



Manchester University  
NHS Foundation Trust

# Candidate Essentials Guide.

(For Medical & Dental Roles)

**ALL HERE FOR YOU**



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## Welcome to MFT.

Welcome to our Candidate Essentials Guide. We're delighted you're interested in joining us. We've put together a range of important information which we hope you'll find useful in helping you make an informed decision as to why MFT is going to be your next and best career move. And above all, why as one of the largest NHS Trusts in England, as our Employer Brand promises; we're 'All Here For You'.

MFT is one of England's largest NHS Trusts with a turnover of £2.6bn and is on a different scale than most other NHS Trusts. We're creating the most exceptional integrated health and social care system that will deliver the best possible results for the 1million+ patients who rely on our services every year. Bringing together ten hospitals and community services from across Manchester, Trafford and beyond, we champion collaborative working and a culture of continuous improvement, encouraging our 28,000+ staff to pursue their most ambitious goals. We set standards that other Trusts seek to emulate – and in the process, our people benefit from a scale of opportunity that is nothing short of exceptional.

Join us and you will have the opportunity to work with some of the best people in the NHS and thrive in an organisation united in its values, purpose and commitment to our patients and a drive for continual innovation and improvement.

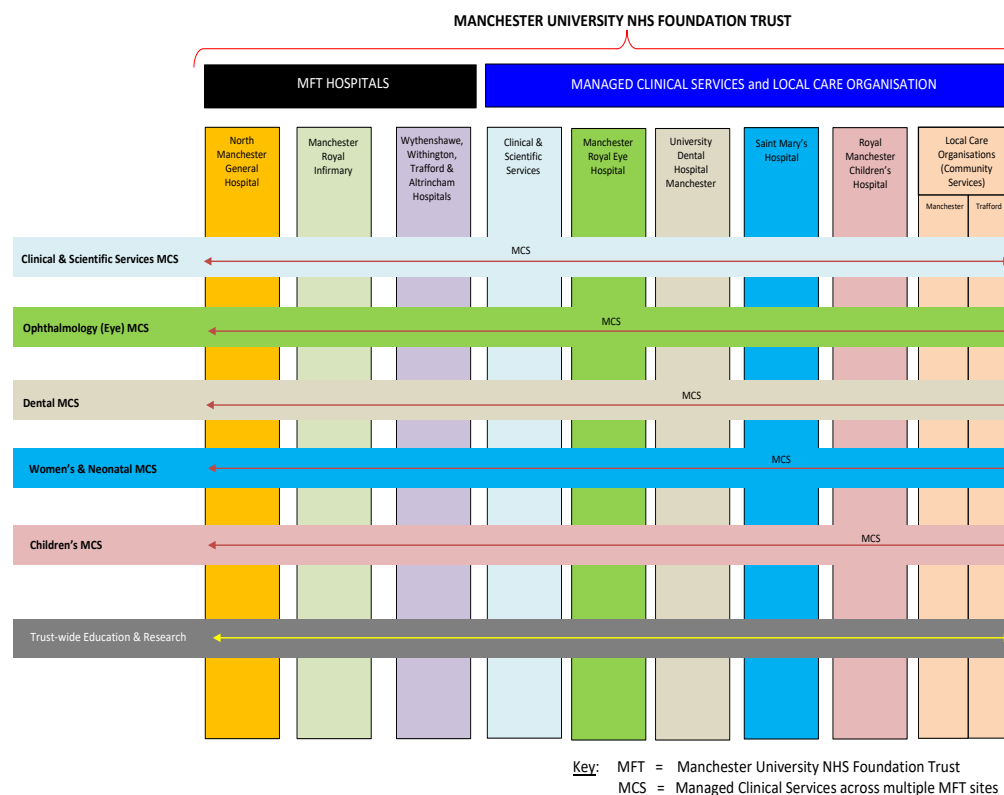


## Introduction to Manchester University NHS Foundation Trust.

Manchester University NHS Foundation Trust (MFT) was established on 1st October 2017, following the merger of Central Manchester University Hospitals NHS Foundation Trust (CMFT) and University Hospital of South Manchester NHS Foundation Trust (UHSM). Details of the breadth and scale of MFT can be found at [www.mft.nhs.uk](http://www.mft.nhs.uk). You can also view a range of videos about the Trust via this link: [www.youtube.com/MFTnhs](http://www.youtube.com/MFTnhs)

MFT brings together outstanding people, resources and expertise to provide much better, safer, more consistent hospital care that's fit for the future, for people living in the City of Manchester, Trafford, and beyond.

The Trust is made up of over 28,000 staff working across the ten hospitals: Manchester Royal Eye Hospital, Manchester Royal Infirmary, Royal Manchester Children's Hospital, Saint Mary's Hospital, the University Dental Hospital of Manchester, Altrincham Hospital, Trafford General Hospital, Wythenshawe Hospital, Withington Community Hospital, North Manchester General Hospital, Managed Clinical Services and Community Services in Manchester and Trafford.



## Introduction to Manchester University NHS Foundation Trust.

The merger created the opportunity to work together across sites and with partner organisations in new ways, to address health inequalities that exist in our city and surrounding areas. This includes the chance to make an even greater contribution to education, training, research and innovation by coming together as one organisation.

Teams from across our services and sites are already working together in new and beneficial ways. This is helping us to address the significant challenges facing NHS services across the country, as part of our commitment to deliver treatment and care to the highest safety and quality standards.

