



FOUNDATION CO-ORDINATOR

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.

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	Foundation Co-ordinator
Band	4
Directorate	Medical
Accountable to	Director of Medical Education
DBS Required?	No

JOB PURPOSE

- The Post Holder is responsible for the administration of all aspects of the education programme for Foundation Doctors throughout the Trust and in the community.
- The Post Holder will provide support and co-ordinate and participate in the assessment and appraisal system for all Foundation doctors within the Trust and community providing support.
- The post holder will provide administrative support to the Director of Medical Education (**DME**), Foundation Training Programme Director (**FTPD**), Medical Education Manager and Deputy Medical Education Manager(s).
- Assist in the organisation and smooth running of other Postgraduate Medical and Dental Education activities (including departmental teaching sessions/GP Meetings/Dental Meetings).

SCOPE AND RANGE

- The post-holder will predominately be based at the Princess Royal Hospital site. However, it may be necessary for the post-holder to attend meetings or work at the Royal Shrewsbury Hospital (SECC)- as required.
- On occasions the post-holder may need to supervise work experience students.
- In the absence of the Medical Education Manager and Deputy Medical Education Manager(s) the post holder will be required to supervise junior team members and guide as necessary.

MAIN DUTIES AND RESPONSIBILITIES – Postgraduate Education Administration

- The post holder is responsible for the organisation and co-ordination of the Foundation Year 1 and Year 2 Education programmes throughout the Trust in accordance with the curriculum as set out by NHS England.
- In conjunction with the Medical Education Team the post holder is responsible for the administration relating to the Foundation Programme ensuring that queries are actioned in a timely manner or passed on to DME/FTGPD/Medical Education Manager Deputy Medical Education Manager(s) appropriately.
- Provide administration support to the DME, FTPD and Medical Education Manager/Deputy Medical Education Manager(s)
- Assist in ensuring that that Foundation Doctors receive regular assessment and appraisals whilst working at Shrewsbury and Telford Hospitals NHS Trust.
- The post holder will ensure that trainee details are uploaded onto the e-Portfolio system and to take correct action to ensure that any discrepancies/missing details are reported or actioned as appropriate.
- The Post holder is responsible for ensuring that Foundation Doctors are trained and familiarised with the HORUS e portfolio system. They will be required to arrange and lead teaching sessions on this with Foundation Doctors following their induction to the Trust, and will be required to provide ad hoc support, guidance and teaching as required during the year
- Ensure e-Portfolios are kept up to date by Foundation Doctors on a regular basis and that the appropriate documents are uploaded to the system. Where necessary the post holder will be required to chase the trainees to ensure that mandatory requirements are being adhered to highlighting any concerns to the DME/FTPD or Medical Education Manager Deputy Medical Education Manager(s).
- The post holder will be the first point of contact for queries relating to the HORUS eportfolio system and will signpost Doctor's accordingly for issues and queries.
- The post holder is responsible for devising various teaching programmes for the DME, FTPD and Educational Leads

Duties to include:-

- The arrangement of all Foundation weekly Teaching in accordance with the curriculum and to ensure that all teaching topics are relevant/appropriate to this curriculum.
- To approach and liaise with presenters in order to gain their availability and to plot weekly teaching sessions that meet the requirement for the curriculum.
- To provide a comprehensive list of teaching dates to all Foundation Trainees, Centre/Operations Managers, Rota Co-ordinators, to ensure that trainees can be released for teaching.
- Ensure that trainees, presenters are kept up to date of any changes to teaching, and to provide timely reminders regarding the upcoming weeks sessions.

- Ensure that attendees are collated each week and that teaching is evaluated and findings are reported to course organiser/FTPDS.
- Where possible ensure that teaching sessions are recorded and made accessible to trainees via virtual learning platform.
- The post holder will be the first point of contact for educational/clinical supervisors and junior doctor enquiries, and will be required to provide support, advice and guidance, and escalate if necessary.
- As and when required ensure that the DME, FTPD, GP Tutors, Educational Leads and Dental Tutors receive the necessary support to carry out educational activities as required by NHS England and Foundation School.
- The post holder is responsible for the planning, scheduling and coordination of mid-year and end of year meetings for Foundation Doctors to feed into the Annual Review of Competency Progression (ARCP) meetings between doctors and their ES. The post holder is responsible for preparing any relevant documentation and will attend to ensure that doctors are provided with correct/current information in relation to the ARCP process and their progress. The post holder will also be required to feedback and follow up any areas of concerns to Medical Education Manager Deputy Medical Education Manager(s), FTPDs, Educational Supervisors and trainees. Often these meetings highlight trainees who need additional support and it the postholder's role to ensure that trainees are followed up and supportive measures are put in place in line with Trust and NHS England policies and procedures.
- As and when required assist with the organisation of internal/external meetings and courses, where necessary sourcing and securing external venues.
- As and when required attend Regional Foundation Board Meetings and represent SATH.
- As and when required attend Educational Lead and Medical Educational Governance Meetings and take minutes.
- As and when required provide an efficient reception service to the PRH Education Centre and refer enquires as appropriate
- As and when required open / secure the PRH Education Centre
- As and when required book rooms and AV equipment for meetings in the Education Centre using an electronic room booking system (Bookwise)
- As and when required prepare a detailed itinerary for the PRH Education Centre and ensure this is distributed to the appropriate department's i.e. switchboard, porters and main reception
- As and when required set up electronic / AV equipment (i.e. data projectors and laptop computers, slide projectors and video conferencing facilities) as and when required by centre users. Ensure that all electronic / AV equipment is secured at night as appropriate
- The post holder may be required to work out of hours as service needs dictate.
- The post holder will work with the wider team to arrange regular social evenings for Foundation doctors to foster working relationships and encourage team building.
- The post holder will be expected to undertake any other duties requested as appropriate to the banding.

Doctors Requiring Additional Support

- The post holder will be part of a team that will provide the first point of contact for Foundation doctors who require additional support and will provide a pastoral service to distressed doctors. Duties will include liaising, arranging and attending meetings between trainees and their supervisors.
- The post holder will be required to attend support meetings with trainees and educational leads, on occasions these meetings can result in very sensitive information being shared and this information must be handled sensitively and with discretion.
- The post holder is responsible for ensuring that an accurate reflection of the meeting is recorded, at times sensitive information and reports will need to be circulated to those involved in the case. All relevant data protection and confidentiality rules must always be followed.
- The post holder will work with educational leads and trainees to ensure that action points from meetings and discussions are completed and followed up.

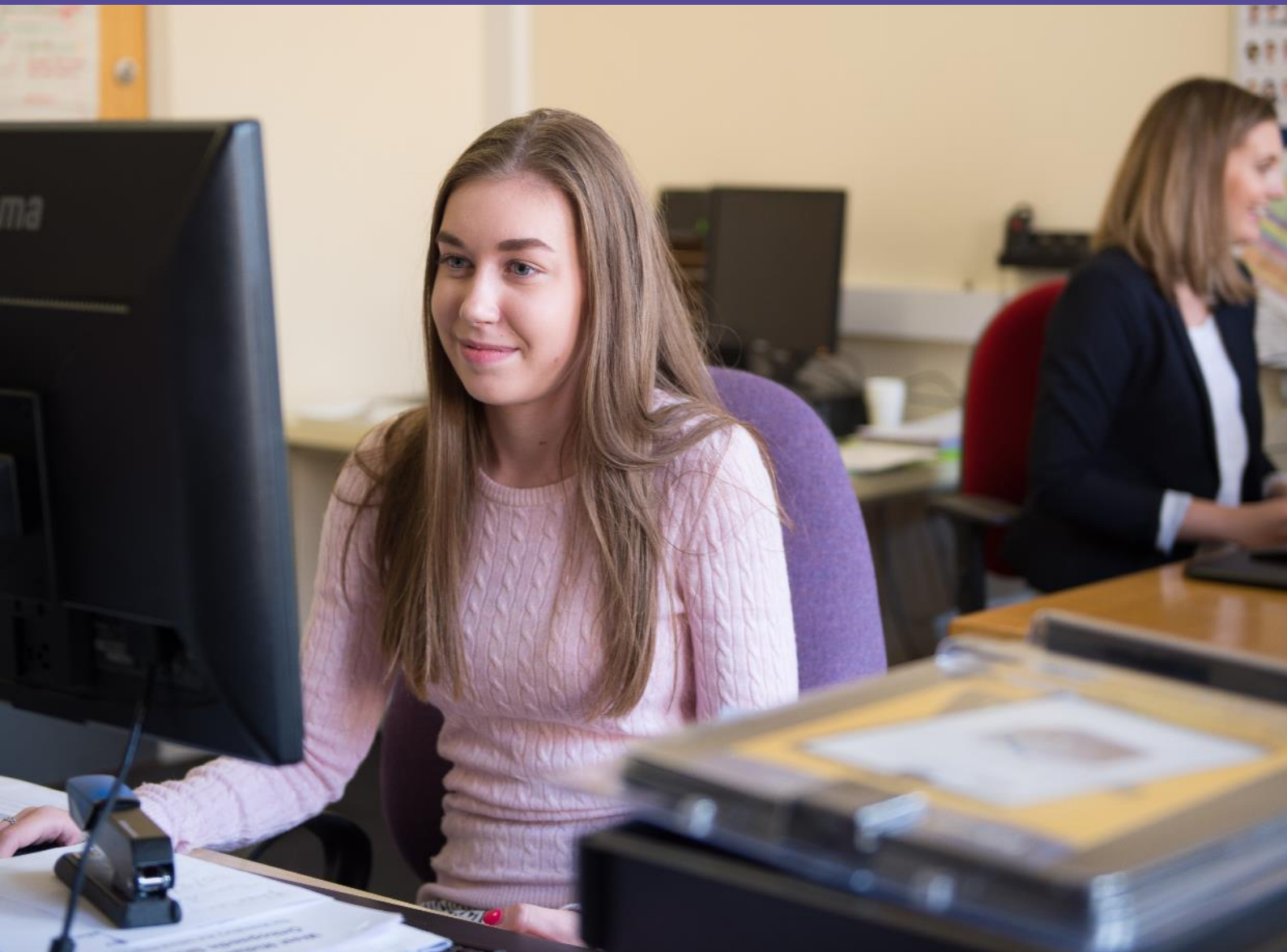
- The post holder is responsible for ensuring that the lines of communication are kept open between trainees and their supervisors, Medical Peoples Services, Operational Teams and FTPD to ensure cross flow of information pertaining to the complex situation and to provide support and guidance to the doctor.

