



MATRON – NEONATAL SERVICES

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

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

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

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

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

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

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



OUR VISION AND VALUES

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

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

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

OUR VALUES

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

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

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

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

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

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

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

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

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

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

| | |
|----------------|--|
| Job Title | Matron – Neonatal Services |
| Band | 8A |
| Directorate | Women and Children's Division |
| Accountable to | Divisional Director of Nursing – Women and Children's Services |
| DBS Required? | Yes |

JOB OVERVIEW

Providing senior professional nurse leadership, the postholder is accountable for the neonates and their families' experience and the delivery of high-quality services within the neonatal unit, outreach team and outpatient care within the Women and Children's Division. The Matron will ensure the efficient and effective management of all resources in order to deliver safe and effective neonatal care in an environment of continuous improvement.

The postholder is responsible for ensuring the achievement of operational and strategic objectives within their area of responsibility, to include particular emphasis on the quality of care, the neonatal and family experience, infection control, the care environment, neonatal nutrition, parent/carer and public involvement, clinical service improvement and health education promotion.

The post holder will work with the other matrons, centre managers, Divisions and other key partners as required to deliver the Division and the Trust's overall strategic objectives, ensuring that the patient experience is a key priority.

The post holder is expected to assess and deliver direct patient care in order to maintain professional competence, authority, and credibility.

Main duties and responsibilities

Leadership

- To provide professional nurse leadership and leadership to clinical and non-clinical staff to ensure the delivery of safe, high quality effective and compassionate neonatal services within the area of responsibility.
- To demonstrate through personal behaviours, the core values of the Trust.
- To act as an expert resource, providing advice on nursing issues in relation to clinical interventions, policies and protocols, service delivery and service development.
- To drive transformational change and innovation, in the development of modern, evidence-based nursing practice and models of care in line with the Division's and Trusts' long-term strategies.
- To take a lead in developing the role of the nurses/midwives throughout areas of responsibility.
- To ensure that appropriate resources are in place to support the delivery of high-quality services within areas of responsibility.
- To ensure a regular physical presence in all areas of responsibility in order to provide appropriate leadership and management of the areas.

Service Delivery

- To ensure the effective management of services within areas of responsibility in accordance with all aspects of the Operational Delivery Plan, and performance targets.
- To take overall responsibility for the efficient and effective management of all available resources (physical and staff resources) within areas of responsibility.
- To ensure that appropriate systems, work processes and protocols are in place to enable delivery of high quality, safe neonatal care in line with the contemporary evidence-based practice and within available resources.
- To support the neonatal and divisional workflow, working closely with colleagues across the Trust to ensure optimum use of all available resources.
- To ensure that effective medicines management processes are established and in particular the statutory compliance with controlled drugs standards is met.
- To maintain and develop systems for the accurate and timely recording and monitoring of all neonatal activity.
- To analyse and interpret a range of complex information in order to understand the clinical and financial performance within the areas of responsibility and to prepare and present options for improvement.

Quality and Service Improvement

- To provide professional nurse leadership and be responsible for the clinical effectiveness of the nursing function through the development of evidence-based practice.
- To be responsible for ensuring high standards of cleanliness in clinical areas of responsibility, working closely with the Infection Prevention and Control Team and key clinical colleagues.
- To be responsible for implementing strategies to eliminate, as far as possible, hospital acquired infections.
- To play a lead role in ensuring high standards of neonatal nutrition.
- To lead on the development and implementation of health education and promotion strategies.
- To develop and implement protocols and policies to support delivery of high-quality patient care.
- To establish clinical performance and quality standards and to ensure that systems are in place to undertake timely audits, in line with trust standards. To report the audit outcomes through agreed governance routes, and to take appropriate remedial action when performance and quality standards

are below the expected levels.

