

Job Description

SECTION 1

JOB DETAILS

Job Title: Corporate Manual Handling Training Assistant – patient and inanimate load handling.

Contract Type Permanent

Contract Hours 37.5

Division/Directorate: Workforce & Organisational Development

Department/Ward: Health, Safety & Fire Team

Responsible to: Manual Handling Trainer **Accountable to:**
Manual handling Advisor

Base: Glanrhyd Hospital

Band: 3

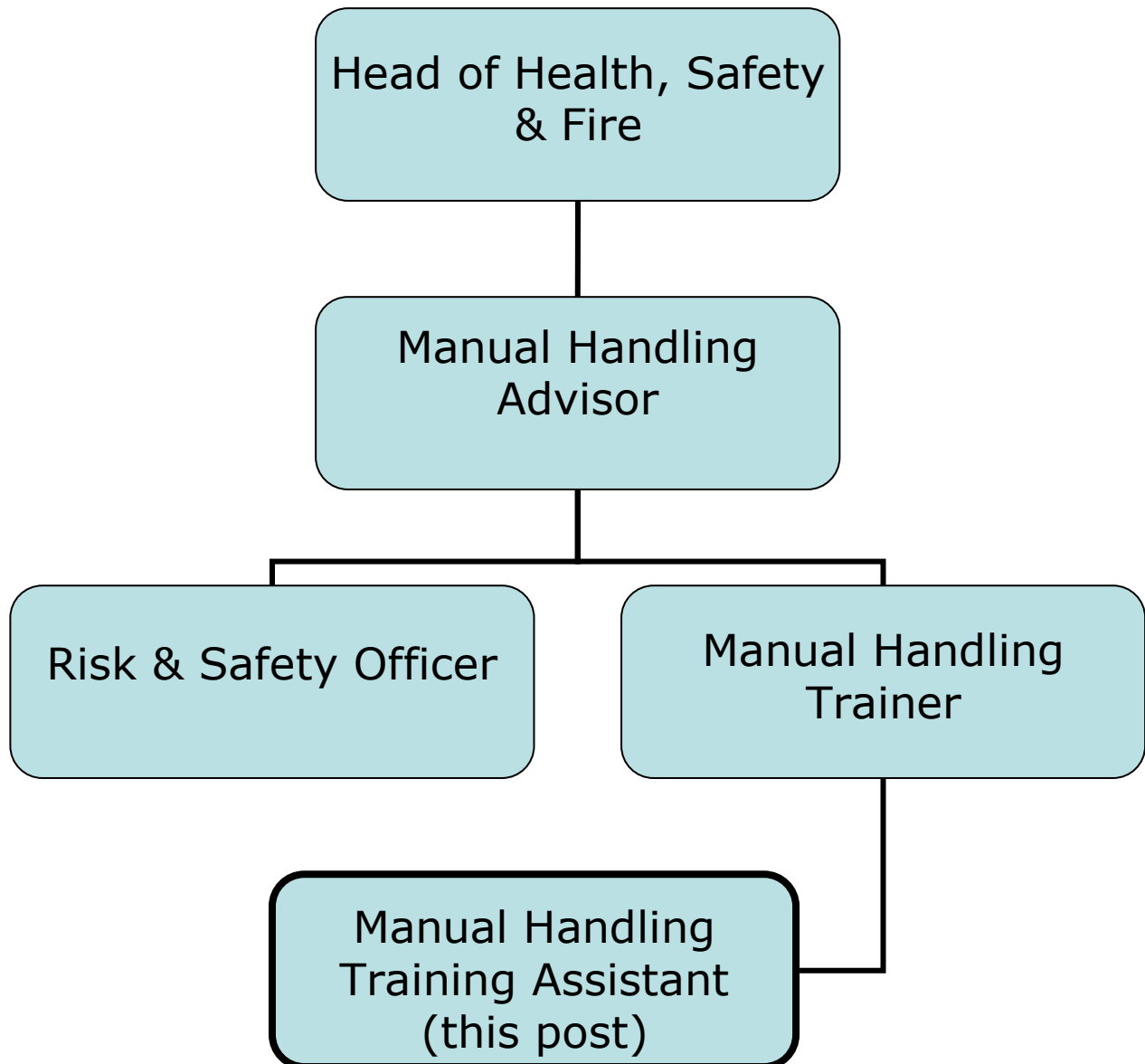
Main Purpose of the Job:

To assist with the delivery of corporate patient and inanimate load handling training courses and updates for staff from across the University Health Board to ensure that the UHB complies with legislative requirements to train and assess the competence of staff to reduce risks associated with moving and handling activities.

Principal Duties:

- To report to, and assist the Manual Handling Trainer to deliver patient handling training through demonstration of techniques and the use of patient handling equipment during practical training sessions.
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- To assess the competence of staff during training and if required in the workplace e.g. on commencement of employment if previously trained.
 - To liaise with, and feedback to the Manual Handling Trainer on trainees' performance during patient handling training to ensure accurate training records are maintained, and any issues arising in the training room are satisfactorily resolved.
 - To deliver inanimate load handling training sessions using lessons plans provided, maintaining accurate training documentation e.g. attendance sheets, training logs, evaluation reports etc.
 - To develop own knowledge and skills ensuring competence is maintained along with the physical capability to undertake the role.
 - To work within their own level of competence, reporting to, and if necessary seeking advice from the Manual Handling Trainer. □ To work closely with all members of the Health, Safety & Fire Team, but specifically with the Manual Handling Trainer, Risk & Safety Officer and Risk Support Officer in respect of manual handling training.
 - To be able to travel to other University Health Board sites in a timely manner to undertake duties, and also provide office cover at Tonteg when required.

Organisation Chart



SECTION 2

1. Communications and Relationships skills

Verbal, listening and written communication skills are essential elements of this role in order to describe techniques to trainees during training and explain their application in practice. Conveying booking processes to managers and staff when queries about accessing training are received.

Effective verbal and written communication when delivering inanimate load handling training and providing feedback to trainees on their performance is key.

Tact and diplomacy will be required when dealing with situations in the training room whereby a trainee might have health issues, or has significant competence issues. Dealing sensitively with staff who have not achieved the required level of competence.

Feedback to the Manual Handling Trainer on trainees' performance is also required for the maintenance of accurate records of training including training logs.

Trainees may be from all levels and all discipline of staff in the University Health Board.

2. Knowledge, Training and Experience

- Must have attended a relevant post-basic training course e.g. Workplace Assessor Course.
- Be able to assist the Manual Handling Trainer (MHT) to demonstrate patient handling techniques and use of equipment in the training room.
- Be able to assess the competence of trainees in the training room and the workplace.
- Be able to deliver and evaluate an inanimate load handling training session.
- Be able to identify laws impacting on health and safety and manual handling, and understand the importance of risk assessments.
- Be able to demonstrate good presentation, verbal and written communication skills.
- Have experience of working and using patient handling techniques and equipment in a healthcare setting.
- Be able to produce a manual handling assessment.

- Demonstrate a practical problem-solving approach to manual handling issues.
- Must be physically capable of demonstrating practical manual and patient handling skills on a daily basis.
- Promote patient independence, minimal lifting/safer handling approaches, use of equipment and ergonomic / environmental changes, as required, to minimise risks to staff and patients.
- Should be an effective team member.
- Demonstrate evidence of annual update or competence assessment within the role.

3. Analytical and Judgmental Skills

The post holder will be required to: -

- Plan and deliver inanimate load handling training to meet the requirements of the lesson plan and evaluate each session.
- Analyse problems or issues raised whilst observing trainees. The post holder will need to decide on an appropriate course of action, if necessary, liaising with the Manual Handling Trainer.
- Formally assess the theoretical and practical competence of patient and inanimate load handling staff from all disciplines within the University Health Board. Reporting the outcome of such assessments to the individual and their line manager.

4. Planning and Organisational Skills

The post holder will be required to: -

- Contribute to the development of lesson plans for inanimate load handling training courses. This will be done in conjunction with the Manual Handling Trainer and Risk & Safety Officer.
- Liaise with the Risk Support Officer in the administration of training such as booking rooms, advertising course dates, providing course information to nominees, maintaining training database by recording training provided and results of any workplace competence assessments undertaken.
- Ensure all resources are available for the delivery of patient and inanimate load handling training sessions including attendance sheet, training documentation, equipment etc.
- Report training attendance compliance to the Manual Handling Trainer and follow-up any non-attendance at training with the appropriate manager.
- Maintain accurate training records including attendance, the competence or non-competence of trainees for all required techniques, and a training

log detailing any issues or deviation from the lesson plan.

5. Physical Skills

The post holder will be required to: -

- Assist the Manual Handling Trainer to deliver patient handling training for up to 12 trainees. The post holder will only be required to demonstrate practical techniques and observe and assess the competence of trainees, they will **not** be responsible for delivering patient handling training sessions.
- Deliver inanimate load handling training for up to 8 trainees without assistance.
- Be competent and physically capable of demonstrating / undertaking all patient and inanimate load handling techniques/manoeuvres as indicated in the Core Skills for Health Framework, the Revised Manual Handling Passport Scheme, and/or included in the UHB's Patient Handling Techniques Manual.
- Be competent and physically capable of using the full range of patient handling equipment provided for use in the organisation.
- Be competent in undertaking techniques and/or using equipment provided for use in the organisation that is in addition to those indicated in the Core Skills for Health Framework or the Revised Manual Handling Passport Scheme e.g. Emergency Lifting Cushions and Scoop Stretchers etc.
- Stand for prolonged periods of time when delivering training, observing trainees and assessing the competence of staff.
- Be able to travel between UHB sites in a timely manner if and when required to undertake workplace assessments or demonstrate the use of patient handling equipment in the workplace.

6. Patient/Client Care Responsibilities

Although the post holder will not have regular patient care responsibilities, there may be an occasional requirement to provide patient care assistance should the need arise whilst in the clinical environment undertaking workplace assessments.

Previous recent experience of working in a healthcare setting where patient handling activities and use of patient handling equipment were required is important in order to have the background knowledge and skills to draw upon when assessing staff competence.

7. Policy and Service Development/Implementation

The post holder will be required to contribute to the review of

- inanimate load handling training programmes to ensure that training meets organisational needs.

- techniques taught during training, and the content of the University Health Board's Patient Handling Techniques Manual to ensure best practice.

8. Financial and Physical Resources:

The post holder is required to

- Contribute to the day-to-day security of the Health & Safety Training Centre and be a key holder, opening and closing the facility when required.
- Safeguard physical resources including patient handling equipment, training resources and portable electronic equipment such as laptops and projectors.
- Ensure training equipment is properly checked and maintained to comply with PUWER and LOLER requirements e.g. sling and hoist checks, charging and changing hoist batteries etc. and during training, advise staff of their similar responsibilities.

9. Human Resources:

The post holder will be required to work closely with, and report to the Manual Handling Trainer.

Responsible for delivering corporate inanimate load handling training sessions for staff as and when required.

Required to assist with the delivery of patient handling training.

Undertake workplace competence assessments as and when required to confirm application of knowledge and skills in the workplace. This may be after completion of training or on commencement of employment if Training has been undertaken by a different Health Board.

10. Information Resources:

The post holder is required to :

- Maintain accurate training records.
- Contribute to the review and amendment of training resources.
- Distributing training records/attendance sheets etc to groups and other trainers.

11. Research and Development:

The post holder is required to :

- keep abreast of developments in the field along with local and national research and other initiatives such as new products/equipment.
- Assist with the implementation of new equipment, documentation, practice changes etc. and provide feedback on these to the Manual Handling Advisor, Risk & Safety Officer and Manual handling Trainer.
- Suggest changes to practice or additional training requirements that have arisen due to issues raised during training sessions.

12. Freedom to Act :

The post holder is required to

- Deliver inanimate load handling training independently of the Manual Handling Trainer though occasional monitoring will be undertaken for quality assurance purposes.
- Work within their own level of competence, seeking advice if necessary from Manual Handling Trainer, Risk & Safety Officer or Manual Handling Advisor.
- Liaise with the Manual Handling Advisor, Risk & Safety Officer and Manual Handling Trainer regarding planning the training schedule, booking annual leave, providing office cover etc.

Effort & Environment Factors:

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.

13. Physical Effort

The post holder is required to

- stand for prolonged periods of time each day whilst delivering training, undertaking assessments etc.
- demonstrate patient and inanimate load handling techniques and manoeuvres during training sessions. This may be repetitive in nature until trainees are able to competently repeat the technique or manoeuvre
- sit and use DSE equipment when inputting data, writing reports etc. and setting up electronic equipment for use during training sessions
- physically move equipment and furniture in and around the training room, and within the training centre, such as beds, hoists, trolleys, tables, chairs, computers, projectors, TVs etc.
- travel to other UHB sites in a timely manner to undertake duties as required e.g. demonstrating equipment, undertaking workplace assessments etc.
- may be required to assist with patient care e.g. hygiene needs, repositioning patients, assisting with emergency situations etc. whilst undertaking workplace assessments in the clinical environment.

14. Mental Effort

The post holder will be required to:

- Concentrate for long periods of time when delivering training, and in particular when observing each individual's performance during the assessment process in both the training room and the workplace.
- Think of solutions to resolve problems or issues raised by trainees during training sessions.

15. Emotional Effort

The post holder may on occasion be exposed to distressing situations when undertaking workplace assessments in the clinical environment.

16. Working Conditions

The post holder may occasionally be exposed to body fluids if required to provide patient care assistance when in the clinical environment.

SECTION 3

KSF Post Outline

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	2	a, d, e	2	a, b, c, d, e
Core	C2	Personal and People Development	2	a, c, d, e	2	a, b, c, d, e, f,
Core	C3	Health, Safety and Security	2	a, b, c, f	2	a, b, c, d, e, f
Core	C4	Service Improvement	2	a, b, c, d	2	a, b, c, d, e, f
Core	C5	Quality	2	a, b, c, e	2	a, b, c, d, e, f
Core	C6	Equality and Diversity	2	a, b, c	2	a, b, c, d
Specific	HWB1	Promotion of health & wellbeing and prevention of adverse effects on health & well being	1	a, d, e,	1	a, b, c, d, e,
Specific	G1	Learning & Development	1	a, b, c	2	a, b, c, d, e, f

NB This Outline is **not** a substitute for a complete KSF post outline which must be approved via the Learning & Development Department. No post can be advertised without an approved KSF Outline and matched Job Description.

SECTION 4

Normal Hours

37.5 hours per week, Monday to Friday. The post holder will be required to be flexible in their work pattern to meet service needs.

Performance Appraisal

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

Registered Health Professional

All employees of Cwm Taf Morgannwg University Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Lease Car

This post is not viable for a lease car.

Job Limitation

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

Risk Management/Health & Safety

The Cwm Taf Morgannwg University Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

Records Management

As an employee of Cwm Taf Morgannwg University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

Confidentiality of Information

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

Training & Development

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Review

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

Equality

The Cwm Taf Morgannwg University Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person. The Cwm Taf Morgannwg University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Directorate Manager) Date:

Signed: (Divisional Manager)

Date

Date Job Description compiled:

Date for review:



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Person Specification

Job Title: Manual Handling Training Assistant - patient & inanimate load handling		Band: 3	
Department: Health, Safety & Fire Team to: Manual Handling Advisor		Responsible	
Area	Essential at recruitment	Desirable	Assessed by
1.Education/Qualifications / Training	Good general education with a minimum of GCSE English and Maths. Successfully completed a patient handling 'workplace assessor' or similar post-basic course.	Have attended a Manual (inanimate load) Handling Trainer course. Have attended a trainer / assessor course e.g. NVQ Assessor D31/32.	Production of evidence (certificates etc)

2. Experience	Experience in a healthcare setting where patient moving and handling activities were required.	Have previous experience of demonstrating patient handling techniques and use of equipment,	Application Form Interview
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	Experience of working as a patient handling workplace assessor.	or working as a training assistant.	
3. Skills	<p>Excellent presentation, verbal, written and demonstration skills.</p> <p>Good timemanagement with an ability to keep a training session on schedule.</p> <p>Good observational skills and the ability to maintain accurate training records.</p>	Further development of skills such as update training or attendance at relevant workshops, study days etc.	Application Form Interview References

4. Knowledge	<p>Knowledge of relevant health and safety legislation and the risk assessment process, and their application to manual handling in the workplace.</p> <p>Knowledge of the UHB's Safer Handling Policy and procedures.</p>	<p>Evidence of CPD and keeping abreast of developments in the field.</p> <p>Knowledge of the care and use of patient handling equipment used in the University Health Board.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
5. Personal Attributes	<p>Motivated, enthusiastic person with a practical problem-solving approach, capable of working as part of a team.</p> <p>Self confident and resilient.</p>	<p>Approachable, persuasive and committed to improving practice and reducing incidents.</p> <p>Ability to recognise limitation of own knowledge and skills.</p>	<p>Interview</p> <p>References</p>
6. Circumstances e.g. Mobility/Availability-special attendance requirements	<p>Able to travel between UHB sites in a timely manner.</p>		<p>Application Form</p> <p>Interview</p>

7. Physical Requirements and attributes	<p>Physically capable of undertaking the role which will include demonstrating patient and inanimate load handling techniques, moving, using and setting up equipment.</p> <p>Standing or sitting for long periods of time and ability to use DSE equipment.</p>		<p>Interview</p> <p>Occupational Health Questionnaire</p>
8. Any other special requirements not covered by 1-7 above		Ability to speak Welsh.	

Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date

Date Person Spec. compiled:

Date for review:
