



# LEAD NURSE FOR TEMPORARY STAFFING DEPARTMENT

**INFORMATION FOR CANDIDATES** 



# **ABOUT THE TRUST**

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

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

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



## **OUR VISION AND VALUES**

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

## **Our Vision:**

"To provide excellent care for the communities we serve"

# Our Values:



# **OUR VISION**

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

# **OUR VALUES**

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.



## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

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

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

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

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

# Louise Barnett

Louise Barnett





# A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

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

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

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

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





## COLLEAGUE BENEFITS

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

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

#### **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

#### **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

# HEALTH AND WELLBEING

**GENERAL** 

# LEARNING AND DEVELOPMENT



# JOB DESCRIPTION

Job Title	Lead Nurse for Temporary Staffing
Band	Band 7
Directorate	People and OD team
Accountable to	Deputy Director of People Operations
DBS Required?	Yes

# **JOB OVERVIEW**

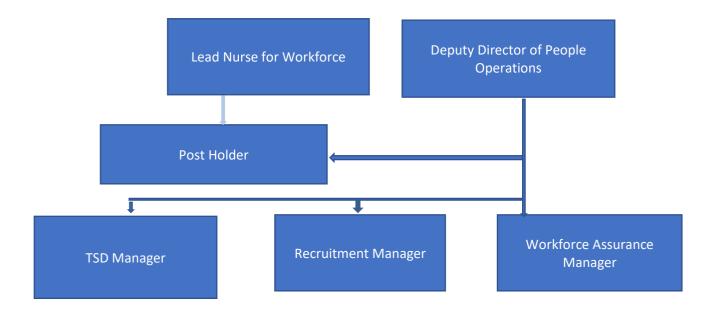
To act as Lead Nurse responsible for ensuring governance and quality standards are met in relation to the recruitment of Registered Nurses and nursing support staff and use of temporary (known as Nursing Bank) and Agency Registered Nurses and nursing support staff across the Trust.

To provide professional nursing expertise and advice to the Deputy Director of People Operations and team in relation to the recruitment of Registered Nurses and nursing support staff and the provision of temporary (Bank) and Agency nursing and nursing support staff.

To work closely with the Corporate Nursing Team, Heads of Nursing and Senior Nurses to ensure that effective systems and process for the use of temporary (Bank) and Agency Registered Nurses and nursing support staff are embedded into practice throughout the Trust.

To take overall responsibility for clinical quality and governance issues relating to the provision of temporary (Bank) and Agency Registered Nurses and nursing support staff working via the Trust's Temporary Staffing Department (TSD).

#### Organisational position



#### 2. Main Duties and Responsibilities

- 1. To support the Temporary Staffing Manager in the development and delivery of a clinically safe service that is customer focused, proactive, efficient, and responsive to the needs of the Trust.
- 2. To support the Temporary Staffing Manager in ensuring that systems, policies, and procedures are in place for the provision of Nursing Bank and Agency staff in all areas of the Trust and to be responsible for monitoring to ensure systems and processes are embedded into practice both within the TSD team and in all clinical areas.
- 3. To work with the Temporary Staffing Manager, Corporate Nursing Team, and Senior Nursing staff to develop strategies that promote a positive employment experience for those working via the Nursing Bank and for Agency workers.
- 4. To provide professional nursing advice and guidance in relation to the performance management of Nursing Bank staff, including appraisal, professional development, absence management and disciplinary and conduct issues.
- 5. To be responsible for developing and coordinating an annual appraisal and training plan process for Nursing Bank staff.
- 6. To be responsible for ensuring systems are in place for all Nursing Bank staff to receive appropriate statutory and mandatory training.
- 7. To be responsible for developing and implementing systems and processes for monitoring the clinical practice and standards of care provided by Nursing Bank staff and for ensuring that any issues of concern are handled efficiently and in a timely manner, including ensuring all performance management and disciplinary cases are progressed in accordance with Trust policy.
- 8. To be responsible for ensuring that a robust system for confirming professional registration for Registered Nurses working via the Nursing Bank is in place.
- 9. To develop positive relationships with nursing agencies so that high standards of service are consistently delivered.
- 10. To ensure that the Trust's values, standards, and expectations are shared with and understood by Bank and Agency nursing and nursing support staff.
- 11. To be responsible for monitoring the performance of nursing agencies to ensure quality and governance standards are met in relation to recruitment practices, professional registration, appraisal, statutory and mandatory training, professional development, and performance management of their workers.

