

NHSGG&C Moving and Handling Practitioner

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| 1. **JOB IDENTIFICATION** | | | |
| **Job Title:** | Moving and Handling Practitioner | | |
| **Department(s):** | Moving and Handling / Health and Safety | | |
| **Job Holder Reference:** |  | | |
| **2. JOB PURPOSE**  Through direct and indirect Moving and Handling education and training to all NHSGG&C staff, aim to decrease the risk of injury from manual handling operations, and reduce manual handling incidents in order to promote improved safer working practices through ergonomic risk assessment. Furthermore the aim of the Moving and Handling Team is to reduce sickness absences associated with Moving and Handling Activities by complying with guidance given through the Manual Handling Operations Regulations. | | | |
| Moving and Handling Lead Practitioner  Moving and Handling Practitioner  **3. ORGANISATIONAL POSITION**  Head of Occupational Health and Safety | | | |
| **4. SCOPE AND RANGE**   * The Moving and Handling Service is delivered across the geographical area of NHSGG&C encompassing all Directorates & specialities to in excess of 44,000 staff covering diverse disciplines in numerous care settings. The post holder will be based within the South or North Acute or CHCP Moving and Handling Team. * To provide a comprehensive education and training programme for clinical and non-clinical staff, including the provision of support, facilitation and specialist advice on all aspects of Moving and Handling; * To work in conjunction with other members of the Moving and Handling, Health and Safety and Occupational Health Teams and other members of the multi professional team at all levels of the organisation. * To provide as required, guidance and advice to external agencies including social work, education and the voluntary sector. | | | | |
| **5. MAIN DUTIES/RESPONSIBILITIES**  **Specialist**   * Provide advice and practical onsite assistance to directed areas of responsibility within NHSGG&C for example a Practitioner may have responsibility for Regional Services Directorate. Particularly to ward managers and supervisors who require input, in order to reduce the risk of injury to staff and patients when dealing with patient/inanimate load handling situations; * Investigate reportable manual handling incidents including occurrences and provide recommendations, advice and practical support to managers on the follow-up action to prevent recurrence, in association with members of the Health and Safety Team; * When required, work with managers to identify, prioritise and facilitate them, in their responsibility to undertake manual handling risk assessment based on an ergonomic approach in their area of responsibility; * Undertake audits / research to provide evidence for effectiveness of moving and handling interventions, including determining delivery of moving and handling input. * Education and Training * Independently deliver formal training courses to all levels of staff including Clinical and non-clinical staff ranging in duration’s from half day to two day courses and providing assistance on running five day Link Staff Course; * Autonomously provide on-site coaching both formal and informal to staff, particularly to the directorates with which the Practitioner has particular responsibility; * Provide advice to reduce musculoskeletal disorders in compliance with legislation, professional guidance and local policies and current best practices. * Provide support to Link Staff within NHSGG&C to promote good moving and handling practices within their own working areas and develop their personal and coaching skills to comply with the NHSGG&C Moving and Handling Policy, to facilitate a decrease in the number and severity of moving and handling incidents within their work areas;   **Professional**   * Maintain a high standard of professional conduct by remaining up to date in all aspects of moving and handling by attending relevant conferences / forums and training courses and by attending team meetings. * Practice within the legal, professional and ethical framework as established by national legislation (including Manual handling Operations Regulations), relevant professional regulatory bodies (including Nursing and Midwifery Council and Health Professions Council) and local policies and procedures; * As part of continuing professional development remain up to date with all relevant mandatory training including annual fire and resuscitation courses;   **Administration**   * Ensure records of all training delivered are maintained in line with current legislation, and local policies; * Assist Moving and Handling Lead Practitioner’s and Service Lead with monitoring, reviewing and auditing Policy implementation including equipment audits, Health and Safety Control Book Moving and Handling Risk Assessment Audits.   **Clinical**   * Provide onsite clinical problem solving and leadership with regards patients identified as having increased moving and handling risks, including ongoing support and monitoring of the situation e.g. bariatric patients, whilst taking into consideration differing lifestyles, cultural and religious beliefs, this may include physically working with the patient regarding activities identified by the risk assessment process; | | | | |
| **6. SYSTEMS AND EQUIPMENT**  **Moving and Handling**   * Daily use of Moving and Handling equipment including hoists, standing aids and small handling aids. In depth working knowledge of above equipment in order to instruct and demonstrate safe use of equipment to relevant staff; * Maintenance of up to date knowledge base on new equipment entering the marketplace; * Working knowledge of process required to obtain specialist equipment at short notice for specific client needs including bariatric patients (25-55+ stones), this may involve negotiation between internal procurement process and external parties; * In depth working knowledge of Incident Reporting systems within the Division, including assisting in the process of investigation for RIDDORS. * Assess situations which may involve fault finding with, and problem solving of, equipment issues identified by staff.   **General**   * Clinical awareness and safe working practices whilst working around clinical equipment and in specialist treatment areas e.g. ventilators, infusion devices, radiotherapy treatment rooms etc. * Be aware of Data Protection Act, Caldecott Guidelines and local policies regarding confidentiality and access to health records e.g. the post holder is required to input information relating to moving and handling into patient health records; * Use of presentation equipment for training purposes including media projectors, laptops and OHP’s; * Awareness of local policies impacting on moving and handling including Infection Control and Tissue Viability.   **Information Technology**   * Daily use of computers including, working knowledge of Word, PowerPoint and Access, Internet Explorer and Outlook software.   + In depth knowledge of systems used to record training and coaching sessions including paper and electronic records and databases | | | | |
| **7. DECISIONS AND JUDGEMENTS**   * Uses own initiative and time management skills to prioritise own workload, and acts independently within the bounds of existing knowledge and skills on a day to day basis in relation to formal and informal training and practical problem solving and other moving and handling activities; * Expected to write annual Action Plans, and routinely provide Safety Advice Notices and other relevant documentation when required, to be reviewed by Lead Practitioner / Service Lead; * Facilitate the resolution of moving and handling situations arising in clinical and non-clinical settings, including; liasing with staff, clients, relatives and management; provision of appropriate equipment and training to meet the situations needs; and recording intervention in appropriate documentation e.g. formulation of individual patient focused care plans, Risk Assessments, Health Records etc; * Exercise the ability to challenge any moving and handling intervention that fails to adhere to local policies, professional guidance or legislation and initiate appropriate procedures if a breach of policy is witnessed. * Based on evidence and reflective practice, use decision making skills to set and work towards agreed objectives with regard to continuous professional development needs. This will be appraised annually ; * Expected to seek advice / support from Lead Practitioners / Service Lead when situation goes beyond existing knowledge and skills, this may include investigations of complex reportable incidents; | | | | |
| **8. COMMUNICATIONS AND RELATIONSHIPS**  **Education**   * Present various moving and handling education courses varying in length from ½ day to two days and including informal coaching sessions, to various multi-professional Divisional staff, using verbal, non-verbal, practical, demonstration and supervisory skills, for up to eight hours per day; * All education sessions require motivational, persuasive and negotiating skills in order to facilitate fundamental changes to practices; * Education sessions are attended by all grades of staff with differing baseline skills, representing different knowledge, experience and practical abilities, thus presenting communication challenges to maintain attention / interest / practical involvement of all participants throughout training sessions.   **Patients and Relatives**   * Communicate effectively and appropriately with patients and on occasion their relatives using a range of verbal and non-verbal skills, from all backgrounds, including those who may be non english speaking; * When required, contact with external agencies involved with the client, including social work, private agencies and council staff; * Provide and receive confidential and complex sensitive information regarding the assessment of patients in order to encourage compliance and optimise outcome of moving and handling interventions; * Convey comprehensive detail of moving and handling intervention in a manner and at a rate which is appropriate for every individual, emphasising and reiterating points as and when to ensure a full understanding; * Encourage and motivate highly complex patients who often have other psychosocial issues including dementia, addiction and loss of hearing/sight, to comply with moving and handling intervention, including working with bariatric patients (25 - 55+ stones);   **Moving and Handling Team Staff**   * Participate in monthly team meetings to discuss matters including; day to day problems encountered & evaluate outcomes, practical workshops and discuss future planning of the service, facilitated by Lead Practitioner / Service Lead; * Expected to undertake relevant project work and present outcomes at moving and handling team meetings and other appropriate meetings, in order to inform future developments/direction for the moving and handling service; * Keep in regular contact with other members of the team for support, problem solving and networking.   **Multi Professional Team**   * Regularly communicates effectively with Lead Practitioner / Service Lead; * Communicate effectively on a variety of topics including incident investigation, on site assessments and other issues as required with individual members of the Occupational Health and Safety Team; * Attend, when required, appropriate organisational meetings including Directorate Health and Safety meetings and clinical Service Managers / Team Lead meetings to discuss moving and handling matters arising in their areas;   **External**   * Create and maintain relationships with external moving and handling equipment providers / manufacturers in order to keep up to date with new developments within moving and handling; * Create and maintain relationships with the wider moving and handling community via conferences and forums and informal networking to keep up to date with current practices within moving and handling. * Within the Moving and Handling Team, create and maintain relationships with multidisciplinary/multicare service providers | | | | |
| **9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**  **Physical**  *Physical Manual Handling activities are defined as any ‘transporting or supporting of any load by hand or by bodily force which includes any pulling, pushing, lifting, bending reaching, twisting or throwing’(MHOR, 2004). These activities are demonstrated and used many times by Manual Handling Practitioners throughout each education and training session.*   * Provide a role model for personal movement requiring high degrees of accuracy during whole body movement that sets the standard for efficient personal movement patterns; * Set the standard for personal handling skills requiring high degrees of skill and accuracy during all moving & handling activities, including all bed moves, chair moves and problem solving scenarios; * Maintain personal high levels of skills with regards personal movement and practical handling skills through frequent team meetings and attendance at external courses; * During training sessions required to be physically and mentally active and self aware during entire contact time with delegates (eight hours per day) whilst imparting information, demonstrating, practising, evaluating and correcting throughout; * Frequent travelling between sites; * Frequent moving of equipment within training area and occasional movement of equipment between wards and hospital sites. * Occasional requirement to work unsocial/extended hours, including night and weekend work involving training and specific client needs.   **Mental**   * Frequent requirement for high levels of concentration and highly developed observational skills in particular postural analysis skills to make reasoned judgements both formally and informally including on the practical handling skills of participants at all levels of training in groups of 3-16 staff for up to eight hours at a time; * Effort required to remain enthused and able to influence/ motivate the delegates through training sessions which generally cover one to two day training courses. Practitioners will also assist with 5 day link courses. * Able to negotiate with other parties including staff (and Line Managers), patients and the public to achieve workable solutions in complex moving and handling situations ; * There is a frequent requirement for concentration where the work pattern is unpredictable and the demands on the service increase, subject to external pressures; * Managing competing priorities when there is staff sickness, manual handling courses to be presented and urgent onsite manual handling advice and assistance required; * Communication challenges involving course participants requiring recognition of the problem and developing solutions to overcome this, including multi-disciplinary conflicts, multicultural differences, and sensory/physical deficits; * Continuously being receptive and open to change and presenting change in a positive light to staff; * Challenging inappropriate or poor practice in a diplomatic and effective manner;   **Environmental**   * Occasionally working in a clinical environment where high levels of concentration are required due either from increased hazards from surrounding environment (clinical equipment / space constraints) or from patients themselves (exposure to bodily fluids / challenging behaviours) as often assistance from the Moving and Handling Practitioner is required/requested when routine handling practices are not successful i.e. for high risk patients including critically ill and bariatric (25-55+ stone) patients; * Occasionally working in areas with extremes in hot / cold, poor cleanliness and poor air quality.   **Emotional**   * Occasional communication with distressed, anxious, worried staff, carers, patients and relatives; * Occasional involvement in scenarios where patient and/or relatives expectations are unable to be met e.g. where a patient expects to be able to be independent in transferring, however assessment identifies the requirement for a hoist to be used * Frequent communication and negotiation of complex issues with staff, line managers or multi-professional team; * Ability to remain composed during challenging times when interacting with staff who possess historically entrenched and outdated moving and handling practices; * Occasionally required to deal with distressing or emotional circumstances where patients are critically ill or have deceased. | | | | |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   * Motivating and influencing change in , attitudes and behaviour of staff, patients and carers with regards moving and handling practices / needs to achieve a balance approach to care and safety, whilst, maintaining own verve; * Keeping up to date in the face of a continuously changing environment in relation to legislation, manual handling practice and teaching. | | | | |
| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** | | | | |
|  | | | **Essential** | **Desirable** |
| 1. Chartered Physiotherapist or other AHP / Registered Nurse to degree level, with a minimum of three years experience in qualified field   and / or  A minimum of 3 years moving and handling teaching  experience in relation to patient and inanimate load handling  with relevant qualification to degree level. | | | **Y** |  |
| 1. Evidence of successful completion of a nationally accredited moving and handling qualification or be able to work towards obtaining this qualification. | | | **Y** |  |
| 1. Working knowledge of IT including word processing, databases and presentation software. | | |  | **Y** |
| 1. Demonstrate excellent interpersonal communications skills. | | | **Y** |  |
| 12. 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:  Head of Department Signature: | | | Date:  Date: | |