



# WELCOME TO THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OPERATING DEPARTMENT PRACTITIONER APPRENTICESHIP INFORMATION PACK



## DEAR CANDIDATE

Thank you for expressing an interest in this role.

The greatest asset of The Shrewsbury and Telford Hospital NHS Trust (SaTH) is its people and their commitment and passion to provide the safest and kindest care in the NHS.

As a Trust, we are on a journey. We are about to embark on a major capital investment programme (up to £313m) to upgrade its estate and create state-of-the-art medical facilities, some of which will include new operating theatres.

The Operating Department Practitioner (ODP) Apprenticeship is a new and innovative route to acquire the knowledge, skills and behaviours across different areas of perioperative care.

Working in collaboration with Staffordshire University we will fully support you to develop skills and knowledge required in today's dynamic, complex and changing healthcare environment whilst you study for a BSc (Hons) in Operating Department Practice, incorporating the Integrated Degree Apprenticeship standards for Operating Department Practice.

On successful completion of the course you will be eligible to apply to the Health and Care Professions Council to enter the Register of Operating Department Practitioners and will then be guaranteed a permanent Band 5 ODP contract.

This is an exciting opportunity for a dynamic, enthusiastic motivated, forward thinking individual with an interest in providing a high standard of care to patients within the perioperative setting.

The Shrewsbury and Telford Hospital NHS Trust can offer you great career prospects and a fantastic lifestyle, situated in one of the most attractive parts of the country.

If you are interested in our organisation and this role please get in touch.

Yours Faithfully,

**KATY MOYNIHAN**  
**LEAD NURSE FOR QUALITY AND SAFETY, SCHEDULED CARE**



# CONTENTS

- 5 ORGANISATIONAL POSITION CHART
- 6 BSc (HONS) OPERATING DEPARTMENT PRACTICE
- 7 PERSON SPECIFICATION
- 9 JOB DESCRIPTION
- 18 ABOUT THE TRUST
- 23 KEY FACTS AND FIGURES
- 24 OUR STRATEGY
- 25 TRUST VALUES
- 28 HOW WE ARE DELIVERING CHANGE
- 30 LIVING AND WORKING IN SHROPSHIRE
- 34 PLACES OF WORSHIP
- 35 USEFUL TELEPHONE NUMBERS AND ADDRESSES

# ORGANISATIONAL POSITION CHART

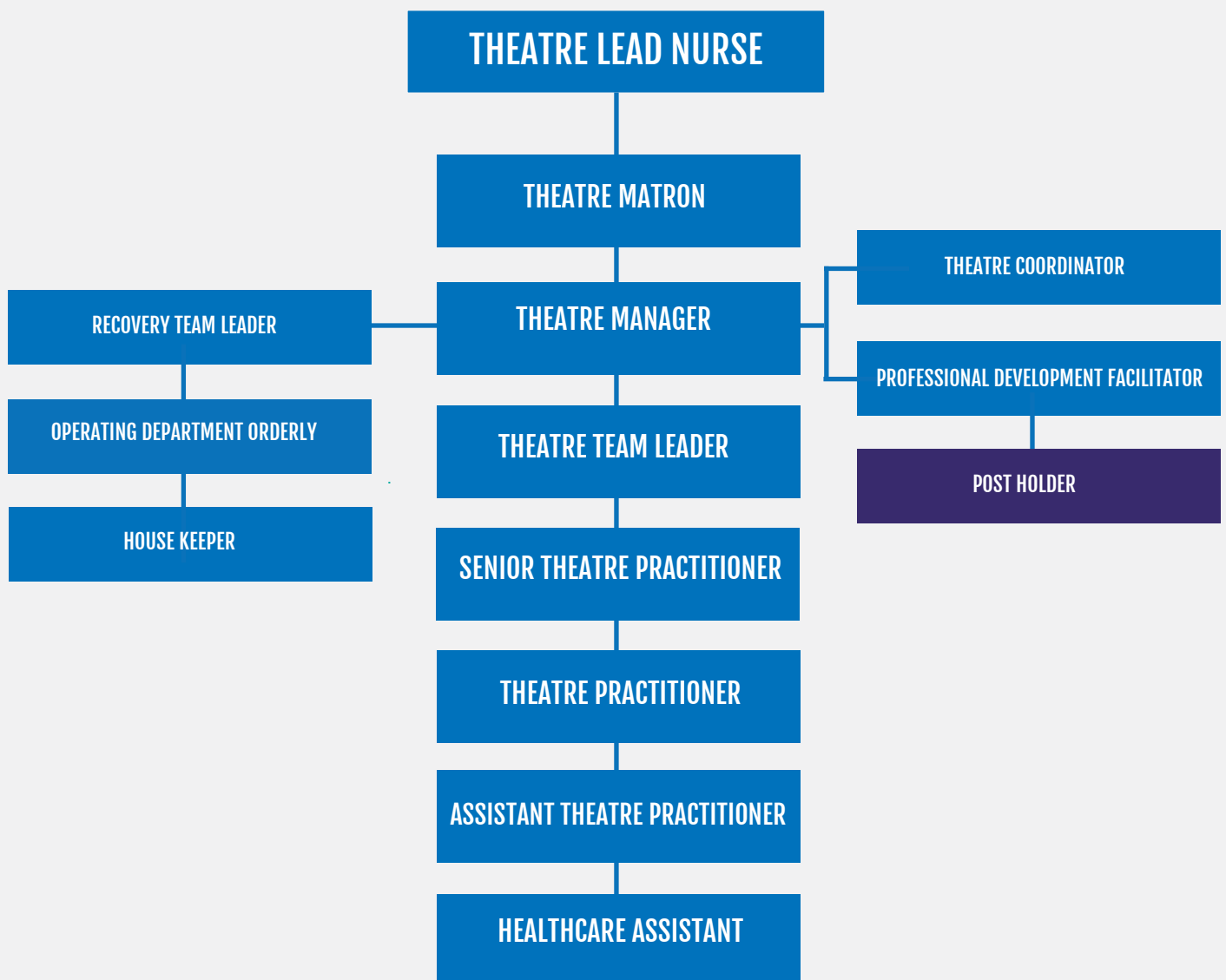
**Post:** Apprentice Operating Department Practitioner

**Department:** Operating Theatres

**Accountable to:** Theatre Manager

**Band / Rate of Pay:** £19,572.80 - £23,225 approx. pa. Agenda for Change Annex 21

**Hours:** Full time 37.5 hours per week



# BSc (HONS) OPERATING DEPARTMENT PRACTICE

The course is being run in partnership with Staffordshire University (subject to approval) and mapped to Professional and Regulatory Body standards, and provides eligibility to apply for professional registration as an Operating Department Practitioner with the Health and Care Professions Council.

## ENTRY REQUIREMENTS

- 112 UCAS Tariff points and GCSE Grade C/4 or above in maths and English (or suitable level 2 equivalent);
- All applicants must be interviewed and must have DBS and Occupational Health clearance.

## COURSE STRUCTURE

- 50% on the job training/50% off the job training arranged in study blocks;
- Apprentices be enrolled on the BSc(Hons) Operating Department Practice (Degree Apprenticeship) and will be required to meet the standards set for the BSc(hons) award;
- Off the job training delivered by Staffordshire University at the Blackheath Lane Campus in Stafford (ST18 0YB);
- All apprentices undertake an Individual Needs Assessment prior to commencement of the course and an individual learning programme is developed from this;
- Course assessment is varied and includes assignments, case studies, examination (oral and written), drug calculations assessment, research, and on the job assessment;
- Teaching strategies include formal lecture, group work, seminars, workshops and simulation. There is a large element of independent study;
- Year three includes the End-point Assessment for the apprenticeship;
- On completion of the course apprentices are eligible to apply for registration with the Health and Care Professions Council.

More information can be found in the Undergraduate Programme Specification.



# PERSON SPECIFICATION

E = Essential D = Desirable

## QUALIFICATIONS AND EXPERIENCE

112 UCAS points, plus 5 GCSE's grades A-C (9-4), to include mathematics and English (or equivalent level 2 qualifications) or Access Diploma – 60 credits of which 45 must be at level 3.	E
Proficient in spoken English	E
GCSE grade A-C (9-4) in Physical Science	D
Evidence of recent study	E
Health and Social Care experience	E
Previous experience working in the perioperative setting	D

## KNOWLEDGE, SKILLS AND UNDERSTANDING

Insight into the roles and responsibilities of the post.	E
Basic IT skills.	E
Excellent communication skills including verbal, non- verbal and written.	E
Good organisational and time management skills.	E
Manual dexterity.	E
Excellent interpersonal skills.	E
Team working.	E
Some basic knowledge and understanding of human anatomy and physiology	D
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)	D

## PERSONAL QUALITIES

Caring, compassionate and self-motivated. Reliable and trustworthy.	E
Confident and enthusiastic. Willingness to learn and develop their role.	E
Awareness of professional and personal limitations.	E
Commitment to undergo training as required to complete the programme.	E
Confidence to work under supervision in the clinical setting.	E

## OTHER REQUIREMENTS

Enhanced Disclosure Barring Service clearance.	E
Able to cope with the Occupational Health requirements for the post including physical and emotional aspects of the role.	E
Willingness to develop new skills and undertake apprenticeship training programme – including study days in Staffordshire University and external clinical placements.	E
Willingness to travel to meet the requirements of the post, with the support of paid travel expenses in line with Trust policy.	E
Annual holiday entitlement will be in line with Trust policy however: -no annual leave will be granted during university term time. -Annual leave will need to be authorised by the Theatre Professional Development Facilitator to ensure there will be minimal disruption to training.	E
The Apprentice Operating Department Practitioner must be 18 years of age or older and must not hold a qualification at the same or higher level in the vocational subject area.	E

## PERSONAL CIRCUMSTANCES

Ability to work flexibly, on a variety of shifts covering the 24 hour cycle of care.	E
Be expected to complete self- study sessions outside of working hours in order to complete academic components of the programme.	E
Awareness of professional and personal limitations.	E



# JOB DESCRIPTION

## POST PURPOSE

To work towards becoming a Registered Operating Department Practitioner by gaining a BSc (Hons) in Operating Department Practice, incorporating the Integrated Degree Apprenticeship Standards for Operating Department Practice. This 3 year course combines work-based and academic learning between the Shrewsbury and Telford Hospital NHS Trust (SaTH) and Staffordshire University, in which the Apprentice will be fully supported to develop the skills required over the duration of the apprenticeship.

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 Theatre Professional Development Facilitator with training, supervision, assessment and support provided by a multi-disciplinary team of mentors / assessors.

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, Staffordshire University and Institute of Apprenticeship standards. You will also be required to complete an apprentice portfolio that demonstrates Knowledge, Skills and Behavioural leading towards final completion of an End Point Assessment.
- Successfully complete of all the Institute for Apprenticeship standards, HCPC Standards of Proficiency, and perioperative related competencies as specified by SaTH and Staffordshire 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 mentors, assessors 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.

### 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 individual's 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 behavior 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 (2014) 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 anaesthesia 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.

## 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 schemes.

## 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 {Hospital}, 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, and 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 in your 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 for 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 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

## Health & Safety

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

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

## Infection Prevention and Control

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; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

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 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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.

### **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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TCPS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TCPS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy.

## SPECIAL WORKING CONDITIONS

### Physical Effort

The Apprentice Operating Department Practitioner will:

- Use frequent effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
  - Use skills of manual dexterity and manipulation of clinical instruments and equipment
  - Use a combination of standing, walking bending and stretching throughout the shift

### Mental Effort

The Apprentice Operating Department Practitioner will:

- Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response
- Have exposure to VDU screen

### Emotional Effort

The Apprentice Operating Department Practitioner will:

- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses

### Working Conditions

The Apprentice Operating Department Practitioner will:

- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

This job description represents a summary of the main responsibilities of the post and not an exhaustive list of duties to be undertaken. The duties may be redefined following discussion with the line manager.

# ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are the Princess Royal Hospital (PRH) in Telford and the Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes' drive apart, which together provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, and critical care.

We employ almost 6,000 staff, and hundreds of staff and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers at the Trust and our main charitable partners are the League of Friends at the Royal Shrewsbury Hospital, Friends of the Princess Royal Hospital and the Lingen Davies Cancer Appeal which is based at the Royal Shrewsbury Hospital.

In addition to this we also provide services such as consultant -led outreach clinics at clinics at the Wrekin Community Clinic, Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.





## PRINCESS ROYAL HOSPITAL TELFORD (PRH)

PRH opened in 1989. It generally serves Telford & Wrekin and eastern Shropshire as well as being the Trust's main centre for inpatient head and neck services (and currently hyper-acute and acute stroke services on a temporary basis).

PRH has approximately 285 acute adult inpatient beds and 36 acute paediatric inpatient beds, with three beds allocated for haematology and oncology and an eight bedded Children's Assessment Unit. It also has 24 surgical day case beds and a 20- station renal dialysis unit. The hospital also includes a private outpatient facility (the Apley Clinic).

The hospital currently provides A&E, inpatient, outpatient and day case facilities. Services include general and acute medicine, inpatient head & neck, cardiology, breast surgery, urology, critical care, trauma & orthopaedic services, paediatric services, emergency treatment and renal dialysis. PRH also provides day case treatment for general surgery including paediatrics, ophthalmology, haematology and oncology.

In September 2014, PRH became our main centre for inpatient women and children's service when the £28 million Shropshire Women and Children's Centre opened. The Centre includes Consultant-Led Maternity Services, with a standalone Midwifery Led Unit on site, and is supported by a Level 2 Neonatal Unit.

# ROYAL SHREWSBURY HOSPITAL

## SHREWSBURY (RSH)

RSH opened in 1977 (although some services such as the Midwife Led Unit have been provided on the hospital since the 1960s). It generally serves Shrewsbury, western Shropshire and mid Wales as well as being the Trust's main centre for cancer services and acute surgery.

RSH has approximately 370 acute adult inpatient beds, in addition to 30 surgical day case beds, a 16 station chemotherapy day centre, and 24 renal dialysis stations.

RSH provides A&E, inpatient, outpatient and day case services. Specialties include general and acute medicine, cardiology, general surgery, colorectal and upper GI surgery, vascular surgery, urology, gynaecology, critical care, trauma & orthopaedic services, medical day case for Paediatrics from Monday to Friday, emergency treatment, oncology & haematology, renal and ophthalmology.

The Shropshire and mid wales fertility Centre relocated to Severn Fields Heath Village in November 2018 and is one of the top IVF clinics in the country. The new department now consists of a larger secure admin area; an outpatient and diagnostics area, and a clinical hub which features state-of-the-art laboratories, treatment rooms and recovery area.

The £5 million Lingen Davies Centre provides improved facilities for oncology and haematology patients. The new surgical assessment and surgical short stay unit is part of the Royal Shrewsbury Hospital as our main centre for inpatient acute surgery. Since the opening of the Shropshire Women and Children's Centre at PRH in Telford, RSH has continued to provide midwife-led maternity services and outpatient services.



# OUR COMMUNITIES AND PARTNERSHIPS

## THE MAJORITY OF OUR PATIENTS AND COMMUNITIES LIVE IN THREE LOCAL AUTHORITY AREAS:

- Shropshire Council (unitary county authority, Conservative-led administration)
- Telford & Wrekin Council (unitary borough authority, Labour-led administration)
- Powys County Council (unitary county authority, Independent-led administration)  
- our catchment area predominantly covers the former county of Montgomeryshire which comprises the northern part of Powys.

## LOCAL NHS COMMISSIONING ORGANISATIONS HAVE THE SAME BOUNDARIES AS OUR LOCAL AUTHORITIES AND ARE:

- Shropshire Clinical Commissioning Group
- Telford & Wrekin Clinical Commissioning Group
- Powys Teaching Health Board Specialised commissioning is undertaken through NHS England (Shropshire and Staffordshire Area Team) and Welsh Health Specialised Services Commissioning.



## WE WORK IN PARTNERSHIP WITH A WIDE RANGE OF ORGANISATIONS FOR THE DELIVERY AND PLANNING OF HEALTH SERVICES. THE MAIN STATUTORY BODIES INCLUDE:

- Local Authorities (see previous page)
- NHS Commissioning Bodies (see previous page)
- Primary care services
- Other providers of health and care services for Shropshire, Telford & Wrekin and mid Wales:
  - Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust (specialist orthopaedic)
  - Shropshire Community Health NHS Trust (community services)
  - Midland Partnership NHS Foundation Trust (specialist mental health and learning disabilities)
  - West Midlands Ambulance Service NHS Foundation Trust (ambulance and patient transport)
  - Welsh Ambulance Services NHS Trust (ambulance and patient transport)
  - Community and voluntary sector organisations
- The main statutory bodies to represent the public interest in health services include:
  - Health Overview and Scrutiny Committee for Shropshire Council and Telford & Wrekin Council
  - Local Healthwatch bodies for Shropshire and Telford & Wrekin
  - Powys Community Health Council



# KEY FACTS AND FIGURES

## OUR STAFF

At the end of 2017/18 our substantive workforce included approximately:

- 523 fte doctors and dentists (10%)
- 1,429 fte nursing and midwifery staff (28%)
- 644 fte scientific, technical and therapies staff (13%)
- 1,391 ft other clinical staff (28%)
- 1,060 fte non-clinical staff (21%)

In addition to this the available workforce at year end included over 1,000 staff employed through the Trust's internal bank, in addition to staff working within the Trust via external agencies. Expenditure on staff accounts for approximately 67% of expenditure. One of our key priorities continues to be to reduce our pay costs by reducing our reliance on agency workers.

\*fte refers to full time equivalent

## OUR ACTIVITY

In terms of activity, in 2017/18 we saw:

- 65,003 elective and daycase spells
- 50,982 non-elective inpatient spells
- 6,250 maternity admissions
- 410,916 outpatient attendances
- 123,999 accident and emergency attendances

## OUR FINANCES

In 2017/18, the Trust was set a target of delivering an in-year deficit of £16.4 million. The Trust responded admirably to this challenge and through cost savings and productivity improvements actually recorded a deficit of £16.398 million, an underspend of £0.002 million.

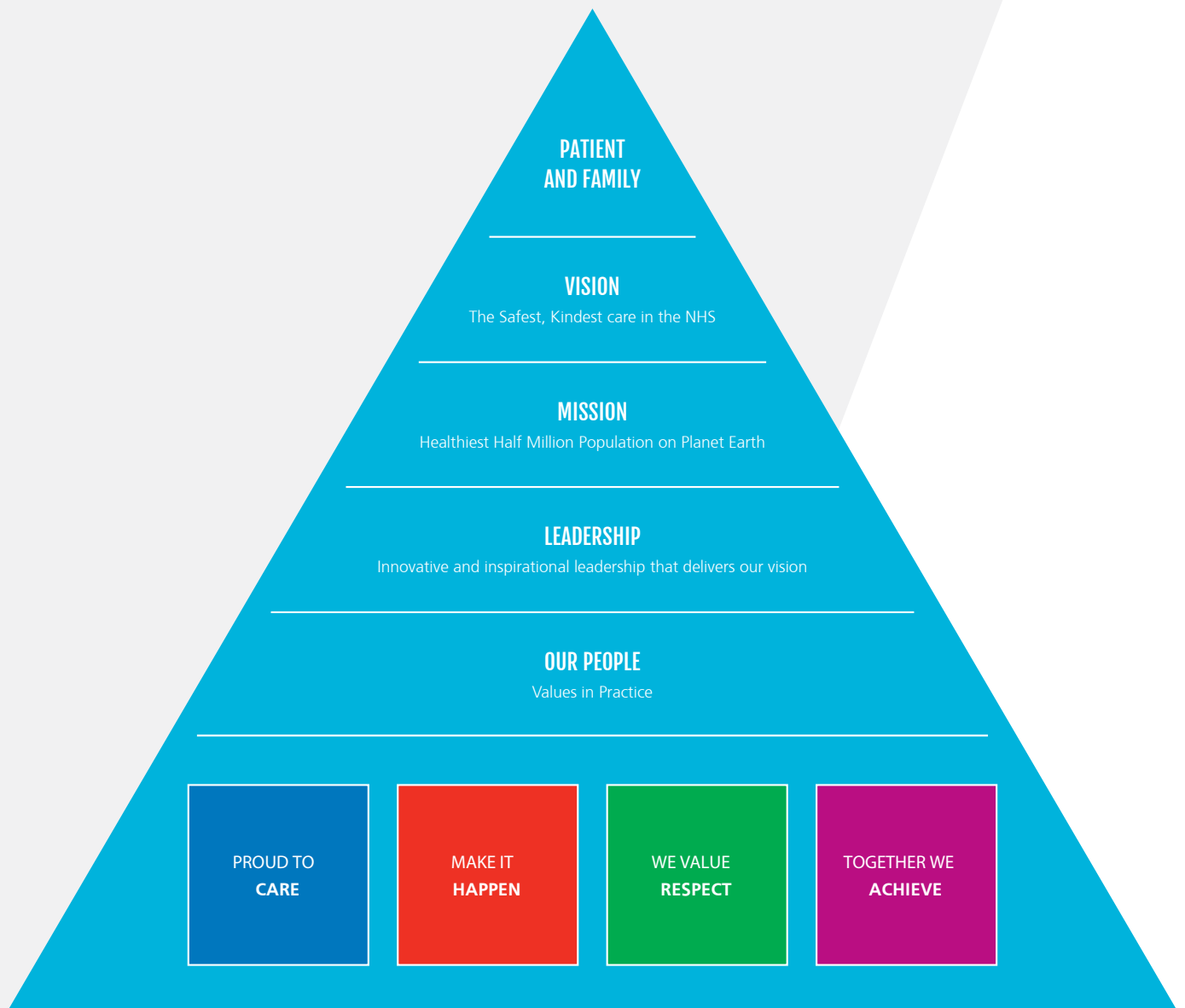


# OUR STRATEGY

We launched our Organisational Strategy with the vision of providing the safest and kindest care in the NHS. We developed our Strategy through a series of staff engagement events to ensure it is a collective view of where we want to be as an organisation. Our collective objective is delivering this strategy.

Find out more on our website at:

<https://www.sath.nhs.uk/about-us/our-performance/annual-reports-and-accounts/>





# OUR TRUST VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high quality, safe, effective and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is so we all know what's expected, and none of us is surprised if we are asked to explain any unacceptable behaviour.

Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.



Proud To **Care**  
Make It **Happen**  
We Value **Respect**  
Together We **Achieve**





## PROUD TO CARE

We strive for the highest standards of excellence and professionalism in our work

We make people feel valued

We care about the wellbeing of others

We treat patients, their carers and others with sensitivity and kindness



## MAKE IT HAPPEN

We take personal responsibility for making it happen

We help empower and support others to take responsibility

We are positive about change and innovation

We do not pass the buck and are solution focussed



## WE VALUE RESPECT

We are considerate and respect one another

We are prepared to challenge behaviour that is not respectful

We respect different people's needs, aspirations and priorities



## TOGETHER WE ACHIEVE

We work together effectively, at every level, to deliver better care for our patients

We support others to achieve their potential

We are open and honest, admitting mistakes and acting with integrity

We value and recognise the contribution of everyone

# SATH VALUES IN PRACTICE AWARDS 2018



# HOW WE ARE DELIVERING CHANGE

## OUR LEADERSHIP ACADEMY

The purpose of the Academy is to support all our leaders to successfully fulfil their roles and reach their potential. Leadership is a critical success factor to cultural development; to develop a culture that is innovative, safe and kind we will need to ensure all leaders have the necessary skills, knowledge and behaviours.

As an Academy we have developed the following objectives to ensure we remain fit for purpose and focused.

- Support all leaders to deliver the safest and kindest care.
- Develop all leaders to be innovative and inspirational.
- Ensure all leaders have the tool kit to do the job.
- Support a consistency in leadership behaviour aligned to our values.

To help us achieve this ambition, we have created a Leadership Framework which describes different areas of development. A series of programmes have been developed to support our leaders to meet these expectations.



## THE PEOPLE'S ACADEMY

We are the first trust in the country to invite the public in to learn more about the NHS, our Trust, the population across Shropshire, Telford & Wrekin and mid-Wales and how people can influence it.

We do this by running a People's Academy, which comprises 4 half day sessions over 4 weeks, enabling participants to meet staff from across the Trust and hear about the services they provide, go on behind-the-scenes tours to Radiology and Pathology, and take part in Basic Life Support training.

At the end of an Academy, people can choose to become involved with our Trust by participating in involvement opportunities that range from Rapid Process Improvement Weeks with our Transforming Care Institute, to joining our Reader Panel and helping us ensure that our information is understandable and accessible.

In its first year, 49 people have completed the People's Academy, and 31 young people attended a one day Young People's Academy in the summer. This has resulted in a much greater diversity in involvement with our Trust. We have a full calendar of Academy sessions in 2019, and would encourage you to attend.



