



LEAD NURSE COLPOSCOPY

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

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	Lead Nurse Colposcopy
Band	NHS Afc: Band 8a
Directorate	Service Delivery Directorate
Accountable to	Head of Nursing Women's and Children's & Medical Colposcopy Lead
DBS Required?	Yes, Enhanced DBS

JOB OVERVIEW

Colposcopy Practitioner:

The Colposcopy service functions with a multidisciplinary team approach to patient care.

The Colposcopy practitioner will:

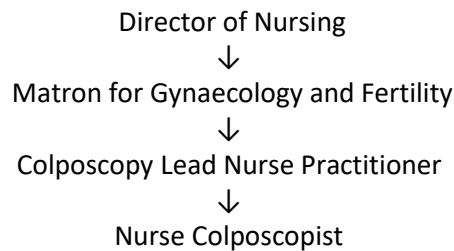
- Work as part of the team ensuring that the SaTH Colposcopy Service is run efficiently and in accordance with Local and National Guidelines.
- Maintain membership of the British Society for Colposcopy and Cervical Pathology (BSCCP)
- Maintain knowledge and experience consistent with the recommendations of the BSCCP.

- Maintain advance specialist skills to undertake full diagnostic and therapeutic Colposcopy, including examination and treatment. This will require a high level of skills in manipulation of fine instruments and carry out their duties with dexterity and precision.
- Facilitate and promote service change within the Colposcopy department promoting evidence based medicine with a view to improving the quality of care, as part of a multi-disciplinary team.
- Advise patients and staff in all aspects of care provided
- Work as an autonomous and independent decision making practitioner within the clinic and whilst managing histology and cytology results and letters.
- Provide a specialist led service incorporating the day to day management of this role to ensure the demands of the service are met.
- Ensure that up to date written protocols and guidelines are in place for the service and that these include recommended national guidelines.
- Lead on the staff Cervical Screening programme and support the delivery of the programme

Lead Nurse Colposcopy Practitioner (4 hours per week):

- Ensure up to date written protocols and guidelines are in place for the service and that these incorporate recommended national guidelines.
- Develop new protocols for the specialist colposcopy area when needed and implement these policies.
- Ensure all protocols, SOPs and guidelines are regularly reviewed in line with trust policies, so that the needs of the users of the service and the commissioners of the service are met.
- Undertake annual colposcopy user audits in line with national QA standards to ensure we are fully compliant, and act on any areas that do not meet the high standard we expect. This will involve re-audit and audit presentation at the annual gynae-oncology audit meeting.
- Liaise with other staff within the trust who are responsible for providing the facilities to ensure that the service is adequately staffed by appropriately trained individuals (non-medical) such that the service needs can be met in a timely and consumer sensitive fashion
- Support the Lead Colposcopist in coordinating training
- Ensure both medical and non-medical staff within the colposcopy clinic are compliant with trust policies such as LoCSSIP
- Promote the colposcopy nursing and HCA staff log book and ensure staff are up to date with this
- Ensure procedures are in place to facilitate care and rapid communication with patients, other hospital departments, primary care agencies, cytopathology and histopathology services.
- Participate in regular multi-disciplinary meetings for case discussion and protocol review, including cytology and histology services working closely with the hospital based programme co-coordinator.
- Work with the Cervical screening programme lead to alert the ICB screening commissioner of shortcomings of any aspect of the ability of the Colposcopy services to respond to issues in primary care.
- Work collaboratively with Lead Colposcopist to engage in regular dialogue with users, providers and purchasers of care to ensure that service and development are both appropriate and meet the needs of the local population

ORGANISATIONAL CHART



KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED. (Once training is complete)

- Registered General Nurse
- Member of British Society for Colposcopy and Cervical Pathology (BSCCP)
- Evidence of further study in nursing such as masters or master's level thinking
- Expert knowledge of examination, procedures, investigations and diagnosis
- Current clinical experience undertaking colposcopy
- Recognized teaching/assessing qualification
- Experience in Gynaecology or Women's health

PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Clinical Responsibilities:

- Use advanced and highly developed specialist skills and expert knowledge to determine the physical and emotional needs of the women by taking clinical responsibility for all women who attend and act as their advocate
- Undertake specialist led outpatient colposcopy clinics as an advanced independent practitioner working to guidelines & protocols and within a clinical governance framework
- Undertake holistic management of women referred to the service, including a full history, examination, management and treatment
- Use high level verbal and written communication skills with all members of the team, patients and primary care staff.
- Deliver highly specialist sensitive and complex information to patients and relatives providing reassurance and support enabling them to make decisions. Providing clinical advice in specialist area
- Utilise critical decision making skills to manage the patients and provide the appropriate follow up service for other team members
- Practice as specialist in the field of colposcopy and offer advice to other members of the gynaecology team.
- Develop and update protocols and care pathways within the colposcopy area, thus identifying an effective care pathway for each individual patient.

- Assess, implement and evaluate individualised strategies and maintain associated records.
- Provide evidence-based information to patients and their relatives/partner/carer to facilitate informed choices and establish 'informed consent'.
- Ensure there is timely collection and submission of data for national mandatory statistical returns and data for routine and ad hoc programme monitoring for NHS England commissioners, SQAS and other organisations
- Review data relating to the services provided by the organisation and monitor performance against both nationally and locally agreed standards
- Report to the appropriate screening and immunisation team(s) (SITs) and local cervical screening programme boards any aspects of the programme which do not meet nationally and locally agreed standards
- Report to clinical governance committees on the performance, achievements and significant issues related to the cervical screening programme within the organisation
- Produce an annual performance report and 6 monthly update to cover all NHSCSP services provided for the organisation's main clinical governance committee (this will also feed into local cervical screening programme boards): the report should relate to the laboratory and, or colposcopy based aspects of the service carried out, as agreed with and required by cervical screening commissioners and SQAS
- Ensure all new cases of invasive cervical cancer diagnosed in women referred to the provider for investigation (from any source) are registered and audited in accordance with current [NHSCSP guidelines](#)
- Play an important role in the SQAS visit process for all aspects of the programme that are provided by the organisation, ensuring that any recommendations are addressed in a timely manner and responding with evidence of achievement to SITs and SQAS
- Ensure that operational policies and quality management systems are implemented across the programme (in conjunction with clinical and operational leads)
- Oversee effective failsafe systems for all women referred to colposcopy, in line with the requirements set out in [NHSCSP guidance](#)
- Contribute to the agreement of the cervical screening contract specification with NHS England and ensure implementation
- Oversee that effective systems and IT links are in place to feedback colposcopy attendance and histology outcomes to the screening laboratory
- Monthly MDT attendance is required
- Undertaking vulval clinics

Lead Colposcopy Practitioner:

- Work collaboratively with the Lead Colposcopist to ensure defined standards are being met, and to maintain data collection which will allow audit to be conducted against these standards. Implement, teach and deliver training on new national standards and protocols
- Work collaboratively with the Lead Colposcopist to ensure agreed National Minimum Dataset and quarterly returns (if required) are collected.
- Provide evidence to the Lead Colposcopist for the annual return.
- The data collected will serve as a means of comparing performance between colposcopy units. All colposcopy practice, whether in Trusts or in the Community is required to be measured against national standards.
- To be involved in, support and coordinate QA visits

Additionally the Colposcopy Practitioner will:

- Support colleagues in the clinic, and strive to continually improve the standards, quality of care and to develop professional practice with an emphasis on nurse led care

- Participate in clinical governance, providing expert input to secure quality improvement plans.
- Exercise advanced leadership skills. Supporting junior members of the nursing team and provide education and training
- Increase access to the service by promoting and assisting further development of ambulatory led services
- Work collaboratively and in partnership with practitioners from other disciplines and across organisational and professional boundaries
- Participate and lead in the development of women's health nursing in relation to outpatient colposcopy
- To participate in recruitment and selection of team members
- Identify any shortfalls in the adequacy of care and provision of services and make recommendations to re-dress if appropriate.
- Participate and contribute to the planning, implementation review and organisation of new developments within the colposcopy service in conjunction with the Women and Children's management team to ensure improvements in the patient experience.
- Ensure effective utilisation of resources and be aware of budgetary implications when prescribing care.
- Take an active and proactive role in the management of the colposcopy equipment and stock; ensuring all staff is competent to use the equipment including the decontamination of this equipment and that appropriate stock and equipment levels are maintained.

Education, Training and Development:

- Contribute formally and informally to education, training and development of Gynaecology teams and other professional groups through training courses, visits to the department and telephone enquiries. Sharing information and introducing ideas that promote quality and value.
- Identify and respond to learning needs at individual and team level and act as mentor. Plan, develop, implement and evaluate programmes of education to meet the needs of the Gynaecology staff.
- In agreement with Lead Colposcopist, provide tuition in practical colposcopy skills for junior doctors within the organisation and for trainee nurse/GP trainees
- Ensure own compliance and compliance of others with regard to mandatory training and preparation requirements to meet revalidation as described by the NMC
- Be able to submit articles for publication and oral presentation and when requested, to publish and present nationally.

Cervical Screening Programme Lead

Requirements of the role

- The CSPL will be employed by the organisation providing services to the NHSCSP. The responsibilities of the role within that organisation are common and not dependent on which individual undertakes the role.
- The CSPL role is ultimately accountable to the Chief Executive of the NHSCSP provider organisation.
- The CSPL will be required to communicate with and escalate concerns to appropriate executive level directors responsible for cancer, women's services, pathology and/or governance. The CSPL will have access to the medical director and appropriate oversight boards or groups such as the organisation's overall governance committee.

Working relationships and continuity of services across organisational boundaries

The CSPL is responsible for maintaining close working relationships between all parts of the provider's cervical screening activities and with NHS England and other stakeholders. The CSPL should also ensure

close working relationships are maintained with other CSPLs across the screening pathway to provide continuity across the programme.

The CSPL will have working relationships with:

- divisional boards
- the medical director or chief executive
- leads for gynaecology, colposcopy, cytology, histopathology and virology
- business management
- contracting personnel
- governance and risk personnel
- legal personnel
- the Public Health England (PHE) Screening Quality Assurance Service (SQAS)
- NHS England's screening and immunisation teams
- community and sexual health clinics
- primary care

Issues arising in an organisation that have, or have the potential to, affect the quality of the programme in another organisation should be discussed between the relevant CSPLs. Actions should be agreed to rectify problems through appropriate departmental leads. Ongoing or serious issues should be reported to SQAS for advice and escalated to provider clinical governance committees.

Professional Leadership / Managerial Responsibilities:

Cervical Screening Programme Lead

Roles and responsibilities

CSPLs must be employed in organisations with any of the following combinations of cervical screening services:

- cytology and hrHPV testing
- cytology and hrHPV testing, colposcopy and histopathology
- cytology and hrHPV testing and colposcopy
- cytology and hrHPV testing and histology
- colposcopy and histopathology
- colposcopy alone
- histopathology alone

The CSPL role will be defined to some extent by the services provided. The following sections describe the overarching roles and responsibilities that apply to all CSPLs.

Quality and performance

The CSPL will:

- monitor the quality and effectiveness of the services provided by the organisation according to [NHSCSP standards and guidelines](#) and take appropriate action to address any shortfalls or escalate appropriately
- ensure there is timely collection and submission of data for national mandatory statistical returns and data for routine and ad hoc programme monitoring for NHS England commissioners, SQAS and other organisations

- review data relating to the services provided by the organisation and monitor performance against both nationally and locally agreed standards
- report to the appropriate screening and immunisation team(s) (SITs) and local cervical screening programme boards any aspects of the programme which do not meet nationally and locally agreed standards
- report to clinical governance committees on the performance, achievements and significant issues related to the cervical screening programme within the organisation
- produce an annual performance report and 6 monthly update to cover all NHSCSP services provided for the organisation's main clinical governance committee (this will also feed into local cervical screening programme boards): the report should relate to the laboratory and, or colposcopy based aspects of the service carried out, as agreed with and required by cervical screening commissioners and SQAS
- ensure all new cases of invasive cervical cancer diagnosed in women referred to the provider for investigation (from any source) are registered and audited in accordance with current [NHSCSP guidelines](#)
- play an important role in the SQAS visit process for all aspects of the programme that are provided by the organisation, ensuring that any recommendations are addressed in a timely manner and responding with evidence of achievement to SITs and SQAS
- ensure that operational policies and quality management systems are implemented across the programme (in conjunction with clinical and operational leads)
- oversee effective failsafe systems for all women referred to colposcopy, in line with the requirements set out in [NHSCSP guidance](#)
- contribute to the agreement of the cervical screening contract specification with NHS England and ensure implementation
- oversee that effective systems and IT links are in place to feedback colposcopy attendance and histology outcomes to the screening laboratory

Attendance at meetings

The CSPL will:

- attend local cervical screening programme board meetings chaired by the SIT and feed back to provider colleagues
- attend regional SQAS meetings and feed back to colleagues
- organise and chair a quarterly trust cervical screening management meeting (see section 6.1)

A report must be requested from the associated laboratory service to feed into the quarterly management meeting in organisations where there is no screening laboratory and/or histology laboratory.

Incident handling

The CSPL will:

- ensure that the provider and its staff are aware of the [guidance for managing NHS screening incidents](#) and the process to follow
- implement processes to ensure that screening safety concerns are notified to the CSPL
- ensure all screening safety incidents are notified to SQAS and recorded and investigated according to NHS screening and local organisational policy
- ensure that recommendations are implemented and lessons learned shared
- be a member of any incident panel if a serious incident relating to the cervical screening programme is identified

General audit and training

The CSPL will:

- be involved with and support the scheduling or programming of relevant cervical screening audits covering clinical and administrative or procedural activities in colposcopy, histopathology and hrHPV testing or cytology as required (depending on which services are provided)
- ensure all staff working in the NHSCSP have access to appropriate and mandatory training and development - this must include information governance training as specified by the NHS and the screening programme's confidentiality and disclosure policy (organisational systems must be in place to monitor this)
- attend NHSCSP approved CSPL training if they are new to the role or requiring further development to support them in achieving the competencies required

Meetings

The CSPL is responsible for organising quarterly provider management meetings to discuss:

- routine data submissions to NHS England teams and SQAS
- performance against standards
- patient surveys
- risks and incident reporting
- staffing issues
- new guidance
- audit
- sample taking within the organisation
- service development
- action on recommendations arising from SQAS QA visits and other QA activities

The CSPL within the organisation will chair the meeting and ensure it is appropriately documented. Where applicable (according to local variance), the meeting should include representation from the:

- CSPL (Chair)
- lead cytopathologist and BMS in cervical cytology
- lead virologist or microbiologist if hrHPV testing is provided in this department
- cytology or hrHPV testing service if off site or provided by another organisation
- lead histopathologist
- lead consultant colposcopist
- lead colposcopy nurse
- sexual health clinical lead (if any element of screening service is provided by the organisation)
- directorate managers with responsibility for laboratory, colposcopy and sexual health services (where provided)

The organisation's cervical screening management committee should have appropriate terms of reference and report into the organisation's overall clinical governance group.

Colposcopy multidisciplinary case discussion meeting

The CSPL at the organisation providing the colposcopy service is responsible for ensuring that multidisciplinary case discussion meetings take place according to NHSCSP guidance.

The CSPL will oversee the arrangements for these meetings; in particular that appropriate representation is achieved. This may involve communication with other organisations to enable representatives for cytology or histology to attend in person or by video link, skype or similar.

Practice/Service Development, Research and Evaluation:

- Promote evidence based practice
- Review the evidence base for practice within this specialty. Disseminate and act on findings that will lead to improved patient care, knowledge, treatment and management options
- Review the service and implement improvement in line with progressive practice and research evidence.
- Disseminate audit and research findings through presentation and publication.
- Develop protocols as a minimum standard and care pathways for the assessment, management and treatment of women attending the unit
- Participate in, conduct and support audit and research benchmarking in order to improve effectiveness of patient care
- Ensure that all adverse events and near misses are reported through the correct systems and are investigated as required.
- Be actively involved in the investigation and response to complaints from patients/carers.
- Promote patient/carer equality, diversity and rights.
- Be fully aware of and committed to all policies, procedures and initiatives relating to information, governance, data quality improvements, and confidentiality and information security.

Representing the Women and Children's Centre and the Trust:

- To foster good working relationships with colleagues within the Centre, the multidisciplinary team and other Colposcopy Units.
- To foster effective working relationships with individuals outside the Trust, including GPs and social care contacts.
- To represent the Centre within the Trust and externally as required.
- To network with other Trusts to identify and share areas of good practice.

Physical, Mental and Emotional Demands of the Post:

- To analyse and interpret a range of sensitive, complex and potentially emotive information in order to arrive at a diagnosis. Professional knowledge acquired through specialist training, experience and regular CPD
- To communicate sensitive and potentially distressing information to patients and their families/carers where there could be barriers to understanding.
- To undertake presentations to groups as required.
- To handle emotive and challenging situations, using influential negotiating and motivational skills to achieve desired outcomes.
- To cope with interruptions whilst in periods of concentration.

Working Conditions:

- Working within the normal clinical conditions of the Colposcopy OPD areas and on the ward if required.
- Frequent exposure to bodily fluids
- Working in confined space with long periods of intense concentration.
- To travel regularly between all Trust sites.

Use of information:

- To take responsibility to ensure that staff maintain and update PAS to support patient care

- To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment and Trust PAS system.



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"> • NMC Level 1 registered Nurse • BSc degree in relevant field • Demonstrate experience as a BSCCP accredited colposcopist 	<ul style="list-style-type: none"> • Masters degree or willingness to work towards

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Strong leadership skills • Currently practising in colposcopy • Excellent oral and written communication skills delivering highly sensitive information • Ability to build up rapport with patients and the MDT • Relevant and able to demonstrate ability in speciality area • Experience running audit and research • Experience in delivering presentations • Patient centred approach to care delivery • Experience in managing staff 	

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Advanced clinical assessment skills or willingness to develop these. • To have proven skills in service development • Ability to work independently or as part of a team • Computer literacy • Compassionate • Competence • Ability to have courageous conversations • and challenge professionally 	<ul style="list-style-type: none"> • Basic counselling skills • Project management skills

OTHER

ESSENTIAL	DESIRABLE

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 AND CYBER SECURITY

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 Trust's 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

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

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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Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)