & Royal Shrewsbury Hospitals. They will however, also experience working across both internal and external clinical placements to gain wider experience.

They will work collaboratively to maintain patient safety and provide high standards of skilled care and support during each stage of the patient's journey through the operating theatre in three distinct phases of Perioperative Care (anaesthesia, surgery and post anaesthetic care).

To be in a position to be offered a full time substantive position the successful applicant will need to have completed their qualification in full and demonstrated competence in the following job description.

Job Dimensions

Practice based support & training will be facilitated by the Clinical Lead for Theatre Education with training, supervision, assessment and support provided by a multi-disciplinary team of Practice Educators & supervisors (assessors / mentors).

As part of the course you will be required to:

- Deliver high quality, compassionate care under the direction of a Registered Operating Department Practitioner or Registered Nurse with a focus on promoting patient health, well-being and independence
- Successfully complete all educational elements of the programme as specified by SaTH, the university providing the BSc (Hons) in Operating Department Practice (Degree Apprenticeship and the Institute of Apprenticeship standards. You will also be required to complete an integrated End Point Assessment in Year 3.
- Successfully complete of all the Institute for Apprenticeship standards, HCPC Standards of Proficiency, and perioperative related competencies as specified by SaTH and university.
- Have sound attitudes and behaviours compatible with SaTH Trust values
- Work as part of a designated operating department team delivering care that focuses on the direct needs of the patient
- Work with a mentor / assessor, taking responsibility for developing your own competence while on placements and attending academic study; maintaining evidence of your learning
- Demonstrate a flexible and dynamic attitude, both to your paid work and academic studies

Principal Duties

During the initial phase of the training programme, all work activities should be under direct guidance and supervision of the registered practitioner. As the training programme progresses, following discussion and agreement with Practice Educators and supervisors, supervision and guidance will be both direct and indirect.

The apprentice must meet the 15 standards as set out in the Care Certificate within 3 months of commencing an apprenticeship and work towards achieving the Institute for Apprenticeship ST0582 Degree Apprenticeship Standards Operating Department Practitioner – level 6 This may be integrated into the degree course.

Professional Practice

- Practice (under supervision), assessing patients in theatres & associated areas, exercising professional judgement to establish patient centred goals & to accept, plan, initiate, modify, refer or cease treatment within prescribed limits.
- Recognise disease & trauma processes relevant to perioperative care.
- Change practice to account for new developments or changing contexts in what constitutes best practice in perioperative care, through effective change management.
- Respond appropriately to emergency situations.
- Conduct appropriate diagnostic, monitoring, treatment & therapy procedures safely & effectively.
- Undertake anaesthetic, surgical & post-anaesthesia care interventions including managing airways, cannulation, catheterisation & manual handling / positioning of patients.
- Select appropriate techniques & equipment; undertake & record thorough assessments & investigations.
- Maintaining Basic, Intermediate or Advanced Life Support qualifications where appropriate.
- Provide individualized care for patients prior to and throughout surgery or other procedures including reassurance and support.
- Use a wide range of clinical skills to provide a safe environment during the administration and maintenance of anaesthesia.
- Assist anaesthesia with the use of medical devices & pharmacological (drugs) means. Safely secure and maintain the patient's airway and stability during anaesthesia.
- Preparation of a wide range of specialist equipment and devices.
- Position the patient to optimize surgical access, maintaining patient safety and dignity.
- Maintain a sterile working area & safely & effectively perform aseptic technique (including scrubbing, gloving & gowning).
- Perform scrub skills according in accordance with Perioperative Care Collaborative statement.
- Selection, preparation and provision of the correct sterile surgical equipment to the surgeon and be accountable for all surgical instruments, equipment and swabs throughout the procedure.
- Anticipate the requirements of the surgical team, responding appropriately and effectively.
- Ensure the correct management of clinical specimens.
- Observe and monitor the patient's vital signs. Monitor airway, breathing & circulation.
- Maintain the patient's airway, identifying and responding to changes in the patient's condition.
- Monitor & record fluid balance & administer prescribed fluids appropriately

- Monitor the effects of drugs & take appropriate action in response to significant change
- Accurately calculate & record prescribed drug doses
- Assess & monitor individuals pain status & administer prescribed pain relief appropriately
- Communicate effectively the handover the care of the patient.