## TRANSFORMING CARE INSTITUTE

The Trust is proud to have been working collaboratively with the Virginia Mason Institute in Seattle, widely regarded as one of the safest Hospitals in the World. We are learning about a LEAN methodology and the value it can bring to our patients and staff. We want to wrap our learning around the teams and have introduced our Transforming Care Institute to capture our learning, become the home for our Kaizen Promotion Office (KPO) team and celebrate the innovations, ideas, changes and success our teams are generating.



There will be many opportunities for you to become involved in our KPO and Value Stream work, and we will be able to provide you with help and guidance independent of your level of expertise. We have a unique opportunity to make a difference and we hope that you will want to be a part of our journey.



# LIVING AND WORKING IN SHROPSHIRE

Shropshire is a wonderful place to live, and few people would disagree. Shrewsbury has been named as one of the best places to live in the country in the “Sunday Times Best Places to Live Guide”.

The majority of our staff live within our main local catchment area of Shropshire, Telford & Wrekin and mid Wales. Between them these three areas offer a rich variety of places to live.

## NIGHTLIFE AND CULTURE

Shrewsbury, Telford and the surrounding areas offer a whole host of activities to keep you occupied outside of working life. Whether you prefer watching a blockbuster in a building dating back to 1596 or dancing till the early hours, there is something for everyone.

Shrewsbury is rich in history and culture, all displayed in the town's quaint architecture. The town boasts an impressive selection of independent restaurants, bars, theatre, live music venues and nightclubs all set among the pretty cobbled streets.

This vibrant town has seen a massive boom in nightlife recently with the addition of Shrewsbury University with regular events organised to satisfy all tastes. However, the heart of Shrewsbury is the Quarry, in the weave of the River Severn. The Quarry is home to the famous Shrewsbury Flower Show, the Splash Park (opened 2016) attracts youngsters of all ages, and then there are the variety of events that take place throughout the year from The

Winter Festival or the Dragon Boat Festival. You can even rent a rowing boat and sail down the river yourself, or watch the many rowers from the Boat House Pub overlooking the River.

Telford is the birthplace of the Industrial Revolution with many places of historic interest including the Ironbridge Gorge Museum. Telford is also close proximity to Weston Park, the home of a wide range of events are hosted at this stately home and country park, including international horse trials.

Just a short journey away is Ludlow. A town renowned for the high-quality music and theatre performances stages at the annual Ludlow Shakespeare and Arts Festival, whilst the town also hosts an excellent annual Food Festival building on the town's reputation as a great destination for restaurants and local produce.



## SHOPPING

Shrewsbury and Telford offer a diverse range of shops, they are also complemented by a wealth of nearby market towns, and villages.

Telford Shopping Centre is located in the heart of Telford, with over 160 of your favourite high street stores and easy parking.

The shopping centre is just across from Southwater, the exciting new leisure quarter which has an array of shops, restaurants, cafes, IMAX cinema, hotel, ice rink and modern library.

Shrewsbury has two main shopping centres The Darwin Centre and Pride Hill Centre. These shopping malls sit among the old streets of Shrewsbury which host a unique ray of independent shops, cafes and restaurants.

Local villages that surround Shrewsbury and Telford are not to be overlooked. For example, Bishop's Castle offers an unexpected variety of art, antiques, crafts and textile shops alongside the renowned Three Tuns local brewery.

## OUTDOOR PURSUIT

One of the main attractions of this area is the fantastic outdoor life, both within Shropshire, Telford & Wrekin and mid Wales and in nearby Snowdonia and the Brecon Beacons.

The area is rich with opportunities for walking, cycling, horse riding, camping, mountaineering, canoeing and sailing, gliding and other outdoor pursuits.

Ready access to the Wrekin, the Shropshire Hills including the Long Mynd, Upland Powys, the Severn & Wye valleys, Shropshire Canals and meres, and the Welsh coast add to the wide range of activities available.

Wildlife highlights include the conservation of Red Kites and Ospreys in western Montgomeryshire, and the county boasts one of the most varied geologies in the British Isles from Precambrian sedimentary rocks of Haughmond Hill to the igneous intrusions in the South Shropshire Hills.

For the really adventurous amongst you there are few counties with access to such a wealth of outdoor pursuits. From paragliding in Lond Mynd, Tandem and Solo Parachuting in Whitchurch, you can learn to fly just outside of Shrewsbury at the Shropshire Aero Club, and with easy access to North Wales there is no end of outdoor activities on the land, in the water, or even below the ground.



**PEOPLE WHO VISIT COME WITH NO EXPECTATIONS BUT THEY ALWAYS LEAVE WITH A SENSE OF WANTING TO COME BACK. PEOPLE COME AS A DAY VISITOR AND END UP ULTIMATELY MOVING HERE.**

**HELEN BALL**  
SHREWSBURY TOWN CLERK



## HOUSING

Shropshire is regularly named as one of the most diverse but safest places to live in the UK. The local area offers a wide range of housing to suit every need, from town centre flats to remote farmhouses and converted barns. Whether you are looking to buy or rent Shropshire has housing to suit all.