- To drive process and service quality improvement and innovation for the benefit of patients and the general public in partnership with parents and carers, an established PACE Panel and partners such as the Maternity and Neonatal Voice Partnership (MNVP), clinical and non-clinical colleagues, service users and other interested parties.
- To promote and disseminate relevant research findings to support current clinical practice and to facilitate continuous improvement.
- To take the lead role in the design and implementation of effective neonatal care pathways and models of care to ensure safe and effective services and optimum use of all available resources.
- To promote multi-disciplinary working that focusses on a positive patient experience throughout the care pathway, as well as ensuring best use of all resources.
- To contribute to Trust-wide quality improvement initiatives.
- In conjunction with relevant Trust managers, to develop links with GP's, social care partners, voluntary groups, patient representatives, and other care providers, in order to design and implement contemporary service models and care pathways to promote good working relations and effective communication across the local health and social care economy.
- To ensure patient complaints and concerns and any untoward incidents are promptly dealt with in accordance with the trust procedures, ensuring that appropriate remedial action is taken, and issues and outcomes are shared with the workforce to promote learning.
- To ensure active participation with teams in surveys, audit, and research, in support of service improvement.

Workforce

- To be responsible for the day-to-day management of all non-medical, clinical and non-clinical staff, including Advanced Neonatal Nurse Practitioners (ANNP's) on Tier 1 and Tier 2 of the medical rota, including recruitment, induction, appraisal, disciplinary, grievance, sickness management, and regular 1 to 1 meetings.
- To ensure all staff have clear roles, objectives, responsibilities, and development plans.
- To ensure appropriate deployment of all staff to deliver safe and effective patient care within the resources available.
- To ensure the effective performance of all staff within area of responsibility, including ensuring robust systems for regular appraisals.
- To ensure that all staff are managed effectively within the HR policy framework.
- To promote a culture of learning and continuous improvement, ensuring sufficient capacity and capability of individuals to enable them to deliver high quality care and contribute to service transformation.
- To facilitate opportunities for education, development, teaching and supervision of nursing and other staff and students.
- To ensure effective working relationships with the medical workforce.
- To establish and operate effective systems for staff involvement, engagement, and communication within area of responsibility and to support wider communications within the Division and the Trust.
- To ensure effective strategies are in place to enhance the experience and satisfaction of the workforce.
- To communicate complex and sometimes contentious information in a manner that is understandable and likely to achieve engagement.
- To ensure compliance with Health and Safety legislation, policies, and procedures within the centre.

Governance & Risk

- To ensure good governance practices are embedded within the area of responsibility.
- Working closely with senior medical staff, to put in place and manage effective systems and operational and professional protocols to ensure patient safety and compliance with health service legislation, other statutory requirements, and NHS policy, and ensuring that these systems and

protocols are adhered to.

- To ensure that effective systems are in place to assess, report, monitor and manage clinical and non-clinical risk.
- To appropriately escalate actual and potential risks and ensure that remedial action is taken promptly where unacceptable risks are identified.
- To manage health and safety risks within the working environment.

Financial Responsibilities

- To have delegated responsibility for the budget within the area of responsibility, and to support departmental managers to ensure that services are delivered within agreed financial plans and budgets, including any agreed cost efficiency improvements.
- To ensure that the Division's assets and resources are used efficiently and economically.
- To participate in the development of quality improvement and efficiency improvement initiatives and plans within area of responsibility.
- To contribute to the budget setting process.
- To ensure that corrective action is taken in a timely manner where it becomes apparent that progress against plan is not as expected.
- To ensure compliance with the Trusts Standing Orders and Standing Financial Instructions.

Business Planning

- To contribute to the formulation and implementation of the Women and Children's Division Business Plan, ensuring that account is taken of the professional, national, and local standards, evidence based practice, capacity and capability issues and the views of all stakeholders in the process.
- To support the development of workforce transformation strategies and plans that reflects the changing needs of the service. To support the development of new roles that reflects modern healthcare delivery.
- To contribute to the development of robust business cases in order to deliver short and long-term business strategies.

Representing the Women and Children's Division and the Trust

- To foster good working relationships with colleagues within the Division and Trust.
- To foster effective working relationships with the ICS, Primary Care, voluntary and external agencies and commissioners of services and patient representatives.
- To represent the care group within the trust and externally as required.
- To work with other trusts and external networks/boards to identify, share and implement areas of good practice.

Special Projects

- To undertake projects as required and directed.
- Support other areas of the Trust in delivering projects as required.

On Call

- To participate in the Women & Children's Services Division Senior Management On-call Rota.

Range of Authority

The post holder is responsible for the day-to-day management of services as outlined on the organisational chart.

The post holder will make a significant contribution to all major decisions affecting the wards and departments within the area of responsibility such as patient safety, service quality, people management, contracting, budgetary management, business planning and risk management. The post

holder is guided by corporate and national policies but in most situations will need to establish the way these should be interpreted. The post holder will also be required to analyse and compare a range of complex and conflicting information to support the decision-making process.

Examples of areas in which the post holder is expected to act autonomously or with only occasional reference to their line manager prior to action to include;

- Prioritising the use of all resources within the area of responsibility.
- Recommend action regarding staffing levels and skill mix within budgeted establishment.
- Staffing issues and performance of staff in accordance with Trust policy.
- Development and establishment of clinical standards, policies and protocols within the area of responsibility.

Examples of issues that the post holder is required to discuss with their line manager prior to action include;

- Changes to staffing levels or skill mix that impact significantly on quality of patient care or exceed budgeted establishment.
- Termination of employee contracts.
- Significant changes to service delivery
- Development of standards, policies and protocols impacting on other areas of the Trust or staff groups outside of the remit of responsibility.

Equipment and Systems

- To ensure that all clinical and non-clinical equipment is fit for use, maintained, and used appropriately and efficiently.
- To recommend the purchase of equipment that is cost effective and will enhance efficiency and the patient experience.
- To be competent in the use of a range of clinical equipment.
- To be competent with the use off a range of electronic information systems and tools.

Physical, Mental and Emotional Demands of the Post

- To analyse and interpret a range of complex information in order to understand clinical and financial performance of the area of responsibility and to prepare and present options for improvement.
- To undertake presentations to groups and senior managers as required.
- To handle emotive and challenging situations relating to patients, service users and staff, using influential negotiating and motivational skills to achieve desired outcomes.
- To deal with a wide range of complex patient complaints and staff problems.
- To cope with frequent interruptions whilst in periods of concentration.

Working Conditions

- To occasionally undertake patient care
- To maintain a strong presence within the patient environment
- To work in normal office conditions, including regular VDU work
- To travel regularly between all Trust sites



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"> Registered Nurse / Registered Sick Children's Nurse / Registered Midwife Evidence of Master's Level education or equivalent professional qualification or experience. Evidence of management development Evidence of a commitment to continuous professional development. Evidence of completion of Neonatal Intensive Course (405) Neonatal Intensive Care Module at Level 6 or Level 7 | <ul style="list-style-type: none"> Leadership qualification / training |

EXPERIENCE AND KNOWLEDGE

| ESSENTIAL | DESIRABLE |
|---|-----------|
| <ul style="list-style-type: none"> Evidence of significant post registration senior nursing experience in a relevant speciality. Evidence of successful management of clinical services in the acute sector Evidence of effective design and management of patient flows and pathways. Experience of leading and implementing service improvements including complex change management programmes. Evidence of successful management of a budget Experience of managing clinical and non-clinical risk Evidence of effective management of a complex and diverse workforce. Track record of achieving service targets | |

SKILLS

| ESSENTIAL | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> • Specialist knowledge, skills and experience in medicine specialities • Ability to manage a range of staff groups/professions to deliver objectives and targets. • Ability to manage a budget. • Ability to manage complex change projects. • Ability to analyse complex and sometimes conflicting information in order to resolve issues. • Knowledge of quality improvement tools and methodology • Comprehensive knowledge current professional practice and health policy requirements • Strong decision-making skills | |

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.





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[Getting to The Royal Shrewsbury Hospital](#)

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