

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Driver (Band 2)
Responsible to (insert job title):	Intermediate Care Team Lead
Department(s):	Home First Team
Directorate:	Midlothian Health & Social Care Partnership
Operating Division:	
Job Reference:	039302
No of Job Holders:	2

2. JOB PURPOSE

Responsible for driving vehicles to facilitate the provision of logistics services including the transportation of goods, supplies and patients.

3. DIMENSIONS

Hours: 37.5 hours, full time, permanent.

Clinical Activity: Home First Team

Population of the area: Midlothian is a small area adjoining Edinburgh's southern boundary, and framed by the Pentland Hills, the Moorfoot Hills and the Scottish Borders. Most of Midlothian's population resides in or around the main towns of Penicuik, Bonnyrigg, Loanhead, Dalkeith, Mayfield and Gorebridge. The southern half of the county is predominantly rural, with a small population spread between a number of villages and farm settlements. Midlothian Council's population projections indicate a predicted growth in current population circa 87,000 growing to 99,000 by 2024

The post holder will have a designated base at Bonnyrigg Health Centre. The post holder will work within a variety of designated NHS and non NHS sites including hospitals, Care Homes, Health Centres.

The post will provide driver support to enhance Midlothian Home First service, based in Bonnyrigg Health Centre to ensure patients who require equipment after being assessed can get access to the equipment required quickly and safely, with improved outcomes.

The post includes morning and evening shifts and weekend working. This post requires travelling between patients.

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION

Intermediate
Care Team Lead



This post

5. ROLE OF DEPARTMENT

The main functions and objectives of the Midlothian Home First Team are

The team will focus on admission prevention, and/or to support timely safe discharge. The team will work with the 'Home First Team' at the front door of Royal Infirmary Edinburgh (RIE), as well as with local GP practices, to prevent admission, whilst also providing a discharge to assess approach to manage the admission and support fast and safe return home, with appropriate assessments and care put in place.

Home First is evidenced as having significant potential to move medically fit patients from acute care, to local care with pace and scale, and as a result improving patient flow through the health and care system. It is becoming a tried and tested model in other areas. Results have shown that this improves outcomes for patients by reducing length of stay in hospital beds where frail patients quickly lose their independent coping skills and those with cognitive impairments such as dementia experience increased confusion. There is also some evidence that the Home First D2A approach reduces costs of care packages and care home placements, benefiting individuals themselves as well as the wider health and social care system.

6. KEY RESULT AREAS

The following key result areas are examples of some of the driving duties the postholder will be required to undertake as part of their role. Duties may vary depending on the location and the needs of the service:

1. Undertake driving duties to support the provision of logistic services in accordance with policies and procedures e.g. guidance of management of vehicles and Management of Occupational Road Risk Policy. These may include the transfer and uplift of goods and services such as laundry, catering and mail and / or the transportation of patients.
2. Responsible for checking each vehicle for defects and completing daily vehicle checklist prior to driving any vehicle in accordance with Department for Transport (VOSA) and NHS Lothian guidelines. This includes completing defect log and notifying the duty supervisor or manager when any faults develop or, indeed, incidents occur involving the vehicle.
3. Responsible for fuelling and maintaining the cleanliness of the vehicles both exterior and interior in line with departmental protocol and other relevant policies e.g. infection control policies.
4. Provide a patient transport service both across Lothian and other healthcare providers to facilitate attendance at hospital appointments. These could be escort or unescorted journeys.
5. Support the provision of laundry services across Lothian, including dirty linen uplift, personal laundry boxes and the delivery of soluble and canvas bags.
6. Responsible for the collection of multiple waste streams to designated pick-up points, including clinical and confidential.
7. Undertake routine and high risk specimen transfers, blood pack delivery and return.
8. Provide an agreed range of internal mail services across Lothian.
9. Provide routine and an emergency service for the delivery of continence products to private address across West Lothian.
10. Provide a cold chain vaccine delivery service across Lothian including hospital and health centre premises, primary and secondary schools.
11. Provide an ad-hoc service as required including movement of furniture, medical equipment between sites, uplift and disposal of redundant equipment in line with divisional procedure on waste management.
12. Provide an agreed range of cash transfer services including the delivery & uplift of cash boxes both around the site and to other peripheral premises.
13. Provide an agreed range of security services including lock up and out of hours response to intruder alarms for GP practices in West Lothian.

14. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment that may be required to be used to undertake the role: Commercial vehicles of varying sizes ranging from small van to articulated vehicle. Sack barrows, trailers, power wash, air compressor, PCs, medical gas cylinders, hand held scanners, automatic/roller doors, roll cages, 770ltr bins, telephone, bleeps, tail-lifts, spill- kits.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of the systems that may be required to be used to undertake the role:

- Microsoft office - Maintaining records of ad-hoc requests
- Tachograph – record length of time driving
- Connexion 2 – lone working
- Telephone and bleep systems - communication
- Defects log - reporting faults on vehicles
- Datix – incident reporting

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Work is generated through requests made by services and allocated by the supervisor / manager and / or daily routine sheet.

A review of work / performance is carried out on an ongoing basis with a formal review and personal development plan completed annually in line with NHS Lothian PDP processes, by the line manager and the post holder.

Work must be carried out in accordance with policies and departmental procedures, however the post holder may be required to work unsupervised and make decisions on routine tasks.

9. DECISIONS AND JUDGEMENTS

The post holder is not directly supervised and uses own initiative to make decisions regarding routine tasks. Supervisor / manager is available to provide advice.

Decisions and judgements may include the following:

<p>Default logging Fault logging Incident reporting Assessing safety of vehicles, identifying any defects and escalating as appropriate Recording and passing messages – through job logger and phone Responding to urgent and emergency requests without referring to supervisor / manager</p>
<p>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</p>
<p>Difficult customers/service users Dealing on a daily basis with heavy traffic conditions Dealing with expectations of service users in particular meeting service needs during periods of incremental weather conditions</p>
<p>11. COMMUNICATIONS AND RELATIONSHIPS</p>
<p>The post holder will require to communicate with NHS staff, patients and police regarding transport services. Communication may be in writing or verbal and the post holder will required to maintain patient confidentiality at all times.</p>
<p>12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB</p>
<p><u>Physical Skills</u> Skills for driving vehicles used to transfer goods, supplies and patients.</p> <p><u>Physical Demands</u> Manipulating trolleys, cages, bins, driving, moving furniture. Working at heights when operating a tail lift.</p> <p><u>Mental Demands</u> Concentration when driving vehicles and checking details.</p> <p><u>Emotional Demands</u> Dealing with varying traffic conditions.</p> <p><u>Working Conditions</u> Daily exposure to dirt, dust, smells. Occasional exposure to verbal & physical aggression and body fluids. Exposure to all weather conditions whilst undertaking outside duties.</p>
<p>13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</p>
<p>Minimum required to undertake the role:</p> <p>Full driving licence: Class C+E (Class 1), C (Class 2), C1 (7.5 Tonne) & D1 (Minibus) for specific tasks Driver CPC training and valid qualification card ADR Vocational Training Certificate class 6 Knowledge and experience of transport service requirements Good communication and interpersonal skills</p>

Good customer care skills
Work unsupervised

Knowledge gained on corporate and local induction, completion of internal training programme within 6 / 8 weeks, to include:

Knowledge of Health & Safety, including vehicle safety checks, working at heights

Moving and handling skills

Knowledge of policies and procedures e.g. operation of tail lifts, policies on guidance and management of vehicles

ADR Awareness

Knowledge of sites

Violence and aggression training

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: