



## Lead Cancer Nurse

### INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) 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. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, 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.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR 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 are 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.



## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

## A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

*Hayley Flavell*

HAYLEY FLAVELL  
DIRECTOR OF NURSING

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, 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

Option to buy and sell additional annual leave

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

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Lead Cancer Nurse</b>
<b>Band</b>	<b>Band 8b</b>
<b>Directorate</b>	<b>Operational Delivery Directorate</b>
<b>Accountable to</b>	<b>Head of Cancer Services</b>
<b>DBS Required?</b>	<b>Enhanced DBS working with Children and Adults</b>

## JOB OVERVIEW

The post holder will work collaboratively with the Cancer Services Team, the West Midlands Cancer Alliance, primary and secondary care and the voluntary sector to improve the quality of health provision for patients with cancer and their families. The postholder will maximise the contribution that nursing makes to Cancer Services, focusing on leadership, accountability, support and supervision ensuring that cancer nursing within SaTH is of the highest standard and in line with the ambitions set within NHS legislation and the Shropshire, Telford & Wrekin ICS Cancer Strategy 2022-2027.

The postholder will work to promote the integration of Cancer Services, streamline processes, optimise communication as well as promote service improvement and redesign in line with local and national priorities.

The postholder will have a clear role in leading expert practice, supporting the Personalised Care agenda and leading

on other programmes or improvement work within cancer. They will work with the Personalised Care & Cancer Improvement Facilitator to drive the key national performance targets to improve patient experience including the completion of Health Needs Assessments and Personalised Care & Support Plans, Health & Wellbeing events, Treatment Summaries and Person Centred Follow Up Pathways (remote monitoring).

The postholder will be required to have a focus on patient experience and engagement, as well as raising the awareness of inequalities in cancer care.

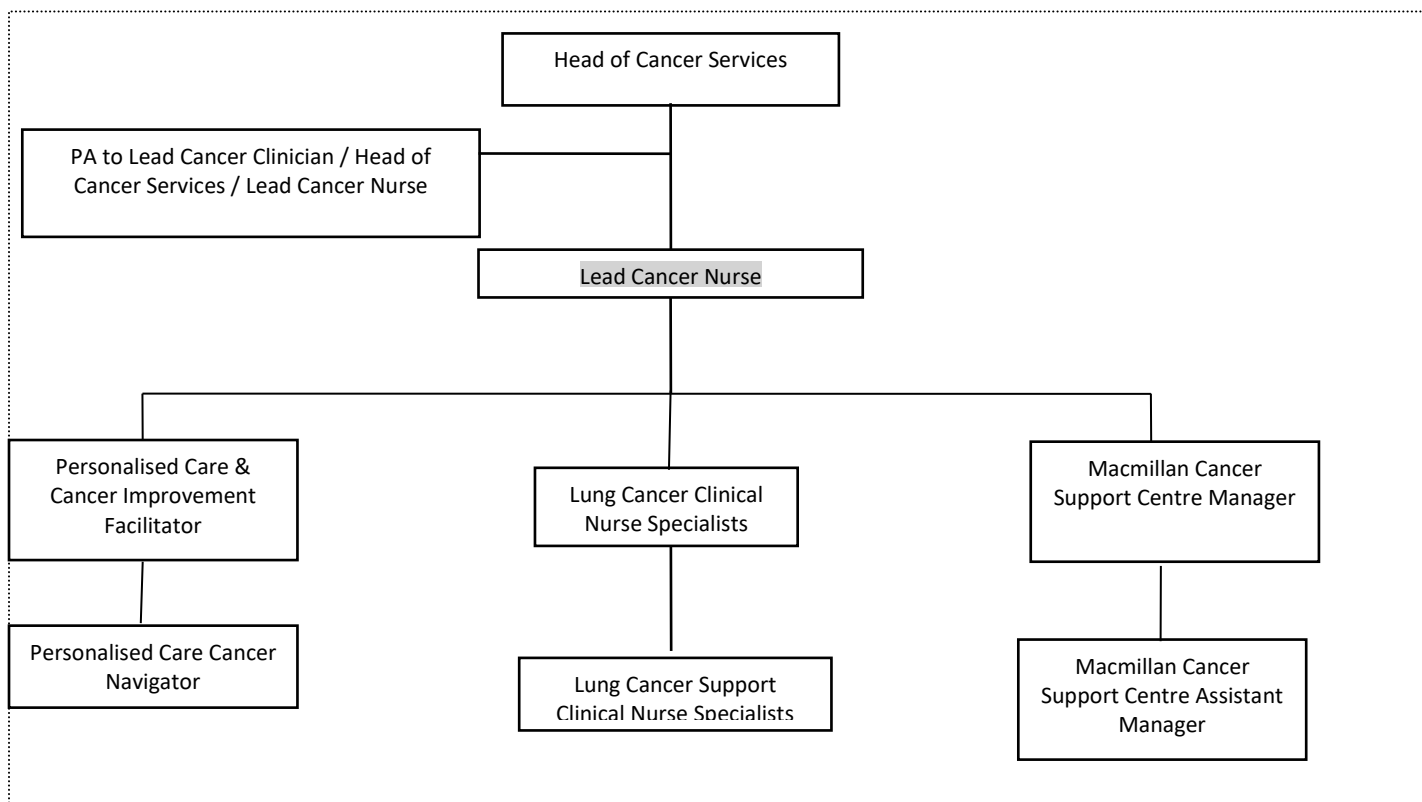
The Lead Cancer Nurse will also be required to lead on submissions for the National Cancer Peer Review programme and participate in internal validation, as well as leading on the responses and action arising from the process.

The postholder will be responsible for leading on the National Cancer Patient Experience Survey process and oversee action plans that arise which are aimed at improving the experience for patients with cancer.

### Key Working Relationships

Head of Cancer Services, Deputy Chief Operating Officer, Lead Cancer Clinician, Divisional Director of Operations, Director of Nursing, Deputy Director of Nursing, Lead for Patient Experience, site specific Clinical Nurse Specialists, Patient Safety Team, Matrons, Cancer Services Team, MDT Leads, Operational Managers, Centre Managers, Macmillan Support Centre Team, Personalised Care Team, Allied Health Professionals, Macmillan Integrated Therapies Team, Macmillan Finance Team, local and national support groups, Shropshire, Telford & Wrekin ICB, West Midlands Cancer Alliance.

### Organisation Chart





## Main Duties and Responsibilities

### 1. Strategic Leadership

- To work with cancer nursing teams and a range of specialist nurses in cancer and palliative care across the local health economy to lead on the development of a Cancer Nursing Strategy, monitoring and evaluating its implementation.
- Play an active part in senior nursing leadership across the Shropshire, Telford & Wrekin Integrated Care System in improving the outcomes and experience of people whose lives are affected by cancer.
- Monitor and evaluate standards of nursing care and practice, advising on continuous improvement within a robust governance framework.
- Develop and implement innovative models of care.
- Lead on practice and service developments, ensuring the maintenance of clinical excellence, underpinned by evidence-based practice.
- Influence the development of nursing locally and nationally.
- To advise relevant stakeholders, such as the Lead Cancer Clinician and Centre & Operational Managers of the nursing implications of cancer service developments.
- Take the lead within the locality in benchmarking and monitoring nursing standards, establishing priorities and supporting improvement in clinical practice.
- Lead and support the Cancer Services team in the strategic implementation and evaluation of national policies and targets
- Work with the West Midlands Cancer Alliance and other key stakeholders to ensure the advancement of patient focused care and support advances in cancer care as outlined in the NHS Cancer Plan, the Peer Review Action Plan and the Cancer Nursing Strategy and the Cancer Reform Strategy
- In collaboration with the Lead Cancer Clinician, Head of Cancer Services and Cancer Services management team, co-ordinate and manage the preparation for peer review visits, including self-assessment against the national standards.
- Lead and co-ordinate the nursing response to the recommendations of Cancer Peer review visits.
- Represent the locality at appropriate West Midlands Cancer Alliance groups and meetings to ensure the Trust and its nursing voice is represented.
- Attend West Midlands Cancer Alliance, regional and national meetings as required and disseminate new directives to relevant nurses and other members of the multi-disciplinary team.
- Work with the West Midlands Cancer Alliance and formulate responses to reporting requirements and practice audits.
- Review service provision and make recommendations to take forward initiatives to improve practice.
- Improve patient outcomes, service delivery and quality of care by benchmarking national and international standards and implementing changes to practice.
- Initiate appropriate research.
- Collaborate with Allied Health Professionals ensuring the advancement of cancer care and service development is achieved through a multi professional approach.
- Lead the development of future cancer nurse specialist posts liaising closely with senior nurses.
- Co-ordinate the annual site-specific National Cancer Patient Experience Survey. Discuss findings within the MDT and Clinical Nurse Specialist teams and make recommendations to take forward initiatives to improve practice.
- Facilitate the provision of evidence-based best practice timed pathways.
- Act as a role model, build and maintain effective relationships, promoting effective team working within the MDT.

- Make the most effective use of resources and budgets. Continuously look for opportunities to make cost effective changes. Manage complex problems and utilise advanced communication skills to minimise complaints.
- Continuously develop an effective service that prevents inappropriate admissions and decreases length of stay.
- Ensure an appropriate level of competence in relation to practice.
- Provide professional support, advice and supervision where appropriate to staff within your team and in other clinical areas.
- Lead on the development of multi-professional evidence-based protocols and guidelines relating to the delivery of patient care e.g. multi-professional pathways.
- Interpret clinical tools and diagnostic test results and make referrals to other healthcare professionals and services, whilst also supporting and developing others to do so.
- To demonstrate through personal behaviours the core values of the Trust.
- To ensure a regular physical presence in all areas within area of responsibility in order to provide appropriate leadership.
- To actively undertake personal clinical supervision if required and provide clinical supervision for key cancer specialist nurses within the Trust.

## 2. Clinical

- Act as a clinical expert within sphere of work.
- Demonstrate expert knowledge by being visible, accessible and using clinical skills within the workplace as appropriate.
- Provide expert advice on issues related to Cancer.
- Assess and evaluate clinical needs within individual clinical settings
- Continuously consider the relevance of clinical skills for practice.
- Consider the relevance of non-medical prescribing for clinical practice
- Supervise and ensure a consistent approach to nursing across all areas covered, through collaborative working and the development of shared procedures and guidelines, supervising the auditing of practice and development of action plans.
- Take responsibility for the assessment, escalation and management of risk in accordance with the Trust's Risk Management policy using principles of learning organization.
- Utilise expertise to help patient and carers work through the realisation and impact of cancer
- Oversee the response to complaints, clinic incidents and respond where appropriate to ensure robust systems are developed and implemented to inform and improve practice, providing written reports as required.
- Keep informed of national, regional and local policies, especially those affecting service delivery and patient care, disseminating information as appropriate.
- Use clinical expertise to coordinate and lead on cancer breaches which exceed 104+ days on a cancer pathway. Liaise with MDT Leads, Clinical Nurse Specialists, Operational Managers and Governance Leads to formulate breach reports and internal investigations as required. Ensure learning is identified and disseminated with the MDT and Trust. Prepare Trust level report on trends and themes emerging from cancer breaches and the corrective actions put in place
- Contribute to the provision of education and training for nurses, taking the lead on cancer specific educational requirements.
- Advise on educational opportunities that would facilitate the multi-professional team in developing skills and knowledge of clinical practice, provide relevant qualified staff with the opportunity to 'shadow' team members where appropriate.

- Work within the Nursing and Midwifery Council professional code of conduct and registration requirements.
- Maintain up to date professional knowledge and skills to ensure an advanced level of nursing practice.

### 3. Management

- Lead the nursing agenda to develop specialist cancer services in support of the National Cancer Programme.
- Chair a regular Cancer Clinical Nurse Specialist meeting to disseminate information and share good practice.
- Support staff in project management initiatives where appropriate.
- Ensure that communication of information concerning all aspects of cancer care, both from internal and external sources is disseminated, as appropriate.
- Collect, collate and regularly report accurate data to evaluate effectiveness and efficiency of the service and clinical outcomes, benchmarking against national standards in order to achieve best practice.
- Promote communications and streamlining of processes across primary care, community services and secondary care.
- Provide clinical leadership and line management to Lung Cancer Clinical Nurse Specialist team, Personalised Care team and Macmillan Support Centre Team.