Both main hospitals are located by large residential areas, so there is an abundance of accommodation close to work. Or, if you are looking for something quieter, then there are rural towns such as Ironbridge, Newport and Much Wenlock, or our picturesque villages located in Pontesbury, Allscot, Weston Lullingfields - all within easy commutable distance of the hospitals.

The county also has many affordable housing offers for first-time buyers, or those with investment interests have both the available housing and buoyant rental market to capitalise on.

## UNIVERSITIES

The up and coming University Centre Shrewsbury offers high quality teaching, learning and research in a distinctive medieval town with a vibrant and stylish town centre. But there are also a number of universities within easy commuting distance from Shropshire such as the University of Birmingham, University of Chester, University of Liverpool, University of Wolverhampton (Telfords local University), Harper Adams University, Keele University, and Staffordshire University.

## SCHOOLS

If you are a family living in, or moving to Shropshire, you will be satisfied by the many excellent schools and their results in national assessments.

Shropshire has a strong commitment to providing opportunities for every child and young person to achieve their potential.

There are 61 primary schools, 20 secondary schools and 46 independent private schools within the county. Shropshire schools continually rank above average in the league tables with schools such as Newport Girls' High School and Shrewsbury School often achieving a 100% GCSE A-C pass rate.

For younger children, there are various childcare options available both on-site and off for staff at RSH and PRH. Daisy Chain day care is located at the Royal Shrewsbury Hospital, which gives priority to NHS staff. The nursery has superb facilities for children including a small forest school and a sensory room. Apley Village Day Nursery is situated on the Princess Royal Hospital grounds and offers a really flexible solution to all your childcare needs, with discounts available for all NHS employees.

There are also many excellent private nurseries if you find they are more suited to your needs.





# TRANSPORT

Shropshire has an excellent central location making it accessible to both the north and the south of the country, as well as being approximately 60 minutes from the nearest beach and airport.

## PUBLIC TRANSPORT

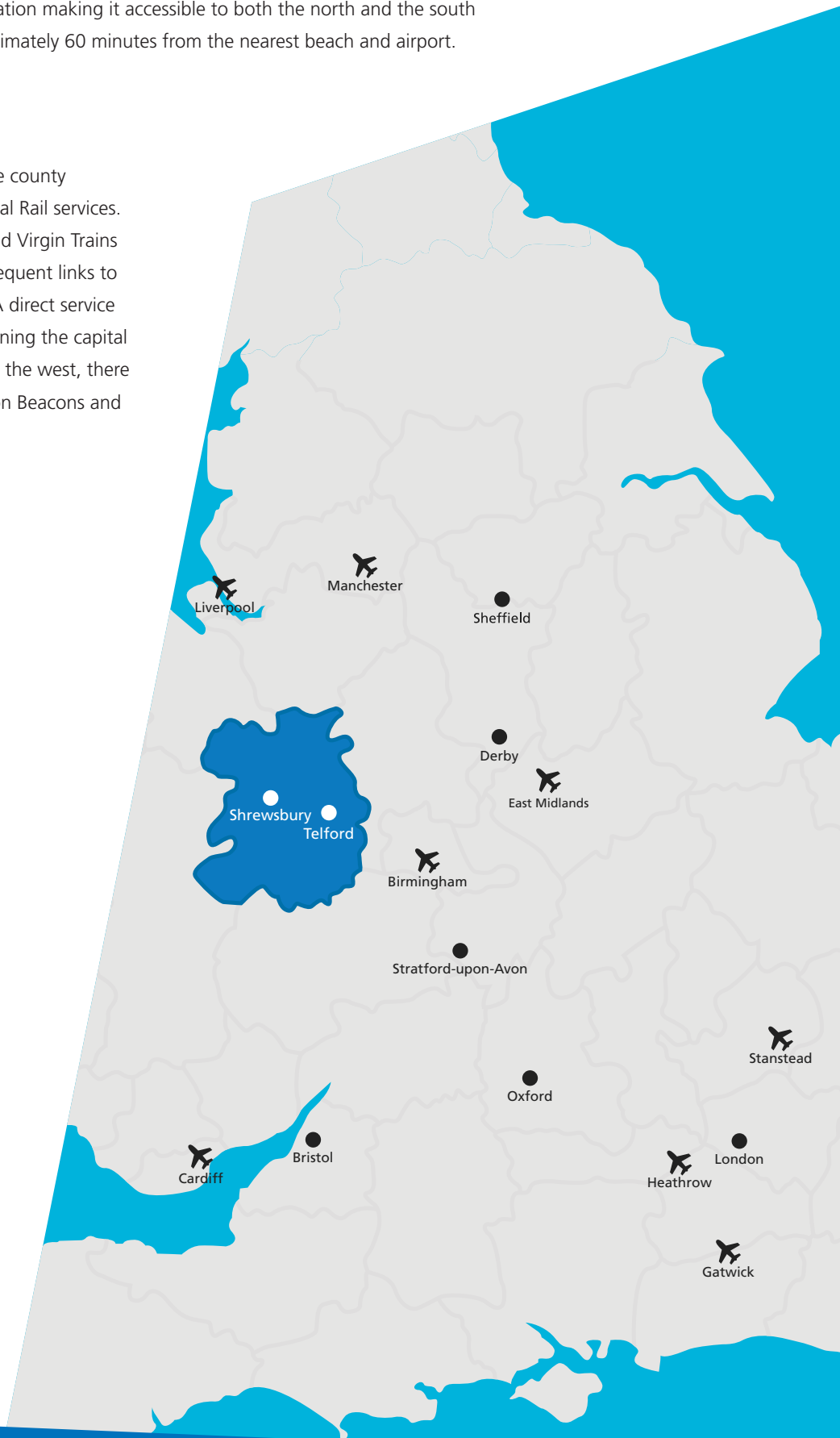
Shropshire is well connected within the county with regular local buses and 19 National Rail services. London Midland, Arriva Train Wales and Virgin Trains are the three key rail operators with frequent links to Birmingham, Manchester and Wales. A direct service runs from Shrewsbury to London, meaning the capital can be reached in just over 2 hours. To the west, there is easy access to Snowdonia, the Brecon Beacons and the Cambrian Coast.

## ROADS

Shrewsbury and Telford are both easily accessible from the national motorway network via the A5 dual carriageway and M54 motorway. The north of the county has good road transport links to Merseyside and Greater Manchester. Birmingham can be reached in under an hour and London is approximately 3 hours away.

## AIRPORTS

Shropshire is lucky to be in close proximity to three international airports - Manchester, Liverpool and Birmingham airport (approx one hour drive) and within easy reach of the main London Airports.



## PLACES OF WORSHIP

Shropshire is a diverse county, with a range of places to worship to suit your own personal beliefs.

During working hours personal practise can be conducted within the dedicated multi-faith spaces at both The Royal Shrewsbury Hospital and Princess Royal Hospital and all religions are welcomed. These private spaces are available to any person for private prayer or a time of quiet. Services are held, information can be found within the hospital noticeboards.

### BELOW IS AN EXAMPLE LIST OF PLACES OF WORSHIP AVAILABLE IN THE LOCAL AREA OUTSIDE OF WORKING HOURS:

#### St Chad's Church

St Chad's Terrace, Shrewsbury, SY1 1JX Rev Yenide Peters

#### Shrewsbury Abbey

Abbey Foregate, Shrewsbury SY2 6BS (interregnum)

#### All Saints

Church Street, Wellington, Telford, TF1 3DW, Rev Tim Carter

#### All Saints

New Church Road, Wellington, TF1 1JX, Rev Bob Wiltshire

#### The Cathedral Church of Our Lady Help of Christians and Saint Peter of Alcantara

1 Belmont, Shrewsbury SY1 1TE. Phone: 01743 290000

#### St Patrick's Telford

King Street, Wellington, Telford TF1 3AP. Fr Alban Greenwood 01952 242423

#### Guru Nanak Gurdwara

1 Hadley Park Road, Hadley, Telford, Shropshire TF1 6PW, Phone: 01952 411730

#### Telford Central Mosque

88-90 King Street, Wellington, Telford TF1 1NZ, Phone: 01952 242933

#### Shrewsbury Muslim Centre

2 Preston Street, Shrewsbury SY2 5NY, Phone: 01743 296140, Email: [info@shrewsburymuslimcentre.org](mailto:info@shrewsburymuslimcentre.org)

#### Hindu Cultural Resource Centre Telford

20-22 Bank Road, Dawley, Telford, Shropshire, TF4 2AZ, Phone: 07890 313 038, Email: [info@hinducrct.org](mailto:info@hinducrct.org)

#### Satipanya Buddhist Trust

Satipanya, White Grit, Minsterly, Shropshire, SY5 0JN, Phone: 01588 650752

#### Shrewsbury Triratna Buddhist Centre

Queen St, Shrewsbury, Shropshire, SY1 2JU

#### Telford Buddhist Priory

49, The Rock, Telford, TF3 5BH

#### Shropshire Humanist Group

Meetings are held at University Centre Shrewsbury, Guildhall, Shrewsbury SY3 8HQ

#### Solihull & District Hebrew Congregation

3 Monastery Dr, Solihull

Our Chaplains can give further details of churches/places of worship in the area if you would like to contact them directly:

Royal Shrewsbury: 01743 261000 Ext. 3638    Princess Royal: 01952 641222 Ext. 4519

# Useful Telephone Numbers and Addresses

## FURTHER DETAILS

If you have any questions please contact:  
anthony.davies10@nhs.net /s ath.jobs@nhs.net  
01952 641222 ext 4515

## IMPORTANT INFORMATION


Advert closing date: Friday 15th July  
Interviews will take place week commencing 22nd July

## FIND US HERE:

 SaTHJobs

 @SaTHJobs

 The Shrewsbury and Telford Hospital NHS Trust

 [www.jobs.sath.nhs.uk](http://www.jobs.sath.nhs.uk)

## HOSPITAL ADDRESSES

Princess Royal Hospital  
Apley Castle  
Telford  
TF1 6TF  
01952 641222

Royal Shrewsbury Hospital  
Mytton Oak Road  
Shrewsbury  
SY3 8XQ  
01743 261000



Proud To **Care**  
Make It **Happen**  
We Value **Respect**  
Together We **Achieve**