SYSTEMS AND EQUIPMENT

- The post-holder will be required to use a standard range of office equipment.
- The post-holder will use Microsoft Office & an electronic room booking system
- The post-holder will be required to operate AV equipment within the Education Centre e.g. videoconferencing/Microsoft Teams, data projection, lap top computers, and as and when required be able to trouble shoot problems that arise during the course of any meeting/training session. The post holder will also need to instruct delegates in the use of the equipment as necessary.
- The post holder will lead and maintain an Eolas App that is currently used to support Foundation Training (full training will be provided).
- The postholder will need to provide specialist support with regards to the Horus portfolio system (full training will be provided).

COMMUNICATIONS AND RELATIONSHIPS

- The post-holder will be expected to communicate on a one-to-one basis, in groups and in meetings.
- The post holder will be required to communicate orally and in writing to members of staff throughout the organisation
- Key working relationships will need to be formed and maintained with:-
 - Executive Team/Senior Leadership Team
 - FY1 and FY2 Programme Directors
 - Divisional Medical Directors and Clinical Leads
 - Educational Leads
 - Medical Education Team
 - Medical People Services
 - Medical Directorate Team
 - NHS England
 - Medical Professionals from other Trusts
 - Educational and Clinical Supervisors
 - Educational establishments/providers
 - Operational Teams
- The post holder will provide emotional, practical and/or pastoral support to doctor's in training, often in need of immediate support and direction, making appropriate referrals to other people/agencies as required.
- The post holder will provide pastoral care, support and motivation to the doctor's in training to enable them to achieve their learning goals, requiring a high level of discretion, diplomacy and tact due to the nature of support required.
- The post holder will be required to communicate in an empathic manner ensuring cultural sensitivities are taken into account and managed accordingly.



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"> • Educated to A level Standard or equivalent • RSA Word/text processing Level 3 or equivalent experience. • ECDL/CLAIT or equivalent certificate/experience • Business Administration NVQ level 4 or equivalent experience in an administrative environment 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Previous experience of working in Postgraduate Medical Education • Experience of working in an office environment • Experience of supervising others • Experience of dealing successfully with sensitive / complex situations or conflict 	

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to plan, organise and manage a block of work with minimal supervision. • Ability to build effective working relationships and influence senior colleagues effectively. • Ability to work accurately to strict deadlines maintaining a high standard. • Ability to deal with confidential and highly sensitive situations. • Excellent communication and interpersonal skills. • Ability to work on own initiative and 	

<p>manage own workload.</p> <ul style="list-style-type: none"> • Ability to work as part of a team. • Ability to concentrate in a busy office environment with frequent interruptions. 	
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SPECIFIC JOB REQUIREMENTS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to travel from base to other venues as and when required • Good attendance and timekeeping • Physically fit and able to move furniture/AV equipment 	

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.

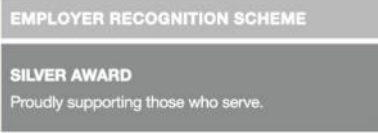
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

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

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[Getting to The Royal Shrewsbury Hospital](#)

The Princess Royal Hospital

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Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)