NHS Grampian

**Job Description**

# SECTION 1

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| *JOB IDENTIFICATION* | |
| **Job Title:** | Face Fit Tester and Trainer  (Respiratory Protective Equipment) |
| **Department(s):** | Workforce Directorate – Occupational Health & Safety Team |
| **Location:** | Aberdeen |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 5 |
| **Salary:** | £25,100 - £31,649 pro rata per annum |
| **Contract:** | Permanent |
| **Job Reference:** | NS030761 |
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###### SECTION 2

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|  | **Job Purpose**   1. **Provides advice and support to line managers and employees** 2. **Delivers training and staff development courses.**   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.  The majority of the postholder’s time will be spent Face Fit Testing staff in both clinical and non clinical roles.  Deliver training to internal Face Fit Testers and keeping them up to date with current practice and educating other staff about RPE.  Provide advice and support 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 both FFP3 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.  To monitor the practice of internal fit testers.  Maintain accurate records of Face Fit Testing and of Fit Tester training. |
|  | **Organisational Chart**  H&S Manager  H&S Specialist (Manual Handling & Violence & Aggression)  Administration Support  H&S Specialist  (with responsibility for RPE)  H&S Specialists (Sector Aligned)  H&S Advisors (Manual Handling & Violence & Aggression)  Face Fit Tester and Trainer (RPE)  Administration Support (RPE)  Asst H&S Advisors (Manual Handling & Violence & Aggression) |
| **1** | **Communication and relationship skills**  ***Provide and receive complex information: persuasive, motivational, negotiating, training skills are required – level 4a***  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 pre-use checks, how to use and wear PAPR’s.  Develop and deliver 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 postholder 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 assess and provide constructive feedback to Face Fit Tester course participants on their progress and abilities following Face Fit Tester training.  Sensitivity, coaching and motivational skills are required to make sure that staff who get a pass for a FFP3 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.  Liaise regularly with NHS Grampian’s Procurement and Infection Prevention & Control Teams on RPE related issues.  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 and perform observation on both record keeping and local Face Fit Tester practice.  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.  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.  The post holder will require significant communication and interpersonal skills to overcome barriers from staff, such as attitudes, past experiences or conflicting priorities. |
| **2** | Knowledge, training and experience ***Expertise within specialism, underpinned by theory, practical experience – Level 5***  Have extensive evidence of continuing professional development which includes specific experience in the management, training and/or delivery of a successful RPE programme. Educated to degree level with recognised general health and safety related qualification or equivalent knowledge and/or experience.  The postholder must be willing to work towards and regularly maintain Fit2Fit accreditation.    The postholder must already posses (or be willing to gain) sound knowledge and practical experience in:   * Both qualitative and quantitative methods of Face Fit Testing; * The development, updating and delivery of internal Face Fit Testertraining modules; * 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.\*   \* BS ISO 16975-3: 2017, HSG53, INDG479, COSHH 2002, HSWA 1974.  The postholder 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.  This role requires regular use of IT related equipment, therefore the postholder must posses a good standard of IT skills and be comfortable using a wide range of systems such as (but not limited to):   * PC’s, laptops, tablets and printers; * Microsoft applications such as Outlook, Word, PowerPoint and Excel; * Internal systems such as Intranet, Datix and Turas Learn (full training will be provided for external appointments); * Software provided by external providers such as TSI PortaCount & Accufit 9000; * Internet, HSE webpage and Barbour document libraries.   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 license as the postholder will be required to drive to different venues / locations within the NHS Grampian locality (and further if necessary).  In addition to the above, the postholder 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 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 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; * 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/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 FFP3 masks and PAPR’s. |
| **3** | Analytical and judgemental skills ***Judgements involving a range of facts or situations, which require analysis or comparison of a range of options – Level 3***  Ability to analyse an internal data management system such as Datix to identify information relating to adverse events where RPE was a factor.  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.  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.  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.  Assess all internal Face Fit Tester course participants on their progress and abilities following practical skills training. Provide individual feedback to the participant and,the participant’s manager if significant problems arise during or as a result of training.  Required to determine what, where and when Face Fit Testing training should take place, according to organisational systems, project plans, policies, procedures and guidance from the postholder’s line manager.  Ability to complete required paperwork such as Face Fit Test reports and Face Fit Tester training records.  Responsible for the analysis and interpretation of a range of data about Face Fit Test results, mask usage, Face Fit Testers trained, 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.  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. |
| **4** | Planning and organisational skills ***Planning and organisation of a number of complex activities or programmes, which will require the formulation and adjustment of plans – Level 3***  The nature of this post will require the postholder to spend much of their working time working in one-to-one settings performing Face Fit Tests, train internal Face Fit Testers and educate other staff on RPE.  The postholder 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.  The postholder 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 clinical and non-clinical areas.  The postholder will have to manage priorities and balance their workload on a regular basis.  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 training sessions, Face Fit Testing and communicating these events.  The postholder will be required to consider appropriate and consistent design of both generic or service specific Face Fit Testing advice which will ensure compliance with both external legislation and organisational policies. |
| **5** | Physical Skills ***Physical skills which are normally obtained through practice over a period of time or during practical training e.g.: standard driving or keyboard skills; use of some tools and types of equipment – Level 2***  This role generally requires a high level of physical ability and the postholder will be required to regularly travel throughout large geographical area.  Required to engage in the safe application of a range of Face Fit Testing related skills and techniques in both qualitative and quantitative methods.  These skills and techniques must be in linewith recognised industry standards (e.g. INDG 479).  Manual handling, transportation and safe operation of IT training equipment e.g. laptop, projector, extension cables etc.  Manual handling, transportation and safe operation of Face Fit Test equipment e.g PortaCount/Accufit 9000 devices, Face Fit Test hood kits/qualitative kits, aerobic step, a range of FFP3 masks and other necessary consumables etc.  The postholder will be required to properly demonstrate to the staff member the test exercises appropriate to the Face Fit Test method used. This will include:   * Carrying out a stepping exercise (if using the quantitative method); * Normal breathing; * Deep beathing; * Turning head side to side; * Moving head up and down; * Talking out loud; and * Bending over; * Normal breathing.   Standard keyboard skills required for data inputting and creation of reports/documents. |
| **6** | Responsibilities for patient/client care ***Assists patients / clients during incidental contact – Level 1***  Contact with patients/clients is not a requirement of this role. |
| **7** | **Responsibilities for policy and service development** **implementation**  ***Implement policies & propose changes to practices, procedures for own area/ Propose policy or service changes, impact beyond own area - Level 2***    The postholder will engage and liaise with departmental managers with the aim of enabling staff to develop RPE knowledge and Face Fit Testing skills appropriate to their post.  Proposing ideas and suggestions where relevant and appropriate to Line Manager highlighting where operational / departmental staff practices could be improved.  Contributing to local or national related policies as necessary. |
| **8** | Responsibilities for financial and physical resources ***Variation: Responsible for the safe use of equipment other than equipment which they personally use – 2 b***  The postholder 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.  Responsible for qualitative testing equipment used by trained in-house fit testers located within NHS Grampian, eg. Safe use of equipment by assessing facial fit and fit factor.  Before using the equipment, the postholder 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.  Responsible for delivering a training function which is financially efficient, effective and links with organisational policies. |
| **9** | Responsibilities for human resources ***Responsible for the teaching or devising of training and development programmes as a major job responsibility – Level 4b***  The postholder’s major job responsibility will be to deliver of an internal RPE programme and teaching of internal training curriculum for Face Fit Testers with groups of staff from large and diverse work areas.  The postholder will provide a front line support service and must adapt their communiation to meet the individual needs of a large and diverse workforce.  Awareness and operational knowledge of both internal Human Resources and Health and Safety related policies respectively.  Informing the Line Manager where there could be a personal risk to a member or a cohort of staff, or, a wider organisational riskrelated to RPE and suggesting an appropriate course of action to rectify the situation. |
| **10** | Responsibilities for information resources ***Occasional/regular requirement to develop or create reports, documents, drawings; responsible for maintaining one or more information systems, significant job responsibility. Level 2b***  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.  Responsible for ensuring that a high standard of record keeping and evidence is maintained for all staff RPE training and Fit Testing delivered in line with current best practice and General Data Protection legislation.  Create reports to monitor organisational practice related to RPE, face fit testing and fit testing training. |
| **11** | Responsibilities for research and development ***Occasionally undertake R&D activity – Level 1***  The postholder will carry out their duties and will adapt and deliver appropriate internal testing and training in line with recognised industry standards such as INDG 479.  This will involve research into FFP3 masks, Face Fit Testing and best practice across other NHS Boards and also across the UK. |
| **12** | **Freedom to act**  ***Clearly defined occupational policies, work is managed rather than supervised – Level 3***  The postholder 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.  The postholder’s workload will be ultimately generated by the specific needs of the organisation.  The postholder has the freedom to apply legal statutory requirements and industry guidance and general high standards to a wide variety of work situations and environments.  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.  Typically the postholder 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).  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.  The postholder must be assertive but open-minded.  The postholder must understand that the compliance need must be balanced against other service demands on the staff and negotiate an equitable and legal solution.  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.  The postholder must understand how to motivate staff to wear RPE correctly whenever it is required to be worn.  The postholder will also provide regular updates on the progress or otherwise of the RPE programme and ensure that their line manager is regularly fully appraised.  This will include a similar update on the programme of training and education on PAPR units. |
| **13** | Physical effort ***Variation: Occasional Moderate several short periods – Level 2d***  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 excertion on some courses and Face Fit Testing.  Postholder 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.   * Carrying out a stepping exercise (if using the quantitative method); * Normal breathing; * Deep beathing; * Turning head side to side; * Moving head up and down; * Talking out loud; and * Bending over; * Normal breathing.   Transportation and manual handling of Face Fit Testing equipment (PortaCount/Accufit 9000 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, extention cables, etc.  Depending on the location of the Face Fit Testing or training being delivered, the postholder 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.  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. |
| **14** | Mental effort ***Frequent concentration, work pattern predictable – Level 2a***  Frequent concentration is required when undertaking problem solving and analysis.  Frequent level of concentration is required when performing Face Fit Testing to ensure these are done correctly.  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.  Time management and prioritisation of a highly variable workload.  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. |
| **15** | Emotional effort ***Occasional/frequent distressing or emotional circumstances – 2a***  Postholder will occasionally be exposed to challenging and distressing situations where the relevance and use of respiratory protective equipment is questioned by clinical, medical or and other healthcare staff.  The postholder must have the ability to understand those challenges and deal with them accordingly. |
| **16** | Working conditions ***Variation - Frequent use of road transportation – Level 2c***  NHS Grampian covers a very large geographical area which the postholder will be expected to travel across.  Although not encouraged the postholder 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 postholder will be familiar with Face Fit Testing room requirements i.e. well ventilated room and access to washing facilities etc.  The postholder will regularly be required to work in general office conditions and perform tasks associated with visual display units.  On occasion will have to accomodate extended working days. |

The duties and responsibilities set out in this document are not exhaustive or exclusive. From time to time you may be required to undertake other reasonable duties within your competence as the requirements of NHS Grampian may dictate

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| **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 5

**LOCATION/HOSPITALS: NHS Grampian – based Aberdeen**

**WARD/DEPARTMENT: Health & Safety Department**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | Trained in how to do fit testing | Fit2Fit accreditation |
| **Experience** | Experience in a fit tester role  Practical experience of training delivery  Knowledge and experience of health and safety legislation, guidance and best practice related to fit testing. | Experience in both quantitative and qualitative methods of fit testing  Experience of operating within a large people focused and complex environment.  Experience of working within a healthcare setting  Knowledge and experience of using a wide range of Respiratory Protective Equipment such as FFP3 masks (different makes and models) and Powered Air Purifying Respirators. |
| **Special Aptitude and Abilities** | Excellent communication skills including non-verbal and effective listening skills.  Well developed interpersonal skills including influencing, de-escalating in emotive situations.  Proven ability to prioritise own workload.  Good presentation skills  Competent IT skills in Word, Excel and Power Point.  Excellent organisational skills. | Ability to teach fit testing |
| **Disposition** | Willingness to work as part of a team with the ability to communicate at all levels.  Relaxed and friendly  Ability to motivate others and implement appropriate actions within given timescales.  Ability to operate without direct supervision  Ability to manage sometimes difficult situations during a fit test |  |
| **Physical Requirements** | Regular manual handling and transportation of fit testing equipment to venues.  Standing and demonstrating fit test exercises while carrying out fit tests |  |
| **Particular Requirements of the Post** | Have the ability to work in close collaboration with the Health and Safety Specialist and Administration Assistant  High levels of concentration required.  A valid driving licence is essential. |  |