#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Moving & Handling AdviserResponsible to (insert job title): Moving & Handling Team LeadDepartment(s): Occupational Health & SafetyDirectorate: Organisation & Human Resource DevelopmentJob Reference:No of Job Holders: 7Last Update (insert date): Aug 2024 |

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| 2. JOB PURPOSE |
| To provide support to managers and staff across all areas of NHS Ayrshire & Arran in the reduction of musculoskeletal risk. The role requires provision of moving and handling advice, support and training to both clinical and non-clinical staff, that meets the legislative requirements of the Manual Handling Operations Regulations 1992 and organisational need.  |

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| **3. DIMENSIONS** |
| NHS Ayrshire & Arran serves a population of around 376,000 people and employs around 10,500 staff. The Board provides a full range of primary and secondary clinical services covering the mainland of Ayrshire and the islands of Arran and Cumbrae and three Local Authority areas i.e. North, South and East Ayrshire.NHS Ayrshire & Arran has undergone reorganisation in line with the Scottish Governments 2020 vision of the integration of health and social care services; and now operates on a single system basis within a number of hospital and health care settings within the geographical boundaries. In addition, there are three Integration Joint Boards managing local and community services. Clinical services are supported by a range of Corporate services which includes Planning, Finance, HR, Public Health, Communications and eHealth & Knowledge Management.The service liaises with Local Authorities and other joint stakeholders such as Higher Education providers. Training and services may be provided on a contractual basis to these and other organisations. In addition, there are supervisory responsibilities for the organisation’s bank of Link/Key Worker staff (approximately 60) who support their directorates with competency assessments.  |

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| 4. ORGANISATIONAL POSITION  |
| **Moving & Handling Advisers**(post-holder)**Moving & Handling Team Lead****Health & Safety Service Lead****Assistant Director for Occupational Health, Safety and Risk Management****Director of Human Resources** |
| 5. ROLE OF DEPARTMENT |
| As part of the Directorate of Organisation and Human Resource Development (HR), the Occupational Health and Safety Department supports the Staff Governance Agenda and the employee journey from recruitment to retirement. The current workforce comprises approximately 10500 staff. The OH&S Department’s accountability route to the NHS Board will be through the Director of Human Resources, the Health, Safety and Wellbeing Committee, Area Partnership Forum and the Staff Governance Committee (standing committee of the Board). The OH&S strategy, policies, advice and programmes will help to underpin NHS Ayrshire and Arran’s strategic and operational objectives by supporting service improvements and delivery and the Development Agenda for the organisation, as well as helping the organisation to achieve HEAT performance indicators in relation to Local Delivery Plans. The broader context will encompass close links with the work of the Corporate Support Services Directorate, Risk Management arrangements, Health and Performance and Corporate Governance and the Equality agenda. The role of the department encompasses the following: * Provision of a first class advisory service which supports organisational compliance with Statutory legislation and its corporate drive to achieve best practice in all areas of service delivery
* To support the Health, Safety and Wellbeing Strategy in the implementation of Executive Directives and Initiatives including the NHS Scotland Manual Handling Passport and Information Scheme with the overarching aim of reducing musculoskeletal risk exposure to staff, and reducing the potential for injury to patient. This will include development, implementation and monitoring of the Safer Handling Policy, and facilitating implementation of evidence based practice and clinical guidance on the handling of patients
* Provision of a professional corporate advisory and training service on Occupational Health & Safety issues to all members of staff of NHS Ayrshire and Arran
* Provision of Violence and Aggression and Moving and Handling Training and Advisory Services
* Provision of vetting and monitoring services for the health and safety performance of contractors operating on behalf of NHS Ayrshire and Arran
* Delivery of key Occupational Health Programmes including operational activities such as Pre-Employment Screening, Immunisation, Health Promotion, Health Surveillance, Counselling etc
* Management of corporate processes for collection and reporting of data (i.e. adverse event and near miss information, ill health statistics and pro-active performance indicators etc), OH&S monitoring and auditing, production, control and distribution of Health, Safety and Wellbeing documentation
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| 6. KEY RESULT AREAS |
| * Develop, implement and evaluate training packages to all staff relevant to moving and handling activities in their area of work in line with moving and handling training programmes and Moving and Handling Policy. A major part of this role is working with staff in wards and departments to assess competency in Moving & Handling.
* Maintain comprehensive training records in line with statutory requirements and to facilitate audit, assessment and needs analysis of future training programmes.
* Support the Service Lead in the development and implementation of strategies and policies relevant to moving and handling activities within NHS Ayrshire & Arran.
* Function as an ‘information exchange’ between staff and the Occupational Health and Safety team members in relation to operational issues which arise during the course of duties. The post holder will be expected to obtain and use feedback from staff as a means of ensuring that training given meets individual and organisational needs, objectives and service delivery requirements. This involves the handling and processing of sensitive information, and therefore a need for high awareness of ‘Confidentiality’ issues.
* Provide specialist assessment in relation to moving and handling equipment and develop, implement and evaluate training in its safe use in order to minimise risk of injury to staff or patients.
* Facilitate the skill development of the Moving & Handling Link/Key Worker staff. Identify, by liaising with managers, appropriate Link/Key Worker staff. Educate to an appropriate level to include risk assessment, human movement skills, and risk reduction, in line with Risk Management objectives, to ensure statutory requirements, and systems of work are communicated.
* Lead or participate in the review of wide range of adverse events where required, in collaboration with the wider Occupational Health and Safety team, to establish contributory factors and root causes, and provide recommendations, advice and practical support to prevent recurrence.
* Assist in ergonomic risk assessment to ensure NHS Ayrshire & Arran complies with statutory requirements under Manual Handling Operations Regulations 1992 and Management of Health and Safety at Work Regulations 1999.
* Support the development of an ergonomically aware culture by using recognised principles in order to minimise risk of injury to themselves or others.
* Liaise with NHS Ayrshire & Arran staff and managers, to provide relevant information on all aspects of moving and handling.
* Liaise with product specialists to enhance equipment knowledge base, and technological advances within patient/non-patient equipment.
* Develop and maintain personal competence, skills and knowledge in relation to moving and handling and training to ensure compliance with best practice.
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| 7a. EQUIPMENT AND MACHINERY |
| * Responsible for the safe use, security and maintenance of training rooms and all associated equipment (electrical beds, electrical patient lifting devices, overhead tracking patient lifting devices, stand aids, compressed air cushions, smaller handling aids and sliding devices). These items of equipment require associated protocols and guidelines to be attached as part of a safe system of work in relation to the use of disinfection, storage and maintenance to meet safety regulation and guidance
* Provision of advice on the purchase of equipment across the organisation relevant to moving and handling
* Co-operation with all staff when assessment of equipment needs is being carried out area-wide.
* Advise on planned replacement of equipment or machinery that is no longer suitable and sufficient, economically viable or poses a risk to patients or staff
* Advise and support service areas where necessary in relation to equipment required in the management of plus size patients
* Clinical awareness and safe practices whilst working around clinical equipment e.g. ventilators , infusion devices, chest drains etc
* Awareness and safe practice while working around non-clinical areas and equipment e.g. in laboratories, hospital kitchens and estates plant areas
* Systems for transporting moving and handling equipment between different sites, including weights of equipment, testing requirements after transport etc, local and national carriers
* Working knowledge of data projector, overhead projector, video recorder and digital camera for training purposes.
* Frequent use of telephone, laptop, printer, photocopier, measuring devices in the operation of the service
* Use of car, mobile phone, electrical lifting devices, bathing aids, lifting cushions, stand aids, transport devices and electrical beds during visits