Our culture of openness and transparency continues to ensure that we report situations where care does not meet the high standards we set, and that we share the lessons learned. We also maintain a commitment to recruiting and retaining great people, offering them support, development and training opportunities as they build their careers at MFT.

Our 28,000+ staff have contributed to developing Trust values and behaviours, through a series of workshops and engagement sessions.

### Our Vision and Strategic Aims

#### Aims

Our vision is to improve the health and quality of life of our diverse population by building an organisation that:  
Excels in quality, safety, patient experience, research, innovation and teaching,  
Attracts, develops and retains great people, and;  
Is recognised internationally as leading healthcare provider

#### Strategic Aims

To improve patient safety, clinical quality and outcomes

To improve the experience of patients, carers and their families

To develop our workforce enabling each member of staff to reach their full potential

To develop single services that build on the best from across all our hospitals

To develop our research portfolio and deliver cutting edge care to patients

To complete the creation of a Single Hospital Service for Manchester/ MFT with minimal disruption whilst ensuring that the planned benefits are realised in a timely mannerpatientshospitalspotential

To achieve financial sustainability

Everyone has a chance to share their ideas and views and we have a great way of recognising our colleagues for a job well done, through a platform named OpenDoor.

OpenDoor is a staff experience digital platform powered by HiveHR that enables MFT colleagues to recognise the work and support of their teammates. OpenDoor also has functionality to complete surveys, submit feedback, put forward suggestions for improvement and raise concerns and issues confidentially.

## MFT People Plan – ‘All Here for You, Together We Can’.

There is so much to be proud of at MFT but most of all, our committed and dedicated workforce. All of our people, whatever job they do, they contribute in some way to the positive reputation of MFT.

Since 2020, activity has been more challenging than usual because of the Pandemic but we have worked together in an uncertain environment to care for patients and to look out for each other. This has been a brilliant team effort.

The Pandemic has certainly provided a new focus on the workforce which we are keen to promote further and our MFT People Plan is our roadmap to creating a working environment that we all truly value and are proud of. The MFT People Plan - ‘All Here for You, Together we can’ - describes the actions we are taking together, highlighting what we can expect to see, hear and feel as MFT employees.

There are five key themes set out in the People Plan which are;

- **We want to work here;** MFT will be a great place to work
- **We look after each other;** we care for you, as you care for others
- **We are supported to be our best;** we care that you can develop your skills
- **We feel valued and heard;** we show you how important you are and hear what you have to say
- **We can shape the future;** our staff are at the forefront of shaping the future of care for our patients.

Through this roadmap, our aim is for MFT to be an Employer of Choice where talented people choose to join, remain, and grow within the Trust.


We want to hear the voices of our people so that their diverse experiences inform and shape decision making. Most of all we want to have a culture that embodies our values and behaviours.

## MFT Green Plan.

We’re truly committed to our new Green Plan which sets out how our organisation will continue to play its part in making healthcare more sustainable and tackling climate change. This strategy not only sets out how we will tackle our own environmental impacts, for example by reducing carbon emissions and waste, but also considers how we will leverage and maximise positive opportunities, such as our ability to influence the sustainability behaviours of those who supply us and work for us, as well as sharing our learning more widely across the system.

As an anchor institution, we are fully committed to working with partners to bring about environmental improvements which will benefit the health and wellbeing of our region. Through this strategy, we aim to build the capacity and understanding, required across our organisation, to meet our collective objectives and improve sustainability outcomes for the benefit of all.

Our strategy defines what actions we will take as an individual organisation and, in partnership with others, to not only reduce our own impacts, but significantly improve the lives of residents in Greater Manchester.





## International Fellowship Scheme.

The Manchester International Fellowship Scheme (MIFS) is a Trust owned Postgraduate-level Medical Training Initiative Scheme, that allows Doctors from overseas to enter, train and work in the UK so that they can benefit from specialist training and experience in NHS services. International Fellows are encouraged to get involved in world-class Research and education during their Fellowship in our hospitals which are part of Manchester Academic Health Science Centre and are host to an NIHR Biomedical Research Centre.

The MiF Scheme MIFTS stems in two parts:

1. Sponsorship of GMC registration by MFT (exempting candidates from PLAB examination)
2. Immigration (Skilled Worker) visa sponsorship by MFT



## Eligibility criteria for the Manchester International Training Fellowship Scheme:

1. Have a basic medical qualification acceptable to the GMC
2. Have completed at least one year in an internship post
3. Provide evidence of being engaged in medical practice for a minimum three years out of the last five years outside of the European Union, including the most recent 12 months
4. Provide evidence of at least three years postgraduate training outside of the UK and European Union in the Specialty (or an associated specialty) of interest
5. Have an overseas recognised Postgraduate qualification (Diploma, MD, MS, Masters etc) in the Specialty (or an associated specialty) of interest
6. Provide two structured, supportive references from supervising consultants, both must have worked with the applicant within the last five years
7. Provide evidence of good standing from the applicant's local Medical Regulatory Council
8. At time of application, IMG must be living and working outside of the UK and European Union for the last 12 months minimum
9. The applicant must not previously failed any part of the PLAB Test
10. The applicant must demonstrate knowledge of English by obtaining an overall score of 7.5, with minimum scores of 7.0 in speaking, listening, reading and writing, in the 'Academic' test of the International English Language Testing System OR a recent OET Certificate (Occupational English Test) of Medicine version of the test with 'B' grade in each testing area. N.B IELTS/OET Certificates are valid for only two years.

