

JOB DESCRIPTION

Job Title:	Moving and Handling Advisor
Band:	Agenda for Change Band 5
Directorate:	Operations
Job Group:	Administration
Location:	Base: The Royal Shrewsbury Hospital with crosssite working to include The Princess Royal Hospital plus all sites where Trust staff work
Hours of work:	Temporary Staffing Department, up to 12 days per month
Accountable to:	Moving and Handling Lead
Professionally accountable to:	Health and Safety Team Manager
Date:	27 January 2021

1. JOB PURPOSE

- You will work as part of a team promoting safe moving and handling to all Trust staff.
- You will have specific responsibilities in delivering designated training programmes.
- You will provide moving and handling advice to Wards and Departments as required.
- You will assist the Moving and Handling Lead and Senior Moving and Handling Advisor to maintain a network of Moving and Handling Link Workers.

2. Main Duties and Responsibilities

Areas of Specialism:

- You will be required to maintain personal professional expertise in manual handling and people handling via a variety of methods. These will include self-directed learning and attending suitable study days or events.
- You must maintain membership of NMC, HCPC or equivalent.
- Membership of the National Back Exchange is highly desirable.

Organisational Skills:

- You will support the Moving and Handling Lead in responding to national guidance and standards.
- You will act as an advisor to staff on moving and handling and upper limb disorder risks, ensuring Trust policies are adhered to.
- You will support the Moving and Handling Lead in responding to training needs identified, either corporately or by managers through appraisal and personal development planning.

- You, in conjunction with the Moving and Handling Lead and Senior Moving and Handling Advisor will design, develop, deliver and evaluate a range of training programmes for all staff, including:
 - Induction
 - Statutory training
 - Other workshops for Trust staff, as the need arises.
- You will assess the moving and handling competency of staff during classroom-based training.
- You will work with staff on wards and in departments to ensure that the Trust's policy on safer moving and handling is adequately implemented at local level.
- You will conduct moving and handling competency assessments, as directed by the Moving and Handling Lead. This will involve the post holder moving and handling patients alongside ward or clinical department-based staff while assessing individual staff competency.
- You will, under the direction of the Moving and Handling Lead, assist in monitoring, reviewing and reporting on progress and effectiveness by all wards and departments with regard to implementation and compliance of moving and handling policy, practices and procedures and achieving set performance standards.
- You will research, including use of the internet and libraries, factual information for use by the moving and handling team, in advising managers or in training sessions.
- You will help to ensure that the Trust is delivering factual information and that the Trust meets current standards set in legislation.
- You will provide advice and guidance to Trust managers and staff on the content of policies, procedures and legal regulations associated with moving and handling under supervision of the Moving and Handling Advisor Lead.
- You will, in the course of normal duty, be required to make recommendations on areas of non-compliance with the Trust's Moving and Handling Policy. These judgements will involve the analysis of situations set against set criteria of Trust Policy or Regulations and will be discussed with the Moving and Handling Lead senior member of the Health and Safety team before progressing with managers and their staff.
- In the absence of the Moving and Handling Lead, you will be supported by, and take instruction from the Senior Moving and Handling Advisor.

Responsibility for patients/ clients:

- You will provide specialist moving and handling advice regarding the care of patients e.g. bariatric patients, and inanimate load management issues.

Responsibility for resources:

- You will develop visual aids and training resources as appropriate, in order to reinforce the messages given in training sessions and to relate the message to an

individual or group of staff appropriate to their work environment, level of understanding, etc.

- You will use appropriate equipment within the remit of the post, including IT equipment and clinical equipment, e.g. glide sheets, hoists etc.
- You will undertake practical tasks related to the maintenance and supply of moving and handling equipment within the classroom and in Trust workplaces, and will advise on the same in clinical areas under the guidance of the Moving and Handling Advisor Lead.
- You will be responsible for the safe use of equipment by staff undergoing training and monitor individual requirements and limitations e.g. previous injuries.
- You will input and extract training information and data from computer and other data systems as directed.
- You will be fully conversant with corporate communication and information technology systems to enable effective use.
- You will be fully conversant with department systems and databases (including the introduction of new systems), including the Datix incident reporting system.
- You will maintain suitable files and computer data with regard to moving and handling issues, in particular with regard to training events.
- You will work under regular supervision and within set boundaries, whilst having the freedom to balance and prioritise your workload.

Responsibility for Administration:

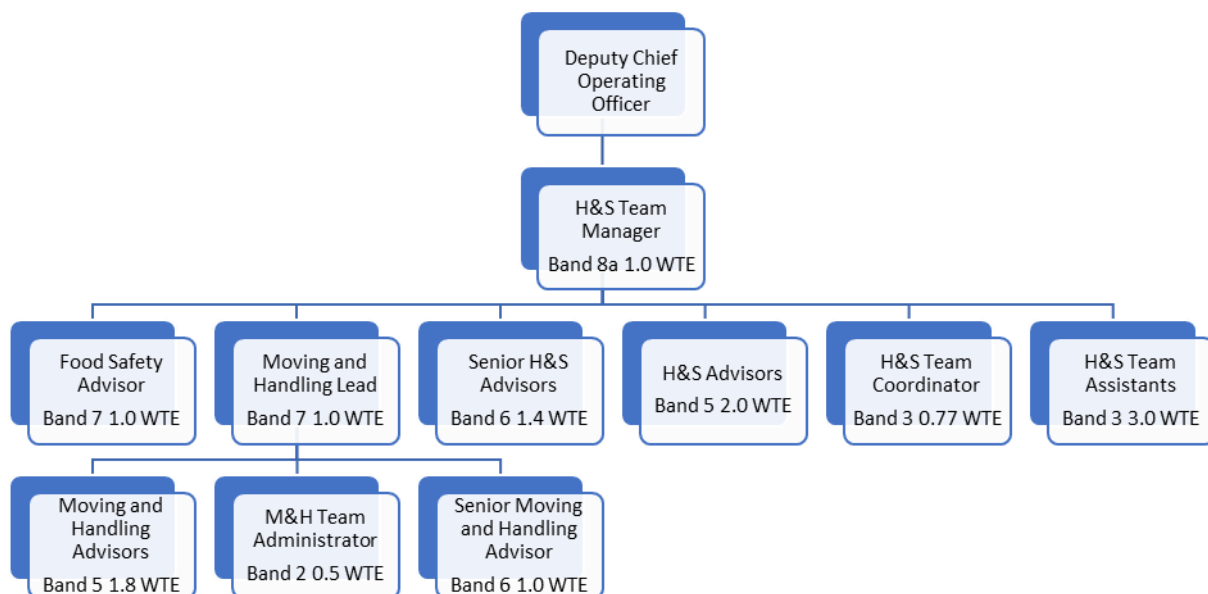
- You will ensure that that accurate records of training are maintained, issued and stored appropriately.

Communication and Working Relationships:

- You will, in the absence of the Moving and Handling Lead, be supported by the Senior Moving and Handling Advisor.
- You will promote a positive safety culture within the Trust and act as a role model for manual handling practice, and work with staff on wards and in departments to ensure that the Trust's policy and procedures for safer moving and handling are adequately implemented at local level.
- You will act as an advisor to Trust staff on moving and handling issues, ensuring that Trust policies are being adhered to.
- You will support the Moving and Handling Lead to advise Trust line managers on risk assessment of patient handling and manual handling tasks and practices in Trust work places, to include advice on the development, implementation and monitoring of safe systems of work.

- This may include advice on individual patient risk assessments where the patient's handling needs are complex, and is likely to include communication with Trust staff, patients and their relatives/ carers in the course of this work.
- You will collect information gathered and delivered during training sessions, this will be based on national standards, at times complicated, and will often be questioned and challenged. The advice given to managers and staff may be sensitive and contentious, and may be unwelcome. The post holder will be required to use strong influencing and interpersonal skills to gain commitment and understanding from trainees/managers, as the jobholder has no authority over others.
- You will be advisory to Trust staff and managers, and do not have direct authority.

3. Organisational Chart



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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action.

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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and □ participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- 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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

This job description represents a summary of the main responsibilities of the post and is not an exhaustive list of duties to be undertaken. The duties may be redefined following discussion with the Line Manager.

Manager	Post holder
Signature	Signature
Date	Date