- 12. To be responsible for ensuring that any issues of concern regarding agency workers are raised in a timely manner and handled appropriately by the employing agency, including NMC referrals where appropriate.
- 13. To work with the Deputy Director of People Operations and the Deputy Director of Nursing to develop quality performance measures for the Temporary Staffing function that supports effective management of Nursing Bank and Agency staff and aligns with Trust values.
- 14. To collate, interpret and present a range of management information relating to the use of Nursing Bank and Agency staff regularly and on an ad-hoc basis to the Head of Workforce Resources and Assurance, Corporate Nursing, and senior nurse management to support the effective use of the temporary nursing workforce.

#### Recruitment

- 1. To support the Recruitment Manager in the development and delivery of effective strategies and processes for the recruitment and retention of Registered Nurses and nursing support staff to both substantive roles and the Nursing Bank.
- 2. To act as the Lead Nurse responsible for developing nurse and nursing support staff recruitment initiatives locally, nationally, and internationally.
- 3. To work closely with the Recruitment Manager, the Corporate Nursing Team and nurse managers across the Trust to ensure that all nursing and nursing support staff are recruited in accordance with the Trust's values and that quality and governance standards are met.
- 4. To work with the Recruitment Manager, the Education and Training Team and Corporate Nursing Team to develop corporate and local induction programmes for nursing and nursing support staff.

#### **CLINICAL PRACTICE**

- 1. To act at all times in a professional manner that promotes a positive image of the Trust and upholds and promotes its core values and to act as a role model for others.
- 2. To be a visible presence clinically to enable good working relationships with bank, agency, and substantive staff.
- 3. To provide leadership to all staff that promotes a culture of positive and effective teamwork.
- 4. To practice in accordance with the NMC Code, other appropriate NMC guidelines, Trust policies, procedures, and guidelines.
- 5. To take responsibility for own continuous professional development and mandatory and statutory training, and disseminate learning and information gained to others in order to share good practice.

#### **COMPLIANCE AND GOVERNANCE**

- 1. Take an active role in risk assessment, supporting the implementation of strategies to minimise risks. Ensuring incidents and near misses are reported and managed as per Trust Policy/Procedure.
- 2. Where required, be accountable for the management of incidents and have responsibility for the processing of reports as per Trust Policy and Procedures.
- 3. Lead clinical incident reviews including the investigation of incidents. Draw up, and support others to draw up action plans to minimise and manage risks.
- 4. Participate in learning from incidents, including provision of feedback, reflection and action in practice.
- 5. Where required formulate the development of action plans which lead to systematic change through specialist advice or provision, seek additional support and advice as required. Have responsibility for the implementation of agreed actions to support and enable changes to practice or service delivery resulting from incidents, complaints and feedback, policy and procedural changes and or national guidance.

- 6. Ensure risk registers are maintained and provide assurance that any investigations have led to systematic changes, and these are actively monitored and sustained.
- 7. Lead reflective discussion and dissemination learning from incidents and concerns associated with specialist practice.
- 8. Work according to hospital policies, procedures, clinical guidelines and participate in the updating of these within the specialist field of practice.

#### LEADERSHIP, ORGANISATION, TEAM WORKING AND DECISION MAKING

- 1. Provide highly visible presence and demonstrate expert knowledge and high standards of clinical practice, provide advice and support when necessary to staff. Ensure you are accessible to staff and that they are aware of how to contact you when they require support.
- 2. Develop the role according to staff's changing needs, service requirements and research findings, national and local policy, and guidelines.
- 3. Work autonomously, organise own workload and manage own caseload and practice, identifying and maintaining supportive networks for self and others. Identify and articulate workload pressures to line manager and or capacity within case load accepting reallocated work when required to do so.
- 4. Promote team working and collaborative working practices to maintain a harmonious working environment. Ensure effective communication and liaison with all members of the multi-disciplinary team. Actively participate in case discussions and team meetings. Liaise with inter-hospital departments/personnel across organisational and professional boundaries.
- 5. Actively participate in, and when required lead service/departmental projects, audits, quality initiatives and statutory accreditation processes. This will include the setting, monitoring of clinical standards and care on a regular basis and contributing or undertaking the lead role in updating of protocols, guidelines, policy, and procedures. Undertake as required literature searches and reviews to support service development and when updating/developing Policy, Procedures and Guidelines.
- 6. Develop links and collaborative working relationships which enhance the interface between staff across organisational and professional boundaries.
- 7. Contribute to and where required lead on initiatives that are aimed at improving staff well-being and staff experience. Where appropriate suggest changes which are aimed to improve standards.
- 8. Contribute to, or where required lead on the development and or updating of information systems and utilise information systems to aid clinical audit and decision making, and provide information and annual activity analysis, statistical returns, and service reports.
- 9. Lead on or participate in staff experience initiatives, seeking innovative ways to seek patient experience and feedback in relation to service. Address any immediate concerns or complaints as they arise and escalate as required. Where required respond to concerns, complaints, or feedback within agreed timescales.
- 10. Attend and where required chair multi-disciplinary meetings and forums as a representative of the service. Ensure minutes and actions are recorded and cascaded to relevant stakeholders as required and agreed actions are undertaken according to timescales set.

#### **EDUCATION**

- 1. Act as an expert educational resource for staff and relevant external agencies by providing formal and informal education.
- 2. Lead on and support the development, updating and coordination and delivery of training programmes and seminars based upon agreed protocols, clinical guidelines, and standards. Utilise a range of media including teaching packages for staff. Ensure appropriate recording of activity to support reporting of service activity. Participate in a range of education and training programmes internally and externally to the Trust as required.
- 3. Contribute to fostering a learning culture that is stimulating, supportive and rewarding to staff.
- 4. Participate in education and practice development on a Trust wide basis and as required in a national and international level by attending, presenting at, and/or assisting with the co-ordination

of study days, seminars, forums and conferences. Undertake further training to support strategic witness requirements for expert practice, including legal, ethical and expert practitioner reviews/testimonials where this is a requirement of the role.

#### **RESEARCH AND TRIALS**

- 1. Utilise research findings, developing new ways of working to disseminate relevant information to
- 2. Where required assist with clinical trials and research to promote a progressive attitude to the continual improvement through research and evidence-based practice.
- 3. Be aware of research/trials being undertaken within the specialist field of practice and identify areas to be considered.

#### PERSONAL, PEOPLE AND SERVICE DEVELOPMENT AND IMPROVEMENT

- 1. Take responsibility for the care provided, communicate clearly, work cooperatively with others, share skills knowledge and experience with others in a manner which meets the requirements of organisational policies, procedures, and guidelines.
- 2. Establish and maintain robust communications process within and external to your team.
- 3. Attend team meetings at an appropriate frequency, reading or where required preparing minutes of these, participate in the exchange of ideas and contribute to the agenda.
- 4. Work cooperatively in partnership with others in planning, reviewing, and developing the service / ward, promoting the involvement of specialist staff. Work according to agreed work patterns and or rosters.
- 5. Contribute to job planning and service planning and the production of reports associated with service and role. Produce reports and information as required in an agreed format for internal and external communications to support reporting and regulatory requirements of quality service provision.
- 6. Take, participate in and contribute to innovation, service redesign or review where required, ensure these are linked to organisational priorities and support improved patient clinical and experience outcomes.
- 7. Support the development of and be responsible for the implementation of new ways of working, updating nursing practice and standards.
- 8. Seek opportunities for personal and team development.

#### **POLITICAL AND STRATEGIC AWARENESS**

- 1. Develop and maintain a working knowledge of local, national, and professional strategy and policy. Ensure organisational goals are reflected in personal objectives and reflected in service development plans.
- 2. Contribute to and where required lead on policy and strategy development at departmental and organisational level.