Listen to one of our newly appointed Doctors recruited via our International Fellowship Scheme, click below.

[www.youtube.com/MFTnhs](http://www.youtube.com/MFTnhs)

## Locally Employed Doctor (LED) Induction Programme.

Here at MFT, we operate an online Induction which has been designed specifically for Medical and Dental colleagues. It includes useful Trust/ Specialty information, as well as specialty specific resources.

The induction portal is accessible via the Trusts; MFT Learning Hub both on and offsite, enabling you to login and access all your induction information before you commence work. You will be contacted by the Learning and Development Department prior to your start date with access information, (minimum of 2 days prior to your start date).

On the Induction Portal you will find:

- Trust Welcome and Induction including planning your journey, where to park and on-site facilities
- Site (hospital) and Local (departmental) Induction information
- Essential tool kit which contains an overview on training requirements and Clinical systems used across the Trust
- Parking and ID badge application process (specific site details can be found in the FAQ in our accompanying LED Handbook)

## Peer Buddy Scheme.

Doctors who join the Manchester International Fellowship Scheme are offered an LED buddy via a formal scheme facilitated by the LED support hub in the Postgraduate Medical Education Centre. The team will help ensure that all LEDs have a link person to provide support and signposting to resources when needed (more information can be found in our accompanying Buddy Scheme Booklet).


## Medical Education and Training.

Manchester University NHS Foundation Trust is a major teaching hospital; and development of the future NHS workforce is a key priority for our hospitals. We have world-class reputation in medical education and training. Our Education Campus facilities provide a multi-professional learning environment for both staff and students. The facilities boasts a wide variety of teaching areas including seminar rooms, flat and tiered lecture theatres, clinical skills labs, mock ward areas and state-of-the art simulation and human factors centre with access to a variety of models and manikins.

Our hospitals are associated with Manchester Medical School, one of the largest medical school in the United Kingdom. We provide excellent clinical placements for 700 medical students in our hospitals. The medical students are based with us for their 3 clinical years, as part of the 5-year MB ChB Degree course. Our learning resources include Consultants, Specialist Teams and Education Fellows within the clinical areas based across the Trust.

We deliver postgraduate training to about 750 trainee doctors, including Foundation, Core and Higher Specialty trainees from Health Education England. We also support about 900 non-training grade doctors, including Locally Employed Doctors, Staff Grade and Associate Specialist doctors and international doctors.

Our Trust has partnered with Manchester Metropolitan University to deliver Manchester's 'Masters in Medicine' MMed Programme. The applicant can select a combination of core and specialist units of their choice for each year in the programme and complete a Project in Practice of their choice to be awarded the Medical Masters MMed qualification.





## Our Vision and Values.

### Our Vision

Our vision is to improve the health and quality of life of our diverse population by building an organisation that:

- Excels in quality, safety, patient experience, research, innovation and teaching
- Attracts, develops and retains great people
- Is recognised internationally as a leading healthcare provider

### Our Values

Together Care Matters

Everyone Matters

Working Together

Dignity and Care

Open and Honest

## Values and Behaviours Framework

Behaviours we want

Examples of this Value in practice

Behaviours we won't accept

Examples of the opposite of this Value in practice

### Everyone Matters

- I listen and respect the views and opinions of others
- I recognise that different people need different support and I accommodate their needs
- I treat everyone fairly
- I encourage everyone to share ideas and suggestions for improvements

- I am aggressive, impolite and rude towards my colleagues
- I do not communicate or share crucial information with others
- I act in a way that undermines others
- Our department works in isolation and we don't work collaboratively with others

### Working Together

- I listen and value others views and opinions
- We work together to overcome difficulties
- I effectively communicate and share information with the team
- I do everything I can to offer my colleagues the support they need

- I do not listen to other people's issues or problems
- I lack empathy when supporting others
- I tell my colleagues and patients I am too busy to help
- I show little energy or enthusiasm in the work that I do

### Dignity and Care

- I treat others the way they would like to be treated – putting myself in their shoes
- I show empathy by understanding the emotions, feeling and views of others
- I demonstrate a genuine interest in my patients and the care they receive
- I am polite, helpful, caring and kind

- I discriminate against others
- I make no attempt to see things from other people's point of view
- I exclude others based on their values and beliefs
- I do not listen to what others say

### Open and Honest

- I admit when I have made a mistake, and learn from these
- I feel I can speak out if standards are not being maintained or patient safety is compromised
- I deal with people in a professional and honest manner
- I share with colleagues and patients how decisions were made

- I am dishonest and cover up my mistakes
- I blame others for my mistakes
- I do not keep people informed when problems occur
- I openly criticise other people's views and opinions

The 'MFT Values' are the principles which guide the way we work every day, to ensure our services are the very best they can be for our patients and for our workforce.



## Our Hospitals / Managed Clinical Services / MLCO / TLCO.



### Manchester Royal Infirmary

Founded in 1752 with just 12 beds, we've grown to become a major research and teaching hospital working with Manchester University's Medical School and a regional and national centre for services as diverse as kidney and pancreas transplants, haematology, vascular, major trauma, liver and pancreas surgery, rheumatology and HIV care. Around 145,000 patients visit our Accident and Emergency Department each year. Our many leading roles include running the largest home kidney dialysis programme in the country, being the first to provide closed loop insulin pumps for patients with diabetes and in the first group of hospitals to provide the revolutionary CAR T cell therapy for blood cancers.



### Royal Manchester Children's Hospital

With 371 beds and 220,000 patient visits each year, we are the largest children's single site hospital in the UK. Treating children and young people from the North West, nationally and internationally, we offer a range of specialties including oncology, haematology, bone marrow transplant, burns, genetics, and orthopaedics, plus we have a dedicated paediatric emergency department.



### University Dental Hospital Manchester

The Dental Hospital was founded in 1883 to serve the dental side of the medical school by allowing staff and students to attend to patients unable to pay for private dental treatment. All these hospitals were intended for the poor, for it was not until the end of the 19th century that richer folk sought hospital treatment. It was opened in Grosvenor Street, All Saints Manchester. Since then the dental hospital and school have occupied several other buildings.

## Our Hospitals / Managed Clinical Services / MLCO / TLCO.



### Saint Mary's Hospital

We provide a wide range of world-class medical services for women, babies and children. Our services include Maternity Services, Gynaecology, the Manchester Centre for Genomic Medicine, Newborn Intensive Care and the Sexual Assault Referral Centre. As a regional centre of excellence, we're committed to providing the highest quality care to patients and their families.



### Manchester Royal Eye Hospital

Providing care to the City of Manchester for over 200 years and now based in a new Eye Hospital, we provide an extensive range of eye services for both adults and children. Our facilities include the Emergency Eye Department, Ophthalmic Imaging, Ultrasound Unit, Electrodiagnosis, Laser Unit, Optometry, Orthoptics, the state-of-the-art Manchester Eye Bank and Ocular Prosthetics. Our consultants are assisted by a superb after-care team that prides itself on the delivery of the very best in patient care.



### Wythenshawe Hospital

We are a major acute teaching hospital and a recognised centre of clinical excellence, for example, for burns, lung cancer and respiratory services. We offer a large portfolio of specialised commissioned services including cardiothoracic, transplant and vascular surgery and breast care screening. We host a number of nationally commissioned services including National Aspergillosis, Regional Burns, Adult Cystic Fibrosis and are one of only five sites in the UK to provide ECMO.

## Our Hospitals / Managed Clinical Services / MLCO / TLCO.



### Withington Community Hospital

Withington Community Hospital is a purpose-built modern building which provides specialist care to those patients requiring diagnostic treatment, day surgery and community services. It currently has approximately 350 full time staff and sees around 155,000 patients in clinics and departments every year.



### Trafford General Hospital

The birth place of the NHS in 1948, with a clear identity within the community, Trafford General Hospital now provides a range of district general hospital services serving a population of approximately 226,600 people residing in the surrounding area of Trafford, Altrincham and Greater Manchester.



### North Manchester General Hospital

Now part of the wider family of MFT hospitals creating a Single Hospital Services for Manchester. The hospital has a full accident and emergency department, which includes a separate paediatric/A&E unit. It also offers a full range of general and acute surgical services and is the base for the region's specialist infection disease unit. In recent years, the hospital has undergone extensive work to improve its size and layout. The hospital benefitted from a £35m investment in the Women and Children's department which now offers a level 2 neonatal unit, maternity, labour and children's wards.



### Altrincham Hospital

Altrincham Hospital is a purpose-built facility providing a high quality, modern, user-friendly environment for patients and staff and a range of general and specialist outpatient and diagnostic services.



## Our Hospitals / Managed Clinical Services / MLCO / TLCO.



### Clinical and Scientific Services

Clinical and Scientific Services (CSS) is a Managed Clinical Service (MCS) that provides an extensive range of services to the thousands of patients treated across our ten hospitals within MFT and the local community, as part of the LCO/TLCO. As an MCS, our Clinical and Scientific Services are made up of 5 divisions: Imaging, Pharmacy, Anaesthetics and Critical Care, Laboratory Medicine and Allied Health Professions. In order for us to provide effective services for all the areas, we employ around 4,500 clinical, administrative and managerial professionals. This is a diverse workforce that receives, on average 1,126,817 referrals per month and it costs us £330 million to run our services each year.

### Community Health Services



**Manchester Local  
Care Organisation**



**Trafford Local  
Care Organisation**

Manchester Local Care Organisation and Trafford Local Care Organisation are the public sector partnership organisations that provide NHS community healthcare services and adult social care services across Manchester and Trafford. MLCO and TLCO have a shared leadership function and almost 4,000 staff are now deployed to work with the local care organisations to provide day to day services ranging from district nursing to health visiting and adult social work to health prevention.

Alongside that, they play a vital role in improving health and wellbeing across the areas that we serve; working in new ways to provide more care close to people's homes in the community and to build on what's great in the neighbourhoods across Manchester and Trafford. MLCO and TLCO are pioneering organisations at the forefront of working in new ways in health and social care in England. Healthcare posts in the two organisations are hosted by Manchester University NHS Foundation Trust.

## Hive.

MFT is the one of the largest Foundation Trusts in the UK, so we need an integrated and innovative Electronic Patient Record (EPR) solution. As we strive to deliver a single hospital service across our Trust, we need to provide better continuity of care wherever patients are treated by bringing our varied systems together.

With this in mind, in September 2022 we introduced Hive, powered by Epic, the largest transformation and most complex programme MFT and Epic has ever embarked upon which will transform the quality of care and the experience for our patients and staff.

