



MEDICAL ENGINEERING APPRENTICE

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 | Medical Engineering Apprentice |
| Band | Apprenticeship |
| Directorate | Director of Corporate Services |
| Accountable to | MES Manager |
| DBS Required? | None |

JOB PURPOSE

To gain a Healthcare Science Practitioner (Clinical Engineering) Degree, BSc(Hons) during 3 year apprenticeship programme

The candidate will gain experience and gain competence in:-

The scheduled servicing, repair and calibration of a diverse range of medical and life support equipment within a hospital environment.

To be in a position to be offered a full time substantive position the successful applicant will need to have completed their qualification in full and demonstrated competence in the following job description.

DIMENSIONS

The post is accountable to the MES Manager

Directed by more senior technicians, the post holder undertakes routine maintenance of medical devices both electronic and mechanical.

Support is provided to device users for approximately 34000 assets owned by Shrewsbury and Telford Hospital NHS Trust and other healthcare organisations.

ORGANISATIONAL CHART



MAIN TASKS/DUTIES AND AREAS OF RESPONSIBILITY

- The apprentice will be based predominantly at The Royal Shrewsbury Hospital or Princess Royal Hospital but may be deployed with other Engineers to other sites within Shropshire community depending upon service demands and as part of a full training and development package.
- The technician will gain a Healthcare Science Practitioner (Clinical Engineering) Degree, BSc (Hons) by attending University of the West of England, Bristol. The programme is distance learning with attendance at university for a period of one week, three times per year.
- The apprentice will be required to carry out the following tasks under the direct supervision of a Medical Engineering Technician and in accordance with the MES Quality management System:

Aid in the service and calibration at pre-determined intervals, equipment identified by the MES Planned and Preventative Maintenance schedules in accordance with departmental procedures.

Aid in the assembly, configuration and programming of medical equipment as necessary

Aid in identifying correct spare part & supplier as required by departmental throughput and ensure that parts supplied are correct

Aid in the diagnosis of equipment or system defects to component or modular level as necessary, and then effect appropriate cost effective repairs. Initial diagnosis may be required where the device is still connected to a patient.

Identify correct spare part & supplier as required by departmental throughput; raise an official order in accordance with Trust Standing Financial Instructions; ensure parts are correct; fit parts, complete repair and test device before returning to service.

Input and feedback specific work and asset related data onto MES computerised record management system and database.

Continually monitor personal and departmental activity to ensure the health and safety of the individual, team colleagues and patients are not compromised.

Ensure safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of personal responsibilities as listed in the Infection Control Operational Policy.

COMMUNICATION AND WORKING RELATIONSHIPS

- Communicate engineering information to more senior Medical Engineering Technicians within the department.
- Under direct supervision, liaise with manufacturers and suppliers to ensure correct spare parts and technical information is provided to equipment users.
- Under direct supervision, liaise with maintenance contractors to ensure equipment downtime is minimised.
- Attend training events and sessions as agreed through the Trust's personal review process to ensure professional development is continually maintained.

GENERAL

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to The Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

Additional Information

[Apprenticeship funding rules 2023 to 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

2024-25 rate payable from 1st April 2024:

£6.40/hour (£12,480 approx. p.a. - 37.5hrs/wk.)

Under 19 yrs. OR Apprentice any age in Year 1 of an apprenticeship.

Year 2 increase dependent on age:

- Under 18 = £6.40/hr (£12,480 p.a. approx. - 37.5hrs/wk.)
- 18 - 20 yrs. = £8.60/hr (£16,770 p.a. approx. - 37.5hrs/wk.)
- 21 + yrs. = £11.44/hr (£22,308 p.a. approx. - 37.5hrs/wk.)



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"> • 3 GCSEs grade A* - C (9 - 4) or equivalent in English, Maths and a Science subject • 2 A Levels in Chemistry or Biology and one other Science subject or BTEC Level 3 equivalent | <ul style="list-style-type: none"> • 5 GCSEs grade A*- C (9 - 4) or equivalent including Maths, English and a science • Additional AS/ A levels grade A-E in Maths or relevant subject |

EXPERIENCE AND KNOWLEDGE

| ESSENTIAL | DESIRABLE |
|--|--|
| <ul style="list-style-type: none"> • Good written and verbal communication skills. • Competent in the use of Microsoft Office • Able to work on own initiative as well as part of a team • Ability to liaise with others at all levels • High level of accuracy and attention to detail | <ul style="list-style-type: none"> • Evidence of practical knowledge and competences demonstrated through hobbies and interests or actual work place experience, (could be through Work Experience while in School / College) • Some basic knowledge of electronic engineering principles and practical applications • Some basic understanding and appreciation of electronic/mechanical engineering principles. |

SKILLS

| ESSENTIAL | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> • Manual dexterity with a range of workshop tools to ensure defects can be repaired • Computer / keyboard skills to enable devices to be programmed or records to be kept using a range of available software (Microsoft, device manufacturer specific) | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Ability to Package equipment for return to base repairs and unpacking new equipment as part of commissioning • Ability to undertake occasional lifting of heavy equipment using appropriate health and safety control measures, to assist MES maintenance team members | |
|---|--|

OTHER

| ESSENTIAL | DESIRABLE |
|---|-----------|
| <ul style="list-style-type: none"> • Competence and confidence to work under clinical staff supervision at patient bedside • Ability to concentrate in a busy workshop environment, but respond to customer requests for urgent technical support to enable patient treatment / diagnosis to continue • Requirement to work on contaminated equipment within Infection Prevention and Control guidelines • Demonstrate an awareness of electrical hazards and appropriate control measures associated with day to day care of equipment. • Willingness to develop new skills and undertake apprenticeship training programme including week block training in Bristol x 3 per year. • Willingness to travel to meet the requirements of the post, with support and paid travel expenses in line with Trust policy | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Can be any age post full-time education (16+) • Cannot already be on an Apprenticeship or any Government funded training, • Cannot have a qualification at the same or higher level in the same vocational area. There needs to be significant new learning. • Has been a UK resident for 3 or more years. <p>OR</p> <ul style="list-style-type: none"> • Meets the eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked funding document: <p>Apprenticeship funding rules 2023 to 2024 (publishing.service.gov.uk)</p> | |
|---|--|

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

SILVER AWARD

Proudly supporting those who serve.



Proud to have signed
The Pregnancy
Loss Pledge



The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital