



## DIGITAL SPECIALIST 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

Job Title	Digital Specialist Nurse
Band	6 (subject to A4C)
Directorate	Strategy and Partnerships
Accountable to	Chief Nursing Information Officer
DBS Required?	Yes

## JOB OVERVIEW

To function as a competent clinical practitioner. Lead the adoption of new technologies in healthcare, providing effective role modelling, training and enthusiastic support to enable the process of change.

Liaise with the Divisions, Departments, expert clinical leads and others, to gather and understand their views and needs in respect of the IT solutions covered by Trust's Digital Programmes.

Work with the digital programme teams to translate clinical needs into IT requirements.

The post holder will provide update reports on progress, risks, successes and any issues arising from the programme

The post holder will show a commitment to maintaining standards through education, training and development, co-ordinating the Change Agents/Innovation Champions in each of the clinical areas. They will be required to support the development of these roles through training to enable a successful implementation and support mechanism.

Convey information from experiences and clinical situations to the multi-disciplinary implementation team, contributing to all its meetings and maintaining open communication.

Manage own work-load in order to meet defined objectives, guided by general principles, policies and regulations. Be flexible with the ability to alter activities and priorities as the need arises.

## Main Duties and Responsibilities

### Communication & Relationships Skills

- Take responsibility for leading on the adoption of the new systems and solutions, providing sound clinical knowledge and expertise to ensure that change is successfully embraced by the clinical/ operational teams
- To communicate with internal and external organisations over business change requirements and implementation.
- Act as a role model, demonstrating exemplary practice to all members of the Nursing, Midwifery and AHP teams.
- To seek the opinions of other NHS organisations in England where standards, policies and procedures vary nationally.
- To negotiate with clinical and non-clinical groups to achieve key strategic outcomes or decisions where factors may be conflicting, contentious or sensitive.
- Responsible for negotiating with clinicians, clinical support disciplines, managers and users the processes identified and areas requiring change, agreeing the implementation of changes in line with the Trust's Digital Transformation / Digital Strategy.
- Build and maintain relationships with a number of key stakeholders across the organisation including both clinical and non-clinical
- To work with all members of the multi professional team to develop services to ensure the effective provision of all aspects of clinical care are maintained at a high standard.
- To be a point of contact by ensuring that they are a visible, accessible, and assertive figure to whom patients, relatives and staff can turn for assistance, advice, and support.
- To support the Ward/ department in promoting new ways of working which support and contribute towards Divisional and corporate objectives and improvement programmes
- To ensure that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them during their span of duty
- To assist in the facilitation of change / system design and config workshops for all members of the multidisciplinary team, including local health economy staff where appropriate.
- To ensure that current processes are reviewed and mapped with all key stakeholders, highlighting areas where changes are required or possible in line with the Trust's digital transformation strategy.
- Lead, support and motivate clinicians and administrative staff, where changes in working practices and processes are implemented.



- Develop and maintain professional relationships with all disciplines within and outside of the Trust.
- Support clinicians during the assessment, purchase and implementation of new systems to assist them in realising their clinical recording and reporting needs and ensuring that their expectations are realistic and achievable. Liaising with relevant teams and departments as required.
- To provide detailed project updates to the relevant project managers and communicate any proposed risks to the project and patient safety hazards.
- Act as a clinical champion for health informatics and as an enabler for safe, effective and efficient care
- Consulting with nurses, midwives and AHPs on each stage of project design and delivery as required. Participate in team meetings where required and support the adherence to standard operating procedures.
- Promote the work of the IT department and the work undertaken by the project teams. Communicate the benefits of the on-going digital initiatives, engaging with all MDT roles as appropriate.
- Work closely with the Digital Programme Team, the CNIO and the Digital Clinicians within the Trust delivering highly complex information relating to the programme scope, goals, timescales, benefits, risks & issues.
- Maintain collaborative working relationships and effective communications between all members of the multidisciplinary team, resolving conflict and working within the team to ensure a high standard of co-ordinated patient care
- Help to develop a wide network and liaise with professional leads from within the Trust as required.
- Visit clinical areas on a regular basis to raise awareness of the various projects, to assess the impact of changes on both staff and patient experience and to evaluate the training needs for clinical teams.
- Use feedback from staff and patients to inform the further development of our technological solutions

### Knowledge, Training & Experience

- Specialist knowledge and expertise acquired through degree level supplemented by professional knowledge and knowledge of mentorship, education and development practice to postgraduate diploma level equivalent
- Willingness to develop specialist knowledge in business change particularly involving system change, process mapping and process re-design, impact analysis, and managing benefits.
- The post holder will be required to effectively manage potentially emotionally stressful situations where changes are not positively received by specific groups and where particular members of staff show some degree of resistance to change
- To contribute towards the development, production, and implementation of the Chief Nursing Information Officer's objectives, in line with agreed service and financial objectives
- To support the Ward/ department in promoting new ways of working which support and contribute towards Divisional and corporate objectives and improvement programmes
- Provide expert clinical support and advice to the Digital Programme team
- Work alongside the CNIO and digital clinicians to, support and advise Trust health professionals on the impact, purpose and clinical/management implications of the Digital Programme and the associated projects
- Working alongside clinicians, negotiate, process map and implement changes in

clinical practice ensuring patient safety is maintained at all times and improvements, communicated and delivered for the Digital Programme

- To lead the supervision, training and effective mentorship of junior staff, student nurses and Health Care Assistants. Work with the IT training team within the Trust to promote clinical training needs aligned with Trust policies
- Work in partnership with relevant colleagues to ensure appropriate healthcare governance and business continuity measures are in place to develop safe, effective and efficient services
- To promote and disseminate relevant research findings to support clinical practice and education within the department.
- Working with technical teams to configure, test and implement new or modified information solutions, such as electronic assessments, health records and communications tools
- Provide expert leadership and advice (direct and indirect) to the Nursing workforce on best practice for the various solutions deployed as part of the Digital Programme and the associated projects
- To support and be part of digital system implementations, providing floorwalker support to end users in the use of systems, technology and agreed processes
- Have an awareness of the operational plans of the Digital Transformation / digital systems in line with the Digital Transformation / Digital Strategy.
- Hold specialist knowledge of NHS and clinical digital systems.
- Ability to negotiate complex issues and provide different solutions.

### **Analytical and Judgmental skills**

- To be responsible for undertaking analysis of current, complex clinical and operational workflows, clinical practices and patient experiences within digital project plans
- To be capable of making judgements through utilising analytical skills and assimilating benchmarking and other data, to make justifiable interpretations of information, processes and behaviors and to be able to propose and plan the way forward.
- Assess and evaluate clinical evidence, write reports and present information to the associated project boards, related to meetings, workshops, Clinicians, Trust staff and stake-holders
- To enable the development of process redesign to maximise the use of digital systems within an organisational context of digitally enabled change.
- To investigate and resolve complex digital queries where there a potential number of options in terms of resolution. Analysis may lead to configuration of hardware and/or software.
- Meet with various stakeholders and users to troubleshoot and resolve issues that may arise regarding, complex technical information issues/problems and changes to working practices/business processes.
- Make recommendations from a number of options where appropriate.
- To provide advice on the availability of solutions that result from the analysis of complex problems as they arise, such that they are acceptable to both junior and senior members of the Trust.
- Where limitations of the systems are identified liaise with 3<sup>rd</sup> party software specialists to identify different solutions to bridge the limitations.
- Following your analysis of users' requirements, document the design and decisions, including business process changes, liaising with system suppliers or internal development teams to configure systems to demonstrate options to deliver the requirements and benefits.
- Ensure clinical and operational issues and risks relating to the Digital Programme and the associated projects are reported to the relevant Clinical Colleagues and Project

- Managers. Assist with 'fit for purpose' outcomes
- Undertake gap and operational impact analyses that contribute to process mapping and organisational readiness for digital deployments

### Planning & Organisational Skills

- Plan, organise and manage tasks and straightforward and / or complex activities including programmes, workshops, focus groups which may require adjustments to plans for the development of the systems.
- Provide regular progress reports to the Digital Nursing Lead
- Plans and organises the workload to ensure that business change is incorporated into and managed within each project.
- Plan practice education activities, educational development programmes
- To organise their team on a daily basis deploying staff appropriately according to their skills and experience.
- Working alongside clinicians, negotiate, process map and implement changes in clinical practice ensuring patient safety is maintained at all times and improvements, communicated and delivered for the Digital Programme
- Collection of information, identifying barriers and driving forward change,
- Work within defined deadlines as part of a team and on an individual basis ensuring assigned work is effectively project managed.
- To manage the completion of relevant documentation for all relevant projects to assist in providing project updates
- Provide input and updates to the Project managers on project progressions and escalate issues that are seen as risks which could impact on the project deadlines and timescales.

### Physical Skills

- Utilises available personal resources complemented by advanced keyboard skills
- Accurately utilises available personal resources ensuring appropriate software packages are used when performing computer related tasks.
- Able to manipulate complex data at speed.
- Driving license for travel to user sites e.g., acute and community hospitals
- Developed clinical skills

### Responsibility for Patient/Client Care

- Lead innovation and demonstrating clinical expertise. The postholder act as a resource and advisor in their area of expertise to colleagues in other wards and departments throughout the Trust.
- To be a competent practitioner, leading innovation and demonstrating clinical expertise. The postholder act as a resource and advisor in their area of expertise to colleagues in other wards and departments throughout the Trust.
- Provide expert clinical support and advice to the Digital Programme team
- Develops new care pathways. Provide specialised advice in relation to care
- Provides best practice in clinical setting for mentors, educators staff in relation to clinical practice and governance

## Responsibility for Policy/Service Development

- To assist in the review and development of Trust policies and procedures with various professional bodies, steering groups, divisional teams, clinical governance, and clinical risk, ensuring that the elements of IM&T applications and clinical workflow reflect Trust policy and practices which may impact beyond own area.
- Implements mentorship and education policies / participates within NHS / HEIs on developing policies to improve clinical practice and education
- Provide advice and signposting to other professionals about clinical processes, key research and policy documents.
- To assist in the formulation, and review of clinical and digital policies and procedures. To ensure trust wide agreed polices are adhered to.
- Develop strategies, policies, guidelines and procedures for introducing, evaluating and modifying information technology applied to clinical practice
- Implements policies within own area e.g., process change, planning business change through the implementation of new projects.
- Where Trust policy & practice is changed, facilitate this change through the various, steering groups and relevant professional heads.
- Recognising where process re-design is required across the organisation and proactively engaging with various staff groups to influence change.
- Ensure all developments incorporate and reflect nationally agreed standards for data collection and reporting.
- Work with divisional teams in the development of evidence-based protocols and rules based clinical decision support and data collection tools.
- You will recognise where process redesign is needed across the Trust and proactively engage the Project managers and Trust senior managers when appropriate to influence change using key approaches such as impact analysis.
- Undertake R&D to support any business development to ensure that key changes to systems do not have any detrimental effects on the Trusts ability to meet its mandated targets.

## Responsibility for Financial and Physical Resources

- To support the benefits identification and realisation process involved in implementing the digital applications in liaison with the divisions.
- Takes responsibility for the expensive IT equipment and software installation and maintenance.
- Ensures physical resources are maintained appropriately.
- Takes responsibility for safe use and the security of physical resources held by the role, for example, taking laptops and projectors on site for the purpose of demonstrations.
- Promotes the best use and care of physical resources throughout the Trust.
- Support digital in ways of working to save energy and support the carbon reduction plans.

## Responsibility for Human Resources

- Day to day co-ordination of junior staff
- To assist with the recruitment of the new staff into the team .
- Deliver IT training both within the team and external to the team across the Trust and the local community.
- Provide training and training packages for users for piloting of new developments and then provide training to trainers and system administrators as part of handing over new developments once implemented.
- To ensure that staff have a clear understanding of their duties and responsibilities and

- of the standards of performance and conduct expected of them during their span of duty
- Delegates work to some team members. Support and mentor new staff joining the team
- To deputise for the Digital Nursing Lead where necessary.
- To support the implementation of an effective appraisal system, ensuring that all staff has set objectives that identify and support individual development and training needs
- Lead, support and motivate clinical, clinical support, operational, and administrative staff, where changes in working practices and processes are implemented.

### **Responsibility for Information Resources**

- Responsible for analysis of user requirements, documenting and design, including business process changes, configuring systems and demonstration.
- Controls data and produces appropriate relevant and complex reports from various systems and interprets data.
- Adopts a best practice approach from the changes made within digital systems, promoting and training on those changes where appropriate, and reflecting data quality optimisation aspects particularly with user base
- Maintains output specification documents for new developments.
- Maintains all the analysis and process mapping systems in place ensuring full user sign off records and minutes of meetings are fully auditable at all times.
- Maintains computer hardware including printing or electronic ordering, account creation, modifications or creation of information systems.

### **Responsibility for Research and Development**

- To assist with user acceptance testing for the various phases of system implementation ensuring the application is fit for purpose and meet the quality expectations
- To be responsible for reporting any regression testing issues raised and ensuring correction accordingly.
- Responsible for piloting new developments and performing a quality audit from the pilot and feedback any proposed quality issues and recommendations to improve the quality.
- Responsible for identifying developments within the business change systems to improve services provided through the use of the system change.
- To promote and disseminate relevant research findings to support clinical practice and education within the department.

### **Freedom to Act**

- Broad occupational policies, works to achieve agreed objectives and has freedom to do this in own way, working within broad professional policies; advises without reference to manager. Acts as a lead specialist in own area.
- Works to achieve agreed set objectives having freedom to perform under self-direction.
- Works within the agreed configuration guidelines and standards, making recommendations for change if required.
- Performs as lead specialist and acts appropriately in own area.
- Performs the role with minimal supervision from the Business Change Lead

### **Physical Effort**

- Combination of sitting, standing and walking.
- Needs to be able to carry appropriate hardware (projectors, laptops etc).

- Light physical effort for the configuration of the aforementioned hardware items.
- Able to connect hardware to power sockets, LAN sockets.
- Able to move computer equipment in line with the demands of the role.
- Holds current driving licence, motor insurance for business purposes, and has access to a car

### **Mental Effort**

- Able to cope with interruptions whilst in periods of concentration.
- Work within defined deadlines as part of a team and on an individual basis ensuring assigned work is effectively project managed.
- Requires frequent spells of concentration through a work pattern which can be unpredictable.
- To deal with questions / queries of Trust staff including end users, line managers, divisional general managers etc via the telephone, email, face to face. These may be of a complex nature requiring in depth knowledge.

### **Emotional Effort**

- The post holder will be required to effectively manage potentially emotionally stressful situations where changes are not positively received by specific groups and where particular members of staff show some degree of resistance to change
- To be conversant with current Human Resource policies.
- Understand the human factors in managed change environments and with advanced technologies

### **Working Conditions**

- Will be working with a computer /VDU throughout a large portion of the day
- To provide out of hours and onsite support as required to facilitate system implementations / upgrades.

### **Personal/Professional Development**

To take every reasonable opportunity to maintain and improve your professional knowledge and competence to participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process



## 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>• Relevant Healthcare degree</li> <li>• Registration with appropriate professional body (NMC/AHP)</li> <li>• Evidence of continuing professional development / qualification relevant to area of speciality</li> </ul>	<ul style="list-style-type: none"> <li>• Project/change management qualification/training</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<p>Must have recent post registration experience to be able to demonstrate: -</p> <ul style="list-style-type: none"> <li>• Considerable experience as a practicing nurse/AHP within an acute hospital</li> <li>• Complex change management experience</li> <li>• Experience of using clinical information systems</li> <li>• Experience of multi-agency working</li> <li>• Ability to work successfully with a broad range of health and social care partners, patients, carers and professionals</li> <li>• High level clinical skills and knowledge.</li> <li>• Knowledge of clinical pathways across the Trust</li> <li>• Knowledge of the current major clinical workflow and pathways in the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working at a leadership level, demonstrating a record of achievement</li> <li>• Experience and knowledge of the wider NHS Informatics agenda</li> <li>• Understanding of clinical risk management</li> <li>• Understanding of Trust mandatory performance measures</li> <li>• Broad knowledge of new technologies and their potential for application in healthcare</li> <li>• Good understanding of the current statutory and performance requirements under which the Trust operate</li> <li>• High Level appreciation of project management concepts</li> </ul>



# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Teaching ability</li> <li>• Able to organise self and others and prioritise workloads appropriately and effectively</li> <li>• Able to articulate a compelling vision of how things could be and might be</li> <li>• Skilled negotiator who is able to motivate and persuade, if required using tact and persuasive skills</li> <li>• Excellent interpersonal and communication skills – verbal, written, electronic</li> <li>• The ability to work independently on highly sensitive and contentious issues</li> <li>• Positive attitude to change with a proven ability to assist senior staff in the implementation of change and practice development.</li> <li>• Microsoft Office PC and Sema Pas skills.</li> <li>• Awareness of professional and personal limitations.</li> <li>• Ability to act as a positive role model to other members of the team.</li> <li>• Strong team worker.</li> <li>• Flexible and adaptable in approach.</li> <li>• Participate in On Call rota for Theatre posts.</li> </ul>	<ul style="list-style-type: none"> <li>• Good analytical and problem solving skills</li> </ul>

# OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to travel to both Trust sites to attend relevant meetings etc.</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

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)