In simple terms, Hive is a major clinical transformation programme which will support delivery of the Clinical Services Strategy. It will have, at its heart, the Electronic Patient Record solution from Epic bringing all our patient information together in one place helping us work together across professions to improve services for patients and people who use our services. Hive means much more than the introduction of a new digital system. It means wide-spread change, and improvement, in every part and process in the organisation.

In summary, our vision for Hive is to transform the quality of care and the experience for our patients and staff by having the right information in the right place at the right time; first time, every time.

Follow us on Twitter at [@MFT\\_Hive](https://twitter.com/MFT_Hive) for all the latest updates!





## MFT Leadership Structure.

Following the creation of Manchester University NHS Foundation Trust, a new leadership structure was implemented, drawing on existing talent from the two previous Trusts and also attracting high calibre leaders to join us from across the UK. We now have:

- A Group Board of Directors which includes the Chairman, Non-Executive and Executive Directors.
- A Council of Governors.
- A Management Board (Group Management Board).
- A team of Hospital / Managed Clinical Services / Local Care Organisation Chief Executives.

MFT has a corporate governance structure in place to support the achievement of good performance against our key standards. The Trust Board of Directors is responsible for the oversight of MFT performance, which is underpinned by a number of Committees that provide scrutiny, risk management and seek assurance that standards are being achieved.

Operational groups are in place that focus on planned and emergency / urgent care delivery, the outcomes of which feed into organisational committees and the Board of Directors.

In addition, to support oversight of the wider group of Hospitals / Managed Clinical Services (MCS) / Local Care Organisation (LCO) post-merger, a new Single Operating Model was developed which describes how the Hospital Sites / MCS / LCO will function and interact with the Group Executive Directors.

This is underpinned by the Accountability Oversight Framework (AOF) which contributes to the overarching Board Governance Framework,

enabling the Trust's Board of Directors to fulfil its obligations and effectively run the organisation.

In summary, Manchester University NHS Foundation Trust incorporates:

- A workforce of over 28,000+ staff members across ten hospital sites
- A new matrix structure, with seven hospital sites underpinned by Managed Clinical Services
- A Group Board of Directors and Group CEO and a sub-Board infrastructure at Hospital / MCS / LCO site level.
- A Group corporate function, which will steer policies and performance expectations and hold hospital sites to account through the Accountability Oversight and Performance Framework.



## Enjoying Manchester.

There's a real air of expectation and excitement around Greater Manchester at the moment. The devolution deal negotiated in 2014 gave the region the chance to better meet the needs of the people that live and work in the area.

The region has already experienced success through its councils working together. Now it has additional powers and greater accountability through an elected mayor.

These powers relate to local transport, planning and jobs. Greater Manchester has a £300m fund for housing, enough for 15,000 homes over ten years, extra funding to get 50,000 people back into work and extra budget to support and develop local businesses.

Most important of all for the Trust and its people, Greater Manchester now controls £6 billion of public funding for health and social care. This means it can better respond to local people's needs, tapping into the experience and expertise of local NHS services to focus on preventing ill health and promoting healthy lifestyles.

For MFT, this gives us the chance to control our own destiny. We're proud to be working towards the harmonisation of health services in Manchester, with the ultimate goal of one hospital Trust for Manchester - we're excited about the opportunities this gives to our people.

### Manchester Living

Manchester offers the best of both worlds, a vibrant world city, two hours by train from London but with the breathtaking scenery of the Lake District, Peak District, Cheshire and North Wales all easily accessible. The city is well served by transport, with regular train connections across

the UK, and Manchester International Airport providing direct flights to all major European cities. It's easy to get around in the city due to its comprehensive bus, tram and local train network.

As far as setting up home in Greater Manchester goes, there are properties at a wide range of price points to rent or buy. From city to suburban to rural living, there's something for all tastes: amazing city penthouses, contemporary apartments, Victorian terraces, semi-detached houses and traditional family homes.

Each area of Manchester has its own distinct identity, offering a lifestyle to suit everyone and a host of different shops, restaurants and leisure activities to explore within a compact area.

The relocation of staff from the BBC and other leading media organisations to Media City cements the region's status as an affordable and attractive proposition for employment and home life alike.

It's also a great place to learn. With the world-class University of Manchester, Manchester Metropolitan University, and the Royal Northern College of Music, the city boasts Europe's largest urban higher education precinct. Equally, Greater Manchester is home to a variety of great schools and colleges.

Significant public and private sector investment over the last 20 years has transformed the city into one of the UK's most innovative and modern urban hubs. Despite this, Manchester remains proud of its central role in the industrial revolution and has fiercely protected its heritage and historic architecture.



## Enjoying Manchester.

Whether you are into music, the arts, shopping, food or sport, Manchester has the range of facilities and opportunities to suit your tastes.

The city is rich in music venues, large and small. It has two symphony orchestras, an internationally acclaimed opera house and the Manchester AO Arena, one of the largest and busiest indoor arenas in the world with some 21,000 seats. This and smaller venues such as Manchester Apollo and the Manchester Academy showcase a vibrant music scene.

The arts are also thriving in Manchester, with a number of galleries and theatres showcasing the best of traditional and contemporary culture. And, from high street chains to designer boutiques and vintage stores to the world-renowned shopping and leisure destination, The Trafford Centre, shopping is great here.

Manchester is proud to be home to a Michelin starred restaurant, along with over 1900 other eateries across the City region. Catering to all tastes you can find Vegetarian, Halal, Kosher, Vegan, and many more, providing a choice unrivalled throughout the North of England.

Sports fan will find plenty to keep themselves occupied. As well as big football clubs like Manchester United and Manchester City, our city also has an Olympic size swimming pool at the Manchester Aquatic Centre, and a velodrome, while Lancashire County Cricket club is close by. If you prefer taking part, there's the chance to experience just about every activity you can imagine, from rock climbing in the nearby Pennines and Peak District to the UK's longest - and the world's widest - real-snow indoor ski slope at the Chill Factor.



## Equality, Diversity and Inclusion.

In September 2019, our established Equality, Diversity and Inclusion Team launched Diversity Matters – MFT's Equality, Diversity and Inclusion Strategy 2019 – 2023. The strategy outlined the Trust's commitment to ensuring that inclusion is embedded into how the Trust operates and behaves. This is in line with the Trust's statutory duty to prepare and publish four yearly equality objectives.

The Strategy sets out our ambition to be the best place for patient quality and experience and the best place to work. It provides a framework for action focusing on three, interrelated aims which are:

- Improved patient access, safety and experience
- A representative and supported workforce
- Inclusive leadership

MFT aspires to be the best place for patient quality and experience and the best place to work.

We have three interrelated aims which are:

### Improved patient access, safety and experience

- The Trust will create a culture of care based on positive attitudes towards welcoming the diversity of patients, their families, carers and service users and meeting diverse needs. The Trust will be an organisation that continually improves by embedding inclusion principles and standards into every day practice and placing them at the heart of policy and planning.

### A representative and supported workforce

- The Trust will be an employer of choice that recruits and develops staff fairly, taking appropriate action whenever necessary, so that talented people choose to join, remain and develop within the Trust. Strong equality, diversity and inclusion at all levels will underpin consistently good patient care across all services.

### Inclusive leadership

- The Trust will be recognised as a vanguard for equality, diversity and inclusion creating organisational and system wide changes to improve equality outcomes for patients their families and carers, service users and staff.

We believe that the only way to consistently provide the highest possible level of care is through being truly inclusive, creating the right conditions for staff to flourish and for patients to receive the services that they need, in the way that they need them and in the right environment based on their individual needs.

We are proud of the progress we have made to date and recognise that there is more that needs to be done and that is where you come in.







## Removing the Barriers Programme.

The Trust's Workforce Race Equality Standard (WRES) found that representation of staff from Black, Asian and Minority Ethnic (BAME) backgrounds significantly decreases at Agenda for Change Bands 8a and above.

Our 'Removing the Barriers' Programme aims to increase the ethnic diversity of the Trust's senior leadership through positive action.

Three schemes in the 'Removing the Barriers' Programme (RtB) were launched in September 2020:

1. Diverse Recruitment Panels Scheme (DRPS)
2. Reciprocal Mentoring Scheme (RMS)
3. E3 Ring-Fenced Secondments Scheme (E3).

### Diverse Recruitment Panels Scheme

The Diverse Recruitment Panels Scheme supports on-going recruitment for all posts of bands 8a and above to have at least one Black, Asian or Minority Ethnic panel member at interview or assessment centre, and where this is not possible, to record justification.

### Reciprocal Mentoring Scheme

The Reciprocal Mentoring Scheme links a senior leader with a Removing the Barriers member to have regular 1 to 1 mentoring conversations. The sharing of lived experiences continues to have a positive impact on approaches taken by senior leaders. In return, the senior leaders share their wealth of knowledge and experience to support the Removing the Barriers members with their own career development.

### E3 Ring-Fenced Secondment Scheme

The E3 Ring-Fenced Secondment Scheme provides 'Removing the Barriers' Members with the opportunity to gain 'Experience, Exposure and Education' through the secondment opportunity.



## Our Staff Networks.

We're committed to the aims within our Diversity Matters Strategy and work in partnership with our colleagues to ensure that the Trust has a representative and supportive workforce. There are a number of Staff Networks that have been developed by our staff, including our BAME (Black, Asian and Minority Ethnic) Staff Network, our Diverse Abilities Staff Network, and our LGBTQ+ (Lesbian, Gay, Bisexual, Transgender & Queer) Staff Network. We've also formed Religion/Faith Networks too, such as the Muslim Staff Network and the Hindu Staff Network.

The aims of the networks are:

- To support staff from different equality groups
- To enable the Trust to gain a better understanding of issues faced by staff in the workplace
- To share experiences and provide mutual support

If you join our Trust, you'll have direct access to key contacts in these networks to support you.





## Supporting Members of The Armed Forces.



MFT is committed to embedding and upholding the principles of the Armed Forces Covenant. We're so committed to this that we've been awarded Gold Accreditation through the MoD Employer Recognition scheme, to ensure we stand out locally, regionally, nationally and internationally as an organisation that demonstrates exemplar support, care and unrivalled career opportunities towards the Armed Forces community.

The key principle of the Covenant is recognising those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families and ensuring all these groups face no disadvantage compared to other citizens in the provision of public and commercial service. The Covenant also applies special consideration where appropriate in some cases, especially for those who have given most such as, the injured and the bereaved.

As an organisation, we recognise the value serving personnel, Reservists, and Veterans can bring to NHS roles; hence our huge support of the Covenant.

As a signatory to the Covenant, we:

- Promote that we are a 'Forces Friendly' organisation.
- Commit to improving the health outcome of patients who are serving personnel, reservists and veterans and their families.
- Strive to support the employment of serving personnel, reservists and veterans and their families.
- Support our employees who are members of the Reserve Forces and Cadet Force Adult Volunteers, including by accommodating their training and deployment where possible.

You can find out more about our commitment to the armed forces community here, including information on how we support patients from the armed forces community and our commitment to the 'Getting it right first-time' programme:

<https://mft.nhs.uk/community/armed-forces-covenant/>.

To learn more about the Armed Forces Covenant and what it means for hospitals to be accredited, simply visit:

<https://www.gov.uk/government/collections/armed-forces-covenant-supporting-information>

Visit our dedicated landing page on our MFT [careers site](#) which is a one stop shop of information about how we support members of the armed forces.

## Employee Health and Wellbeing.

Our people are the most important asset in our organisation and as part of our MFT People Plan, one of its key principles is 'Caring For You As You Care For Others'.

We know that a healthy, happy, engaged & motivated workforce is linked to delivering exemplar patient care so it's in our best interest to ensure we support your health and wellbeing during your career with us. As such, our Employee Health and Wellbeing Service provides a full range of support to promote a safe and healthy working environment. Our philosophy is quite simply - work is good for both your physical and psychological health.

Our Employee Health and Wellbeing team take pride in the developing and delivering of high quality services. Our aim is to support all aspects of staff wellbeing, creating a positive wellbeing culture across MFT. We offer a wide a range of services to ensure you're well looked after which include:

- Employee Assistance Programme (EAP) – Available 365 days a year, 24 hours a day, our EAP offers access to confidential support & advice to help you cope with the demands of life and work. This Includes advice and support for emotional issues such as stress, anxiety and depression as well as practical concerns like financial concerns, addiction or family problems. The EAP online service provides advice and education on how to stay healthy and look after your own wellbeing.
- Physiotherapy Services – If you're in need of musculoskeletal physiotherapy advice or treatment, being part of MFT means you can self-refer and access appropriate services quickly, usually within a couple of days. After speaking to a physiotherapist you'll be provided with the right support for you, be it a self-help advice, virtual or face to face physiotherapy appointments.
- Infection Prevention – At MFT we want to ensure you're safe and protected at work, so we offer role specific immunisations and vaccinations programmes, including your annual flu vaccination.
- Health & Wellbeing programmes – We've developed a wide range of programmes to promote healthy lifestyle behaviours, these programmes offer advice and support for both physical and mental health issues.
- Support Networks – we have an ever growing network of Mental Health First Aiders and Health and Wellbeing Champions based across all areas of the Trust – help and support is never far away.
- Online Training – Everyone at MFT is encouraged to access our Health & Wellbeing training which is available on our internal Learning Management System - the perfect tool to help you look after your own health, along with your teams. Our training is for all staff, including if you're a manager of people and covers topics such as, wellbeing conversations, managing mental health and psychological wellbeing at work plus positive EHW leadership.

The great news is should you be successful in gaining a role with us here at MFT, as part of your online induction you'll get to see a dedicated film showcasing all that's available to you and highlighting how we're prioritising your health and wellbeing to enable you to provide great patient care, whether you're in a patient facing role or supporting the delivery of our hospitals and community services.

## Our Benefits.

We offer a unique and comprehensive NHS benefits package, including:

**Excellent NHS Pension package** – fully protected against inflation.

**Generous holidays** – starting at 27 days per year (plus bank holidays), increasing to 29 after five years' service and rising again to 33 after 10 years' service.

**Employee Health & Wellbeing** – we deliver a range of services including Fitness for Work support, rapid access physiotherapy, emotional resilience and wellbeing training and immunisation and vaccination programmes.

**Rewards & Benefits Hub** – a recently created staff platform which acts as a one stop shop for all things 'benefits' – from high street discounts, travel savings, cycle to work schemes to reduced rates on hotels and spa days.

**Staff Support** – our self-referral service is open to all staff and offers individual counselling and therapy for personal and work-related issues.

**Chaplaincy Services** – we provide spiritual, religious, and non-religious support for all staff, patients & visitors.

**Appraisals and Talent Conversations** – you'll have an annual appraisal to identify your personal development plan to enhance your career pathway.

**Staff Networks** – We're committed to the aims within our Diversity Matters Strategy and work in partnership with our colleagues to ensure that the Trust has a representative and supportive workforce. There are a number of Staff Networks that have been developed by our staff,

including our BAME (Black, Asian and Minority Ethnic) Staff Network, our Diverse Abilities Staff Network, and our LGBTQ+ (Lesbian, Gay, Bisexual, Transgender & Queer) Staff Network. We've also formed Religion/Faith Networks too, such as the Muslim Staff Network and the Hindu Staff Network.

**Salary Sacrifice Scheme** – We run a scheme which you can use part of your salary against a non-cash benefit which brings about savings for you– this can be used against set schemes we have in place for cars, bikes and accessories, car parking & day nursery.

**Interest Free Travel Loans/ Discounted Travel** – We offer interest free travel loans, enabling you to purchase an annual ticket for the Metrolink, Train, and Buses. You can also purchase a discounted weekly or monthly Stagecoach bus ticket.


**On site Nurseries at the Oxford Road & Wythenshawe sites** – you can pay for this facility through our salary sacrifice scheme. Our two nurseries include:

**Day Nursery** – First Steps Day Nursery is based on MFT's Oxford Road site for children aged 6 months to 5 years

**Kids Planet Day Nursery** – based on MFT's Wythenshawe site for children aged 6 weeks to 5 years

## Flexible Working.

MFT would like to develop a committed, flexible workforce that is able to adapt to the changing needs of the NHS. We aim to support employees who wish to work flexibly, to allow them to maintain a healthy work life balance and fair consideration will be given to any flexible working requests.



## DBS Costs (For Relevant Roles).

For roles that are subject to a DBS, our Trust policy requires that the cost of submitting & processing the successful applicant/s DBS application be recovered via salary deduction following commencement in role.

The amount of £22.90 (Basic and Standard disclosure) or £42.90 (Enhanced disclosure) which will be deducted from your salary in the first 3 months of employment.

It's important to be aware that if you wish to withdraw from a conditional offer of employment from us once a DBS application has commenced, you will be still liable for payment.



## Applying & Moving Through To The Selection Process.

Applying with us is simple and straightforward. Read on to get some top tips to consider before you press 'apply'.

Before applying, it's important to read the Job Description and Person Specification for the role you're interested in and decide if your qualifications, skills and experience are well suited to our requirements. After all, this is what we will be using to make an informed decision about those candidates we progress to the next stage.

- You'll then need to submit an online application. This should tell us about your education, key achievements and qualifications plus your relevant skills and experience (both work and non-work related if relevant).
- It's also an opportunity to tell us about why you wish to join the team/service/department you're applying for and what you hope to gain by joining us. Instead of just listing tasks you do or have done in a job, think carefully about communicating strong examples that really demonstrate to the hiring manager how closely your skills and experience match up with the key factors of the person specification.
- Remember, most person specifications have a series of 'essential criteria' so as a matter of course, hiring managers will look to determine who matches this closely, but also, even better if you meet the essential and some or all of the 'desirable criteria' too. That's what might help you stand apart from other applicants.
- More than anything, take time to think about your application and if you've applied before, don't just re-submit the same application for another role – each attempt should be well thought through and be tailored to the skills, experience and knowledge required for the role you're applying for.

If you're shortlisted for a role you apply for, you'll be contacted by our Recruitment Service Centre team via email, and they'll inform you about the selection process. This will vary according to the role you're applying for but typically this process could be carried out virtually via MS Teams so you'd need to ensure you have a device or access to a device that would allow you to use this. If you don't have MS Teams installed, please use click here to download it: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>. Alternatively, you may be asked to attend in person and come on site to one of our locations.





## Certificate of Sponsorship.

In the event you don't have existing right to work in the UK and the role you're applying for is eligible for the provision of a 'Health & Care Worker' visa, as an 'A' rated sponsor, MFT have a licence to issue you a Certificate of Sponsorship (CoS), should you be successfully appointed to the role you're applying for.

The Certificate of Sponsorship is the means for you to apply for a 'Health & Care Worker' visa. The maximum period the Trust will sponsor any applicant through this process is 5 years. Whilst the maximum period on a Health & Care visa is 10 years, Trust arrangements are an initial 3 years of sponsorship (if appointed to a permanent role) which can be topped up by an additional 2 years to provide the maximum period of 5 years.

In essence:

- The maximum period any worker can be employed in the UK on a 'Health & Care Worker' visa is 10 years (even if employed by multiple organisations during this period).
- In practical terms, at appointment stage, our Recruitment Service Centre will apply for a new Certificate of Sponsorship for 3 years for you (providing this period doesn't exceed the maximum of 10 years that you may have already held a CoS for in the UK).
- Then, if required, the CoS can be extended for a further 2 years to provide you with a maximum period of 5 years of sponsorship. Once you obtain 5 years of residence within the UK, you're then eligible to apply for 'Indefinite Leave to Remain' in the UK. You're encouraged to do this as soon as you reach this stage of your employment with us.

It's important to note that:

- There will be occasions whereby we appoint you to a role whilst already sponsored to live and work in the UK by another NHS Trust or Organisation. In such cases, our Recruitment Service Centre will request a new Certificate of Sponsorship as part of the recruitment process for you as the existing visa cannot be transferred from one organisation to another.
- If you're employed on a fixed term contract, there will be no conditions where your right to work in the UK will be extended beyond the original length of your existing fixed term contract of employment.
- For more information about your eligibility for a Health & Care Worker visa, click on the following below: <https://www.gov.uk/health-care-worker-visa>





## Closing Vacancies Early.

Just so you're aware, on occasions, we may decide to close a job vacancy earlier than the published closing date if we've received sufficient applications. Please bear this in mind and therefore aim to apply for the role as soon as you can to avoid missing out on the opportunity.

## Information around Spam/Junk Account.

In order to keep on track of your application, it's important to regularly review the email account (including junk/spam boxes) from which you have applied as we'll use this to contact you regarding your status.

## Special Requirements.

As an inclusive employer we're here to support you. If therefore you have any personal requirements that will enable you to participate in our recruitment process, simply contact a member of the Recruitment Service Centre team by emailing [resourcing@mft.nhs.uk](mailto:resourcing@mft.nhs.uk) at the earliest opportunity. This will help us to ensure that measures can be put in place to enable your application.

## Contact Us.

For any queries in relation to recruitment, simply email our team at [resourcing@mft.nhs.uk](mailto:resourcing@mft.nhs.uk) and we'll be happy to help you.

We're excited to hear from you! Wishing you the very best of luck with your application!

For further information, visit our website: [www.mft.nhs.uk](http://www.mft.nhs.uk)