#### **PROFESSIONAL RESPONSIBILITIES**

- 1. Be fully conversant and wholly accountable for his/her practice, act and uphold the professional standards detailed within the Nursing and Midwifery Council Code of Professional Standards of Practice and Behaviour for nurses and midwives and associated national guidelines and abide by their guidance.
- 2. Take responsibility and maintain professional records for personal and professional updating (portfolio of practice), taking an active involvement in their own professional development discussions and personal development plan. Ensure that their own professional competency document/portfolio containing attainment of skills and practices is regularly updated to support revalidation.

- 3. Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
- 4. Take personal responsibility for attendance at mandatory/ statutory training and updating as per Trust statutory and mandatory training requirements and inform your manager if there is any deviance from training attendance at mandated intervals.
- 5. Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team.
- 6. Provide and accept constructive feedback and use this to reflect on your own practice.
- 7. Recognise signs of stress in self and the emotional impact of care in self and others and take appropriate action. Be proactive in the recognition and management where this may manifest on personal performance and take steps to address this where required.
- 8. Adhere to all Trust policies ensuring a high standard of personal and professional behaviour is always maintained whilst acting as an ambassador for the trust and a role model to others. Where required wear a uniform according to the Trust Dress Code.
- 9. Utilise opportunities to support ongoing professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums
- 10. The post holder will always act as a positive professional role model in promoting the personal growth of self, peers, and junior colleagues. Act with personal and professional integrity within professional, ethical, and legal frameworks and process to maintain and improve standards of care and practice
- 11. The post holder may be deployed / expected to work in any part of the organisation should the need arise to ensure patient safety is maintained. The post holders will be expected to undertake direct clinical care on in-patient wards where this is a requirement of the organisation

#### **Physical Skills / Effort**

- 1. Computer literate with standard IT / keyboard skills.
- 2. Ability to travel regularly between all Trust sites / premises associated with the Trust and across the UK to attend meetings associated with the role as a Trust representative.



## 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> <li>NMC Registration Nurse NMC Registration Midwife</li> </ul>	Teaching qualification
Degree level education	
<ul> <li>Evidence of continuous professional practice</li> </ul>	
Mentorship course	

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul> <li>Significant years post registration experience</li> <li>Experience of working autonomously</li> <li>Proven leadership skills</li> <li>Experience of delivering change management both personally and as a facilitator</li> <li>Understanding governance and quality issues involved in the use of Temporary staff.</li> </ul>	

# **SKILLS**

ESSENTIAL	DESIRABLE
<ul> <li>Excellent written and verbal skills.</li> <li>Ability to communicate with senior staff within the profession, and other</li> </ul>	
<ul> <li>professions, patients/carers</li> <li>Positive and enthusiastic positive role model</li> </ul>	
<ul> <li>Courteous and polite</li> <li>Ability to communicate empathetically with all disciplines</li> </ul>	
Competent in the use of IT	

# **OTHER**

ESSENTIAL	DESIRABLE
<ul> <li>Flexible approach to work, including some unsocial hours</li> <li>Ability to work across Trust sites</li> </ul>	

# **GENERAL CONDITIONS**

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

# **HEALTH & SAFETY**

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

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and

 not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information To ensure that information is only shared with the appropriate
  people in appropriate circumstances, care must be taken to check the recipient has a legal
  basis for access to the information before releasing it. Upon leaving the Trust's
  employment and at any time thereafter you must not take advantage of or disclose
  confidential information that you learnt in the course of your employment, to protect
  yourself and the Trust from any possible legal action.
- Information Quality and Records Management You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

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

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

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

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

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

### SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# **CONTINUOUS IMPROVEMENT**

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

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

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

# EQUAL OPPORTUNITIES AND DIVERSITY

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

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

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

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

## NO SMOKING POLICY

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

## **MISCELLANEOUS**

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













EMPLOYER RECOGNITION SCHEME













Telephone: 01743 261000 Telephone: 01952 641222

Minicom: 01743 261213 Minicom: 01952 641222 Ext: 4995

Address: Address:

The Royal Shrewsbury Hospital The Princess Royal Hospital

Mytton Oak Road Apley Castle
Shrewsbury Telford

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