

SECTION 1

	<p><u>JOB IDENTIFICATION</u></p> <p>Job Title: Face Fit Tester and Trainer (Respiratory Protective Equipment)</p> <p>Department(s): Workforce Directorate – Corporate Health & Safety Team</p> <p>Location: Aberdeen</p> <p>Hours: 37 hours per week</p> <p>Grade: Band 4</p> <p>Salary: £30,353 - £33,016 pro rata per annum</p> <p>Contract: Permanent</p> <p>Job Reference: NS231571</p>
	<p>Job Purpose</p> <ol style="list-style-type: none">1. Provides advice and support to line managers and employees2. Delivers training and staff development courses. <p>To support the development, roll out, maintenance and monitoring of a sound and effective Respiratory Protective Equipment (RPE) Programme throughout the whole of NHS Grampian using the Plan Do Check Act methodology in both clinical and non-clinical areas.</p> <p>The majority of the post holder's time will be spent Face Fit Testing staff in both clinical and non-clinical roles.</p> <p>Educating staff about RPE.</p>

Provide advice and support about RPE and face fit testing to managers and employees across NHS Grampian.

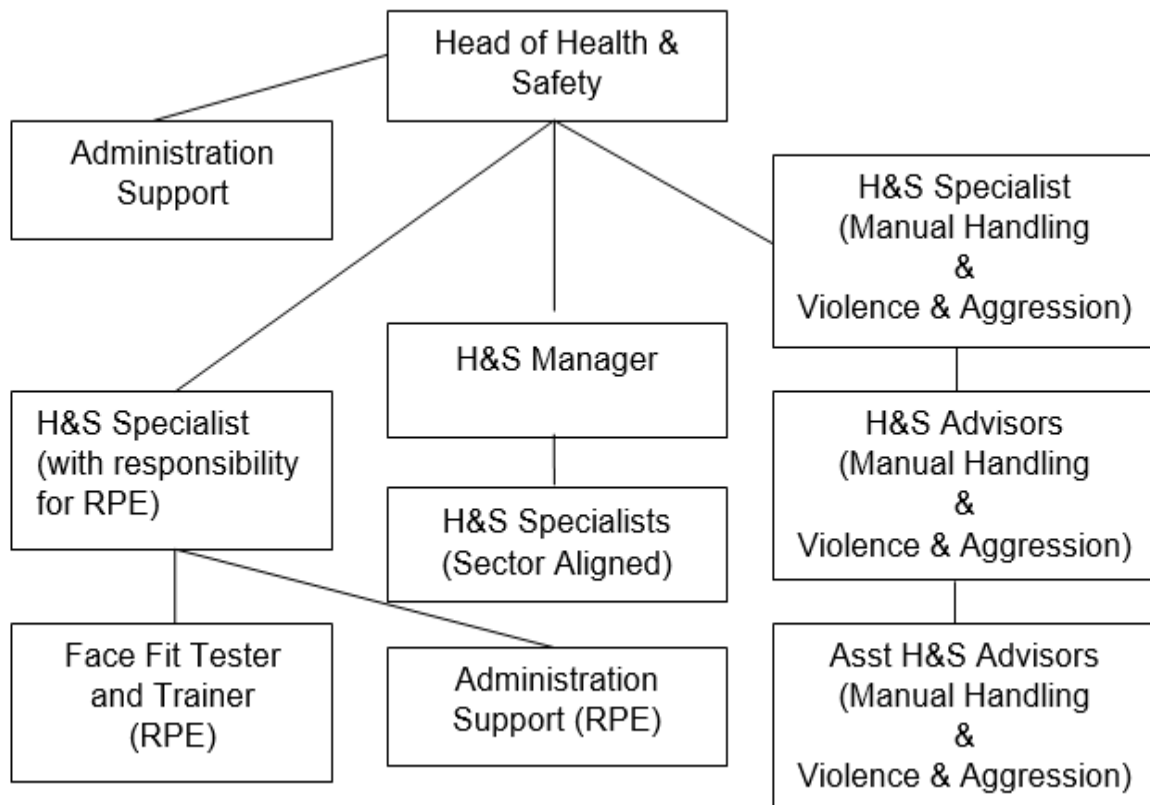
To assist with ensuring that NHS Grampian's large workforce are effectively protected through the use of RPE from exposure to hazardous pathogens and substances. This includes the use, maintenance and care of FFP3 masks, reusable (half face and full face) masks and Powered Air Purifying Respirator's (PAPR's).

Work collaboratively with multidisciplinary teams to provide an effective and high quality Face Fit Testing service and provide expert advice and education in all matters relating to fit testing and RPE.

To monitor organisational practice related to RPE, including donning, doffing and wearing RPE by staff.

Maintain accurate records of Face Fit Testing and any RPE training undertaken.

Organisational Chart



SECTION 2

1 **Communication and relationship skills**

Develop and build relationships with a wide range of staff from a range of service groups, maintaining a high standard of communication verbally, in writing and via electronic systems.

Provide and receive complex information, utilising appropriate interpersonal and presentation skills and group facilitation skills, including ability to deal with group conflict in both a professional and calm manner should this situation arise.

Clearly communicate what the purpose of the Face Fit Test is, how the exercises must be performed and what the results of the test mean.

Clearly instruct staff on how to put on a FFP3 mask, do a fit check and how to remove a mask.

Clearly instruct staff on how do pre-use checks and maintenance for reusable (half and full face) masks, and how to put on the masks and do a fit check and how to remove a mask.

Clearly instruct staff on pre-use checks, how to use and wear Powered Air Purifying Respirators (PAPR's).

Develop and deliver RPE training modules, presentations and demonstrations of practical skills for both group and one to one sessions.

Consider and implement effective routes of communicating with stakeholders at different levels within the organisation, utilising persuasive skills in seeking to influence attitudes and approach to appropriate handling of RPE risks.

Be sensitive to both individual and organisational needs and pressures and always engage with staff in a supportive and constructive manner.

At times the post holder will be in receipt of confidential and/or sensitive information which requires careful handling to establish and maintain credibility with the staff group and legal compliance with GDPR.

Sensitivity, coaching and motivational skills are required to make sure that staff who get a pass for a FFP3 mask/reusable mask/ use PAPR understand why it is important to wear/use it in the way shown.

Sensitivity required when discussing what the Face Fit Test results mean with staff.

Liase regularly with NHS Grampian's Procurement and Infection Prevention & Control Teams on RPE related issues.

	<p>Undertake regular performance measuring and quality control through regular assurance visits to both clinical and non-clinical areas. Check that staff are wearing their RPE as instructed.</p> <p>Required to adapt and review methods of communication, training materials and aids when delivering training and support to individuals and staff groups who may not have English as a first language.</p> <p>Required to adapt and review methods of communication, training materials and aids when delivering training and support to individuals and staff groups who have difficulty in accepting the organisational requirements in relation to the RPE.</p> <p>The post holder will require significant communication and interpersonal skills to overcome barriers from staff, such as attitudes, past experiences or conflicting priorities.</p>
<p>2</p>	<p>Knowledge, training and experience</p> <p>The post holder will be educated to diploma level or have the equivalent experience. With extensive evidence of continuing professional development which includes specific experience in the management, training and/or delivery of a successful RPE programme. General Health and Safety knowledge and/or experience.</p> <p>The post holder must be willing to work towards and regularly maintain Fit2Fit accreditation.</p> <p>The post holder must already possess (or be willing to gain) sound knowledge and practical experience in:</p> <ul style="list-style-type: none"> • Both qualitative and quantitative methods of Face Fit Testing; • The theoretical aspects of Face Fit Testing; • The practical elements of Face Fit Tests; • Problem solving during Face Fit Testing; • The understanding and application of relevant internal policies, procedures and safe systems of work; • The understanding and application of relevant external guidance and legislation.* <p>* BS ISO 16975-3: 2017, HSG53, INDG479, COSHH 2002, HSWA 1974.</p> <p>The post holder will be expected to maintain a high standard of professional competence by appropriate professional development, e.g. undertaking regular updates, professional reading and engagement with others in similar roles, attending relevant internal and external courses and conferences as necessary.</p>

The ability to present data and other information in written format including both results from qualitative and quantitative methods of Fit Testing.

Hold a full, clean driving licence as the post holder will be required to drive to different venues / locations within the NHS Grampian locality (and further if necessary).

In addition to the above, the post holder must be able to:

General

- Demonstrate their ability to work under pressure;
- Work to tight timescales;
- Have the ability to be polite and courteous at all times;
- Be capable of working both on their own and within a team and should be flexible depending on the demands of the post;
- Attend a range of team or service related meetings where they may be required to make a contribution, present or communicate information relevant to their role;
- Deal with queries and complaints and escalate to their line manager or a more senior member of the team when necessary.

Specific to Face Fit Testing:

- Understand room requirements for both training and Fit Testing;
- Correctly check the suitability of Face Fit Testing equipment as instructed by the manufacturer;
- Diligently maintain timely and accurate records of maintenance, calibration and pre-use checks on the Face Fit Testing equipment;
- Explain clearly the purpose and importance of Face Fit Testing;
- Clearly and accurately demonstrate the correct donning, doffing and fit check procedures for the different FFP3 masks and reusable masks in use;
- Carry out the Face Fit Test to the required standards (e.g. INDG 479);
- Problem solve during the Face Fit Test; Clearly explain the results of the Face Fit Test, things that those with a Fit Test pass need to be aware of e.g. facial hair, face shape changes, performing the correct fit check, not getting a good seal with the FFP3 mask or reusable mask and what to do next etc;
- Problem solve with those who have failed on a mask including providing competent advice on the different options available;

	<ul style="list-style-type: none"> • Diligently maintain timely and accurate RPE documentation to reflect both those staff who have been face fitted along with a system that ensures that all documentation is complete and filed in the appropriate manner; • Understand and provide education on when and when not to wear a FFP3 mask/reusable mask/PAPR in both clinical and non-clinical areas; • Understand and provide education on other Personal Protective Equipment (PPE) such as eye/face protection and how it can affect the RPE; • Understand and provide education on different types of RPE available such as disposable FFP3 masks, reusable (half face and full face) masks and PAPR's.
<p>3</p>	<p>Analytical and judgemental skills</p> <p>Ability to analyse an internal data management system such as Datix to identify information relating to adverse events where RPE was a factor.</p> <p>Problems can range from fairly straightforward Face Fit Testing challenges through to complex issues such as staff not understanding the importance of the need of effective RPE protection, COSHH principles and the unnecessary exposure to a hazardous pathogen or substance.</p> <p>Expected to offer suggestions for improving compliance with statutory and mandatory training and the support offered to both employees and managers related to both Face Fit Testing and the wider RPE programme.</p> <p>In training delivery or response to Face Fit Testing/RPE queries, required to assess current level of knowledge/experience and adapt delivery of information to meet the particular situation.</p> <p>Ability to complete required paperwork such as Face Fit Test reports</p> <p>Responsible for the analysis and interpretation of a range of data about Face Fit Test results, mask usage, any poor practice noted, problems with FFP3 masks and to give this information to line managers and heads of service to help drive any required changes to promote good practice related to Face Fit Testing/RPE across NHS Grampian.</p> <p>The post holder will be expected to resolve issues that they can and escalate any potential issues to their line manager as and when required.</p>
<p>4</p>	<p>Planning and organisational skills</p> <p>The nature of this post will require the post holder to spend much of their working time working in one to one settings performing Face Fit Tests, and educating other staff on RPE.</p>

	<p>The post holder will spend time working with managers and staff groups in their own clinical and non-clinical areas delivering specific Face Fit Testing advice and support services.</p> <p>The post holder will be required to prioritise workload and take appropriate action where and when conflicting priorities arise – due to the service delivery needs of busy clinical and non-clinical areas. This will involve changing arrangements.</p> <p>The post holder will have to manage priorities and balance their workload on a regular basis.</p> <p>Office related duties will relate mainly to answering emails/phone calls, occasionally participating in face to face or online meetings, producing information required by the line manager, planning workload, arranging adapting and delivering PAPR training sessions, Face Fit Testing and communicating these events.</p> <p>The post holder will be required to consider appropriate and consistent design of both generic and service specific Face Fit Testing advice which will ensure compliance with both external legislation and organisational policies.</p>
<p>5</p>	<p>Physical Skills</p> <p>This role generally requires a high level of physical ability and the post holder will be required to regularly travel throughout a large geographical area.</p> <p>Required to engage in the safe application of a range of Face Fit Testing related skills and techniques in both qualitative and quantitative methods.</p> <p>These skills and techniques must be in line with recognised industry standards (e.g. INDG 479).</p> <p>This role requires regular use of IT related equipment, therefore the post holder must possess a good standard of IT skills and be comfortable using a wide range of systems such as (but not limited to):</p> <ul style="list-style-type: none"> • PC's, laptops, tablets and printers; • Microsoft applications such as Outlook, Teams, Word, PowerPoint and Excel; • Internal systems such as Intranet/Sharepoint, Datix and Turas Learn (full training will be provided for external appointments); • Software provided by external providers such as TSI PortaCount FitPro Ultra Software; • Internet, HSE webpage and Barbour document libraries.

6	<p>Responsibilities for patient/client care</p> <p>Contact with patients/clients is not a requirement of this role.</p>
7	<p>Responsibilities for policy and service development implementation</p> <p>The post holder will engage and liaise with departmental managers with the aim of enabling staff to develop RPE knowledge appropriate to their post.</p> <p>Proposing and developing ideas where relevant and appropriate to Line Manager highlighting where operational / departmental staff practices could be improved.</p> <p>Contributing to local or national related policies as necessary.</p>
8	<p>Responsibilities for financial and physical resources</p> <p>Equipment oversight to ensure that the Portacount machines used for Face Fit Testing are regularly calibrated and properly maintained. Order replacement parts and consumables through NHS Grampian's Procurement system as required. Order and manage stock including FFP3 masks, visors, filters, and other related equipment through NHS Grampian's Procurement system.</p> <p>The post holder will be responsible for ensuring the equipment and resources used in any Face Fit Testing or training session is used, maintained and calibrated in accordance with the manufacturer's instructions.</p> <p>Before using the equipment, the post holder will diligently calibrate and perform pre-use checks on the Face Fit Testing equipment as instructed by the manufacturer. Retain all records of maintenance, calibration and pre-use checks.</p> <p>Responsible for delivering a training function which is financially efficient, effective and links with organisational policies.</p> <p>Ensure all RPE items are within expiry date and meet safety standards before use. Conduct internal audits of RPE stock to verify: Expiry dates and rotation of stock. Maintain accurate inventory records and report any shortages.</p>
9	<p>Responsibilities for human resources</p> <p>The post holder's major job responsibility will be to deliver an internal RPE programme with groups of staff from large and diverse work areas.</p> <p>The post holder will provide a front line support service and must adapt their communication to meet the individual needs of a large and diverse workforce.</p>

	<p>Awareness and operational knowledge of both internal Human Resources and Health and Safety related policies respectively.</p> <p>Informing the Line Manager where there could be a personal risk to a member or a cohort of staff, or, a wider organisational risk related to RPE and suggesting an appropriate course of action to rectify the situation.</p>
<p>10</p>	<p>Responsibilities for information resources</p> <p>Responsible for ensuring that a high standard of record keeping and evidence is maintained for all staff face fit tests in line with current best practice and General Data Protection legislation.</p> <p>Responsible for ensuring that a high standard of record keeping and evidence is maintained for all staff RPE training delivered in line with current best practice and General Data Protection legislation.</p> <p>The post holder will regularly create reports to monitor organisational practice related to RPE and face fit testing.</p>
<p>11</p>	<p>Responsibilities for research and development</p> <p>The post holder will carry out their duties and will adapt and deliver appropriate internal fit testing and RPE training in line with recognised industry standards such as INDG 479 and HSG 53.</p> <p>This will involve research into FFP3 masks, reusable masks, Face Fit Testing and best practice across other NHS Boards and also across the UK.</p>
<p>12</p>	<p>Freedom to act</p> <p>The post holder will be largely autonomous and required to manage, co-ordinate and work on their own day to day workload by assessing and prioritising incoming work and requests.</p> <p>The post holder's workload will be ultimately generated by the specific needs of the organisation.</p> <p>The post holder has the freedom to apply legal statutory requirements and industry guidance and general high standards to a wide variety of work situations and environments.</p> <p>The analysis of problem situations and the correct application of knowledge and advice are critical in ensuring all staff are suitably protected from hazardous pathogens and substances.</p>

	<p>Typically the post holder can make judgements on complex work related issues on a daily basis (e.g. where a member of staff is both reluctant or insists on being Face Fit Tested, this could potentially lead to decisions being challenged and resolutions found).</p> <p>Judgements on whether Face Fit Testing can take place due to other personal circumstances including health related adverse reaction risks or meeting compliance with requirements of relevant legislation. Deciding which level of the organisation they must inform regarding judgements/decisions reached.</p> <p>The post holder must be assertive but open minded.</p> <p>The post holder must understand that the compliance need must be balanced against other service demands on the staff and negotiate an equitable and legal solution.</p> <p>Be able to influence the change of unsafe behaviours. Requires an understanding of human factors and an ability to tailor solutions to individual staff needs.</p> <p>The post holder must understand how to motivate staff to wear RPE correctly whenever it is required to be worn.</p> <p>The post holder will also provide regular updates on the progress or otherwise of the RPE programme and ensure that their line manager is regularly fully appraised.</p> <p>This will include an update on the programme of training and education on PAPR units.</p>
<p>13</p>	<p>Physical effort</p> <p>Regular involvement in demonstrating safe practical techniques requiring physical effort in a testing and training environment. This necessitates several short periods of moderate physical exertion throughout any course or Face Fit Testing and periods of high physical exertion on some courses and Face Fit Testing.</p> <p>Post holder required to be physically fit to cope with the practical components of the core function of the role (Face Fit Testing) and training delivery on a regular basis, e.g.</p> <ul style="list-style-type: none"> • Carrying out a stepping exercise when using the quantitative method/standing on the spot when using the qualitative method while doing the following; • Normal breathing; • Deep breathing; • Turning head side to side; • Moving head up and down; • Talking out loud; • Bending over;

	<ul style="list-style-type: none"> • Normal breathing. <p>Transportation and manual handling of Face Fit Testing equipment (PortaCount devices, Face Fit Test hood kits/qualitative kits, aerobic step, a range of FFP3 masks and other necessary consumables etc.) and IT training equipment, e.g. laptop, projector, extension cables, etc.</p> <p>Depending on the location of the Face Fit Testing or training being delivered, the post holder will regularly have to walk a distance or use organisational transportation to get to end destination. They also need to be able to stand for periods of time while conducting Face Fit Testing.</p> <p>At other times the work environment has a variable range of standing, walking, and when in the office, sitting at a workstation and performing administration and display screen equipment related duties.</p>
<p>14</p>	<p>Mental effort</p> <p>Frequent concentration is required when undertaking problem solving and analysis.</p> <p>Frequent level of concentration is required when performing Face Fit Testing to ensure these are done correctly.</p> <p>Integrating and analysing all the multi-factorial information and data that is gathered to generate reports to managers and stakeholder groups. Data analysis of adverse events where respiratory protective equipment is used (or not) to identify any trends and suggest actions to prevent recurrence.</p> <p>Time management and prioritisation of a highly variable workload.</p> <p>Required to work on specific activities / tasks which will require 'paying attention to detail' often within a busy office environment which may create and involve distractions and constant interruptions.</p>
<p>15</p>	<p>Emotional effort</p> <p>Post holder will occasionally be exposed to challenging and distressing situations where the relevance and use of respiratory protective equipment is questioned by clinical, medical and/or other healthcare staff.</p> <p>The post holder must have the ability to understand those challenges and deal with them accordingly.</p> <p>Conflict Resolution. Conflict can occur, for example, when the post holder deems a situation to be less critical than other situations with which they are already dealing or if the service perceives them to be interfering in their sphere of responsibility. The post holder needs to be assertive but open minded.</p>

16 Working conditions

NHS Grampian covers a very large geographical area which the post holder will be expected to travel across.

Although not encouraged the post holder may occasionally be required to travel for prolonged periods of time (including during inclement weather conditions).

The post holder will frequently have to use transport to travel between sites, covering both clinical and non-clinical areas in various healthcare settings such as (but not limited to): large acute hospitals and small and remote community hospitals.

The post holder will be familiar with Face Fit Testing room requirements i.e. well ventilated room for Qualitative fit testing, smaller room for Quantitative fit testing, access to washing facilities etc.

The post holder will regularly be required to work in general office conditions and perform tasks associated with visual display units.

On occasion will have to accommodate extended working days.

NHS GRAMPIAN PERSON SPECIFICATION

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description.

Shortlisted candidates **MUST** possess all the essential components as detailed below.

POST/GRADE: Face Fit Tester and Trainer Band 4

LOCATION/HOSPITALS: NHS Grampian – based Aberdeen

WARD/DEPARTMENT: Health & Safety Department

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Trained in how to do fit testing	Fit2Fit accreditation
Experience	<p>Experience in a fit tester role</p> <p>Practical experience of training delivery</p> <p>Knowledge and experience of health and safety legislation, guidance and best practice related to fit testing.</p>	<p>Experience in both quantitative and qualitative methods of fit testing</p> <p>Experience of operating within a large people focused and complex environment.</p> <p>Experience of working within a healthcare setting</p> <p>Knowledge and experience of using a wide range of Respiratory Protective Equipment such as FFP3 masks (different makes and models), reusable half and full face masks and Powered Air Purifying Respirators.</p>
Special Aptitude and Abilities	Excellent communication skills including non-verbal and effective listening skills.	Ability to teach fit testing

	<p>Well developed interpersonal skills including influencing, de-escalating in emotive situations.</p> <p>Proven ability to prioritise own workload.</p> <p>Good presentation skills</p> <p>Competent IT skills in Word, Excel and Power Point.</p> <p>Excellent organisational skills.</p>	
Disposition	<p>Willingness to work as part of a team with the ability to communicate at all levels.</p> <p>Relaxed and friendly</p> <p>Ability to motivate others and implement appropriate actions within given timescales.</p> <p>Ability to operate without direct supervision</p> <p>Ability to manage sometimes difficult situations during a fit test</p>	
Physical Requirements	<p>Regular manual handling and transportation of fit testing equipment to venues.</p> <p>Standing and demonstrating fit test exercises while carrying out fit tests</p>	
Particular Requirements of the Post	<p>Have the ability to work in close collaboration with the Health and Safety Specialist and Administration Assistant</p>	

	High levels of concentration required. A valid driving licence is essential.	
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