Professional Values & Behaviours

- Recognise & take account of needs & diversity of individuals.
- Shape or structure your practice according to evidence based practice.
- Practice in a manner ensuring equality & act as an advocate for patients. Demonstrate care, compassion, confidence, courage, communication & commitment for patients at their most vulnerable.
- Maintain the patients dignity at all times.
- Demonstrate an open, honest & courteous approach to patients relatives & colleagues.

Professional Standards

- Practice within the Health and Care Professions Council (HCPC) Standards of Proficiency for ODP's & The College of Operating Department Practitioners Scope of Practice
- Adhere to the policies and procedures required as an employee of the Shrewsbury and Telford hospital NHS Trust (SaTH).

Leadership, management & partnership working

- Effectively lead manage & delegate colleagues, working as part of the surgical team.
- Work collaboratively throughout the patients perioperative journey with the surgical team & others
- Use the evidence base to promote innovation & improvement in operating department practice
- Actively participate in audit, training & review activities
- Manage yourself in emergency & stressful situations.
- Demonstrate self-awareness & impact on others.
- Reflect on own practice & challenge self & others

Communication & Information

- Safeguard confidential information, relating to patients at all times, consistently applying data protection principles

- Apply a range of communication strategies & skills within the multidisciplinary team to ensure patient safety & dignity
- Use effective communication skills to support the patient at different stages of their care
- Identify barriers to communication, their potential impact & strategies for management
- ensure your own behaviour supports others to work in ways that are consistent with individuals' beliefs and preferences, that regard diversity positively and that support anti-discriminatory practice
- Maintain care records that are fit for purpose & process them according to legislation
- Formulate care plans including setting of timescales
- Analyse & critically evaluate information collected & appropriately act upon it

Furthermore, you will ensure your Apprentice ODP activities will be underpinned by the Association for Perioperative Practice (2017) Standards and Recommendations for Perioperative Practice. And will ensure by the end of the apprenticeship programme you can show evidence against the HCPC(2023) Standards of Proficiency -Operating Department Practitioners. <https://www.hcpc-uk.org/publications/standards/index.asp?id=46>

Policy and service development

The Apprentice Operating Department Practitioner will:

- Promote health and safety maintaining best practice in health, safety and security
- Share ideas with colleagues to improve care and suggest areas for innovation
- Participate in audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

Planning and organisation

The Apprentice Operating Department Practitioner will:

- Plan and manage competing demands of job role, study and placement activities
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals

- Deliver effective care in accordance with the perioperative care pathway overseen by a Registered Operating Department Practitioner or Registered Nurse.

Communication and relationships

The Apprentice Operating Department Practitioner will:

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
- Using a range of communication tools, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs and overcoming any barriers to communication.
- Provide good counselling and advocacy skills to support staff, patients and carers.
- Develop and maintain communication with people about difficult matters or difficult situations.
- Provide accurate, timely and relevant patient progress and handover information using both written and electronic systems.
- Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively.
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Report to appropriate registered care professional information received from the individuals, carers and members of the team.
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
- Report any accidents or incidents and raise any concerns as per organisational policy.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.
- Ensure ability to manage electronic records system understanding the need to protect access (ID, passwords, swipe cards).
- Attend and actively participate in ward/department meetings.
- Maintain confidentiality at all times, as required by legislation and Trust policy.
- Raise concerns with regards to risk, danger, malpractice or wrong doing by following the Trust Whistleblowing policy and supporting processes.

