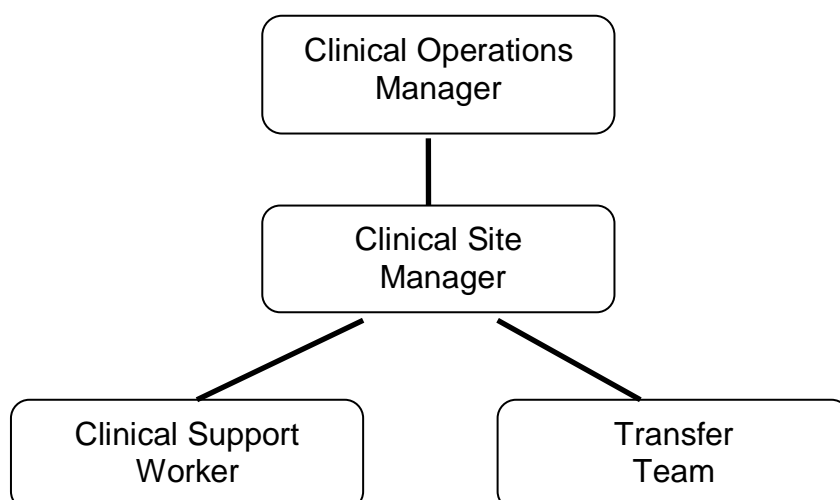


1. JOB DETAILS	
Job title:	Transfer Team
Accountable to:	Clinical Site Manager
Managerially (if required)	Clinical Operations Manager
Agenda for Change Band:	Band 3
Location:	Harrogate and District NHS Foundation Trust
2. JOB SUMMARY (A brief description of the main purpose of the post)	
<p>The post holder will be required to provide Transfer Team skills to all wards and departments across the Trust.</p> <p>They must be flexible, dynamic and have the ability to organise and prioritise own workload.</p> <p>Provide support to ensure smooth transfer of patients between wards and departments.</p> <p>You will be familiar with, and work to, the protocols and policies of the Trust, paying particular attention to infection control, equality and diversity and privacy and dignity.</p> <p>The role requires close liaison with other disciplines and the provision of a courteous, reliable and quality service to patients relatives and carers, healthcare professionals and all wards and departments across the Trust.</p> <p>To be aware of the Health and Safety policies in relation to patients and staff.</p>	
3. ROLE OF DEPARTMENT (The function of the department in which the post holder works)	
<p>The role of the Transfer Team is primarily to move patients from one area to another, ensuring all belongings, medications and medical records move with the patient.</p> <p>The post holder will clean and tidy the area the patient was in on return to make ready for the next patient in accordance with infection control policies and procedures.</p> <p>Opportunities to extend skills including performing ECG's, cannulas and venepuncture on completion of the necessary training will be available should the post holder want to extend their skills and training being available during the secondment</p> <p>The transfer team whilst flexible maybe asked to work in areas like the Emergency Department or Medical Admissions Unit (Farndale).</p> <p>Working within the current Transfer of patients policy, provide an escort out of hours to clinical areas of the hospital like Imaging services (X-Ray, CT, USS and MRI)</p>	

4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

You will be expected to work closely with all Health Care Professionals across the Trust

You will be responsible on a daily basis to the Clinical Site Manager.

6. DUTIES AND RESPONSIBILITIES OF THE POST

Duties:

- Must be computer literate
- Transportation of patients between wards and departments
- Preparation of bed spaces/rooms
- Be aware of own limitations and know to seek advice
- Maintain a high standard of record keeping ensuring all entries are accurate and legible
- Acknowledge difficulties with communication and provide support and seek help as required
- Use resources effectively

Extended Duties: (Training Dependant)

- Venepuncture
- Cannulation
- ECG recording
- Blood sugar monitoring
- Use of Blood Gas machine
- Taking clinical Observation eg Blood pressure, Respiratory rate and Pulse etc
- Assist and support Resuscitation, Fire and Major Trauma Teams out of hours.
- Extended skills in enhanced cleaning and preparation of a patient area. Helping the Deep clean team turn an area around more quickly

The above is not an exhaustive list but acts as a guideline to the duties and the responsibilities of the post.

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

Reports to Clinical Site Manager or Clinical Operation Manager.

Supporting area that have flow issues or need turnover of multiple trolley/ bed areas.

9. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Clinical Support Worker

Factor	Essential	Desirable
Qualifications	<p>Good standard of General Education to GCSE level or equivalent</p> <p>Able to demonstrate a good standard of literacy and numeracy</p> <p>Care Support Certificate/willingness to undertake</p>	<p>Evidence of practical training or education in a care setting.</p> <p>NVQ Qualification</p>
Experience	Care Support Worker experience	<p>Experience in working in a care / hospital environment</p> <p>Cannulation, Venepuncture and ECG experience</p> <p>Undertake clinical observation, BP & Pulse etc and record them on Patienttrack</p>
Knowledge	<p>Able to prioritise tasks and work to deadlines</p> <p>Ability to work alone and within a team</p> <p>Good verbal and written communication skills.</p> <p>Ability to empathise with colleagues and patients</p>	Practical skills in providing essential aspects of care.
Skills and Aptitudes	<p>Reliable, shows initiative and enthusiasm. Relates well to patients and colleagues.</p> <p>Willingness to learn, and work flexibly.</p> <p>Understands the need for confidentiality and a professional approach</p>	

Other requirements	Able to carry out the duties of the post Satisfactory occupational health clearance Satisfactory DBS clearance Satisfactory References Satisfactory attendance record.	

PERSON SPECIFICATION AGREEMENT

Post holder

Date

Line Manager

Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.