### 4. Quality, Governance and Service Improvement

- To design and establish good governance practices for cancer care across the Trust.
- To collaborate with governance and risk management activities as required throughout Divisions, ensuring engagement with clinical teams and staff at all levels.
- Ensure a culture of openness and transparency enabling timely reporting of clinical incidents and ensuring investigations are conducted alongside Trust policy. Ensure there is learning is shared and embedded into practice.
- Ensure that strategies are implemented to gain patient feedback in relation to all aspects of patient care and service delivery, ensuring that this feedback is embedded into service developments in the clinical areas to improve practice.
- To put in place effective systems to assess, report, monitor and manage clinical and non-clinical risk within the Cancer Services.
- Use process mapping and other tools, facilitate the development of appropriate systems, policies, work processes and protocols across the Trust to enable delivery of high quality, safe patient services in line with evidence-based practice and within available resources.
- To monitor cancer waits and patient flows across the Trust, working with specialist nurses to reduce waits and improve flow. To alert the relevant Clinical Director/ Centre Manager and the Lead Cancer Clinician to any potential breaches and to be responsible for ensuring that immediate remedial action is taken.
- To drive process and service quality improvement and innovation for the benefit of patients and the general public in partnership with clinical and non-clinical colleagues, service users and other stakeholders.
- To guide, support and enhance practice by assisting specialist nurses with the development of cancer-related protocols and guidelines.
- To contribute to Trust-wide quality improvement initiatives.
- To develop links with GPs, social care partners, voluntary groups, commissioners, local health economy, charities, professional groups, patient representatives and other care providers in order to

design and implement contemporary service models and care pathways and to promote good working relations and effective communication across the local health economy.

- To ensure active participation by teams in surveys, audit and research in support of service improvement.
- To advise nurses undertaking small scale research and those involved in clinical trials.
- To promote and disseminate relevant best practice, research and audit findings to support clinical practice and facilitate continuous improvement.
- To support the Lead Cancer Clinician in the design and implementation of effective patient care pathways and models of care to ensure safe and effective services and optimum use of all available resources.
- To work closely with the Associate Director of Quality and Patient Experience and the Corporate Nursing team to develop and implement corporate strategies to improve patient care.
- Working with the Corporate Clinical Audit team as appropriate, to co-ordinate audit and research activity in the Trust and ensure that findings are disseminated and acted upon.
- To alert the Lead Cancer Clinician and relevant Clinical Directors to actual and potential risks and ensure that remedial action is taken promptly where unacceptable risks are identified.
- To manage health and safety risks within the working environment.

## 5. Workforce

- To provide professional nurse leadership to Cancer Nurse Specialists throughout the Trust.
- To line manage the Lung Cancer Clinical Nurse Specialist Team, Personalised Care and Macmillan Support Centre teams and be responsible for recruitment, induction, appraisal, disciplinary, grievance and sickness management.
- To participate in grievance hearings as required.
- To ensure all staff have clear roles, objectives, responsibilities and development plans.
- To ensure that all staff are managed effectively within the HR policy framework.
- To support the development of workforce transformation strategies and plans that reflect the changing needs of the service.
- To promote a culture of learning and continuous improvement, ensuring sufficient capacity and capability of individuals to enable them to deliver high quality care and contribute to service transformation.
- To establish and operate effective systems for staff involvement, engagement and communication within area of responsibility and to support wider communications within the Centre and the Trust as a whole.

## 6. Finance

- To assist the Lead Cancer Clinician and Head of Cancer Services in developing strategies and plans to ensure that services are delivered within agreed financial plans and budgets, including any agreed cost efficiency improvements.
- To ensure that the Cancer Services assets and resources are used efficiently and economically.
- To be responsible for the delegated nursing budget within Cancer Services. Identify anticipated pressures and potential efficiency savings.
- To support the development of efficiency improvement initiatives and plans.
- To contribute to the budget setting process.
- To ensure compliance with the Trust's Standing Orders and Standing Financial Instructions.



- To contribute to the development of robust business cases in order to deliver short and long term business strategies.

## 7. Representing the Centre and the Trust

- To establish and promote excellent working relationships both internally and externally to the Trust, particularly within the West Midlands Cancer Alliance, GPs, Commissioners and patient representatives.
- To foster good working relationships with colleagues within the Divisions.
- To maintain and further develop the relationships with higher education establishments in providing education and training for both pre- and post-registration programmes.
- To represent the Centre within the Trust and externally as required.
- To network with other Trusts to identify and share areas of good practice.
- To participate in the Trust's Senior Manager on-call rota.

### Range of Authority

The post holder is responsible for the day-to-day management of services as outlined on the organisation chart.

The post holder will make a significant contribution to all major decisions within their area of responsibility such as patient safety, service quality, people management, contracting, budgetary management, business planning and risk management. The post holder is guided by corporate and national policies but in most situations will need to establish the way these should be interpreted. S/he will also be required to analyse and compare a range of complex and conflicting information to support the decision-making process.

Examples of areas in which the post holder is expected to act autonomously or with only occasional reference with their line manager prior to action include:

- Development and establishment of standards, policies and protocols within the area of responsibility
- Service redesign within area of responsibility

Examples of issues that the post holder is required to discuss with their line manager prior to action include:

- Significant changes to service delivery.
- Development of standards, policies and protocols impacting on other Centres and on the medical team within the Centre.

### Equipment and systems

- To ensure that all clinical and non-clinical equipment is fit for use, maintained and used appropriately and efficiently.
- To be competent in the use of a range of clinical equipment.
- To be competent in the use of a range of electronic information systems and tools.

### Physical, Mental and Emotional Demands of the Post

- To analyse and interpret a range of complex information in order to understand clinical performance of the Centre and to prepare and present options for improvement.
- To undertake presentations to large groups and to senior managers as required.
- To handle emotive and challenging situations relating to patients, service users and staff, using influential negotiating and motivational skills to achieve desired outcomes.
- To cope with frequent interruptions whilst in periods of concentration.

**Working Conditions**

- To maintain a strong presence within the patient environment.
- To work in normal office conditions, including regular VDU work.
- To travel between all Trust sites.

**Review**

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description.

The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Registered nurse with current registration</li> <li>• Post registration qualification in Cancer</li> <li>• Educated to Masters level education or working towards</li> <li>• Management/Leadership certificate or equivalent experience</li> <li>• Evidence of continuous practice development</li> <li>• Essential IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Non-medical prescriber</li> <li>• Somerset Cancer Register experience</li> <li>• Chemotherapy course or qualification</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Significant senior experience within cancer (minimum 3 years)</li> <li>• Experience of working with MDTs</li> <li>• Audit &amp; research based practice</li> <li>• Experience of leading change in a complex environment</li> <li>• Experience of people and team management</li> <li>• Experience in formulating policies, procedures &amp; report writing</li> <li>• Experience of Cancer Service Peer review</li> <li>• Experience in the annual National Cancer Patient Experience survey process</li> <li>• Evidence of successful implementation of audit &amp; research-based practice, demonstrating innovation in practice &amp; change management skills</li> <li>• Experience in implementing policies and guidelines in practice</li> <li>• Experience in patient pathway design and management</li> <li>• Demonstrate specialist knowledge of cancer services</li> <li>• Knowledge of quality, standard setting, benchmarking and audit</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with national charities / professional forums to lead and promote the development of patient-centred services</li> <li>• Experience of shaping services to support the Personalised Care agenda</li> <li>• Teaching and education experience</li> <li>• Experience in cancer breach reporting and analysis</li> <li>• Knowledge of commissioning processes</li> <li>• Knowledge of governance and risk management processes</li> </ul>



<ul style="list-style-type: none"> <li>• Working knowledge of national cancer targets and their implementation</li> <li>• Detailed understanding of current NHS legislation</li> </ul>	
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# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Demonstrate ability to work as an autonomous expert practitioner</li> <li>• Strong leadership skills and experience</li> <li>• Ability to influence those outside direct management Highly developed communication and interpersonal skills</li> <li>• Evidence of advanced clinical reasoning skills</li> <li>• Presentation skills at local and regional level</li> <li>• Financial and resource management experience</li> <li>• Ability to prepare Trust level reports</li> <li>• Ability to analyse complex and sometimes conflicting information in order to resolve issues</li> <li>• Ability to prioritise workload</li> <li>• Workload planning and experience in recruitment and retention</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>● Meticulous attention to detail</li> <li>● Flexible &amp; positive attitude to healthcare</li> <li>● Self-motivated, enthusiastic, innovative proactive practitioner</li> <li>● Champion of nurse led care</li> <li>● Able to motivate &amp; inspire others</li> <li>● Able to remain calm &amp; work effectively under intense pressure in stressful situations</li> <li>● Reflective advanced practitioner</li> <li>● Able to work across boundaries &amp; within the dynamics of a multi- professional team locally, regionally &amp; nationally</li> <li>● Ability to travel independently as required</li> <li>● Flexible approach to working patterns</li> </ul>	

## GENERAL CONDITIONS

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

## HEALTH & SAFETY

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

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; 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 (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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 colleagues; 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.

- 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is 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.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

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Getting to The Princess Royal Hospital