Analytical and judgmental skills

The Apprentice Operating Department Practitioner will:

- Exercise personal responsibility and work under supervision of a Registered Operating Department Practitioner or Registered Nurse and within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of an Apprentice Operating Department Practitioner.
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors.
- Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability.

Financial and physical resources

The Apprentice Operating Department Practitioner will:

- Exercise personal duty of care in the safe use and storage of equipment .

Human resources

The Apprentice Operating Department Practitioner will:

- Act in ways which support equality and value diversity.
- Demonstrate own duties to new or less experienced staff.
- Support development of less experienced staff and students.

Equality and Diversity

The Apprentice Operating Department Practitioner:

- Must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

- Assist anesthesia with the use of medical devices & pharmacological (drugs) means

Patient and Public Involvement

- The Trust has a statutory duty to involve patients and public in evaluating and planning services.
- All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback.

Professional Conduct

- Act at all times in a professional manner that promotes a positive image of the Trust and upholds its core values.
- Practise in accordance with the HCPC Code of Conduct, other appropriate HCPC guidelines, Trust policies, procedures and guidelines.
- Ensure that high standards of care are given and maintained and act when standards are not being maintained.
- Clearly present the patient's point of view to others, including promoting and protecting the interests and dignity of patients.
- Act as an advocate for your patients, ensuring that any barriers to the patient's opinions and wishes being heard are challenged.
- Maintain clear, accurate and contemporaneous records in line with current HCPC / Trust guidelines and standards.
- Raise any concerns regarding standards and quality of care, patient safety or any lapses in professional conduct to the Ward/Department Manager, in line with local and HCPC guidelines.

Education

The Apprentice Operating Department Practitioner will:

- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and BSC (Hons) Level 6 qualification within agreed timeframes. Seeks support / guidance in timely manner if any difficulties are encountered
- To participate in tri-partite meetings with Trust, and HEI.
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed.

- Take responsibility for own continuous professional development and mandatory and statutory training, disseminate learning and information gained to other team members in order to share good practice.
- Take ownership of own annual appraisal, working with appraiser to ensure one is undertaken at least annually and take responsibility for learning and development activities identified as a result of appraisal and Personal Development Plan (PDP).
- Participate in formal and informal education programmes to create and maintain a positive learning environment and assist with the orientation programme of new members of the nursing team.
- Proactively use information technology resources to keep up-to-date with current practice.
- Maintain up-to -date training in information technology (IT) skills and demonstrate a good working knowledge of confidentiality and data protection.

Management

- Promotes a culture of positive and effective teamwork.
- Work as an effective and responsible team member supporting others by demonstrating good practice.
- Prioritise own workload and ensure effective time-management strategies are embedded in own practice and act in a manner that promotes quality of care.
- Participate in team activities that create opportunities to improve patient care, working with ward/department management to effect change.
- Promote a professional and happy working environment conducive to high patient and staff morale.
- Promote and maintain a safe environment for staff and patients, ensuring high standards of cleanliness and tidiness are maintained and that work practices conform to health, safety and security legislation, policies, procedures and guidelines.

Quality

- Ensure a welcoming, caring and safe environment is provided for the patient and their family/carers/visitors.
- Deliver care based on current evidence, best practice and validated research when available.
- Maintain own awareness of the local, national and professional quality issues relevant to the delivery of nursing services.
- Participate in the evaluation of care delivery through self and peer review, patient and carer feedback, audit and research, benchmarking and formal evaluation
- Implement necessary changes to improve patients' care and experience.

- Participate in activities to improve the quality, productivity and effectiveness of care, in response to local and national policies and initiatives, implementing improvements as required.
- Contribute to continuous improvement activities, making suggestions and recommendations for advancement of quality.

Managing Resources

- Ensure that all resources are used effectively, with the minimum of waste, making recommendations where it is evident that appropriate changes may improve efficiency.
- Ensure technical, clinical and non-clinical equipment is maintained, cleaned and stored correctly and that any faults and defects are reported promptly
- Adhere to systems for the tracking and location of medical assets and ensure that any losses are reported in accordance with Trust policy.
- Contribute to the effective and economic use of resources e.g. local recycling scheme

Managing Information

- Ensure accurate and timely data entry to contribute to the provision and analysis of information to improve patient care.
- Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 1998.
- Create and use records, including electronic, in a manner that complies with legislation, professional standards and organisational policies for record keeping.
- Understand own and others responsibility to the individual organisation regarding the Freedom of Information Act.
- Facilitate patients' access to records, adhering to policy, legislation, best practice and professional guidance.

Risk Management

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Undertake mandatory and statutory training.

- Carry out risk assessments in relation to manual handling and implement appropriate actions, including the use of taught mechanical and non-mechanical handling aids, to minimise risk to staff and patients.
- Report incidents, accidents and near misses using the Trust's incident reporting system and in accordance with Trust policy.
- The post holder will frequently be exposed to highly unpleasant working conditions involving exposure to uncontained body fluids, foul linen etc. and should be conversant with infection control policies relating to such exposure.
- The post holder may on occasion be exposed to verbal or physical abuse and should be fully conversant with the Trust's policy for dealing with these situations.

Decisions, Judgement and Freedom to Act

- Working within defined policies, procedures and professional standards. Working under various levels of supervision depending on competence, seeking further advice for guidance on actions that are outside agreed defined standards.
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person.

Person Specification

	Essential	Desirable
Qualifications	112 UCAS points, plus GCSE in Mathematics and English at Grade 4 (C) or above or Level 2 functional skills in Numeracy and Literacy. <ul style="list-style-type: none"> • GCE A Levels - grades BBC or equivalent • Pearson BTEC National Extended Diploma - grade DMM 	

	<ul style="list-style-type: none"> • Access to HE Diploma - Pass Access with a minimum of 80 UCAS tariff points. Applicants to Staffs who are taking the Access to HE Diploma receive a reduced tariff point offer as part of our access and participation plan activity • UAL Level 3 Extended Diploma - grade of Merit overall • OCR Cambridge Technical Extended Diploma - grade DMM • T Levels - Eligible T Level applications will be asked to achieve a minimum overall grade of P (A*-C) or Higher Pass as a condition of offer <p>Original certificates must be provided prior to interview if successfully shortlisted.</p>	
Experience	<ul style="list-style-type: none"> • Evidence of recent study • Health and Social Care experience 	<ul style="list-style-type: none"> • Previous experience working in the perioperative setting
Knowledge and skills	<ul style="list-style-type: none"> • Insight into the roles and responsibilities of the post. 	<ul style="list-style-type: none"> • Some basic knowledge and understanding of

	<ul style="list-style-type: none"> • Basic IT skills. • Excellent communication skills including verbal, non- verbal and written. • Good organisational and time management skills. 	<p>human anatomy and physiology</p> <ul style="list-style-type: none"> • Evidence of practical knowledge and competences demonstrated through hobbies and interests or actual work place experience, (could be through Work Experience while in School / College)
<p>Other</p>	<ul style="list-style-type: none"> • Ability to work flexibly, on a variety of shifts covering the 24 hour cycle of care, including unsocial hours, weekends and night duties. • Be expected to complete self-study sessions outside of working hours in order to complete academic components of the programme. • Willingness to develop new skills and undertake apprenticeship training programme – including study days in university and external clinical placements • Ability to travel to meet the requirements of the post, with the support of paid travel expenses in 	

	<p>line with Trust policy.</p> <ul style="list-style-type: none">• Annual holiday entitlement will be in line with Trust policy however:• -no annual leave will be granted during university term time or assessment weeks.• Note: Applicants must have the right to work in England to be eligible for apprenticeship funding in accordance with the Department for Education Apprenticeship funding rules.• Needs to be eligible for funding by living in the UK for 3 years or more or fits criteria in funding rules or meets the eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked funding document:• Apprenticeship funding rules 2025 to 2026	
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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 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