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| **7b. SYSTEMS** |
| * On a regular/daily basis – the use of general office systems such as Microsoft Office (Word, PowerPoint, Excel, Outlook), Intranet/Internet, eESS, Turas and other electronic systems
* Working knowledge of Data Protection Act, Caldecott Guidelines and local policies regarding confidentiality and access to records. Adherence to professional standards for record keeping
* Use of systems reporting and review of adverse events
* Use of systems for the input, storage and recall of training information through multiple sources e.g. eESS database, signed training records, course lesson plans, e-learning and training courseware
* Use of booking systems for training courses provided. Coordinating training across departments to ensure production of streamlined training calendars and minimal disruption to service users
* Knowledge of discharge, transfer and admission systems for patients with complex moving and handling needs and systems for procuring equipment within the NHS and local authorities. Managing systems for the issue / distribution of equipment for complex cases or plus size patients
* Audit and monitoring systems for the inspection and maintenance of equipment to ensure Organisational compliance with LOLER 98 and PUWER 98
* Regular use of packages to interrogate data for the provision of statistical returns or reports of department activity as requested by other departments, managers or directors.
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder will be an integral part of the Occupational Health and Safety Service. Whilst work will be assigned by the Moving and Handling Team Lead and Health and Safety Service Lead, as directed by the organisation’s Health, Safety and Wellbeing agenda, the post holder will operate with a degree of autonomy in carrying out the duties, and will be responsible for generating and prioritising their own workload within these parameters
* Work will also be generated in response to day to day exigencies of the service, legislative requirements or executive requests
* Annual objectives will be agreed and formally reviewed by the Moving and Handling Team Lead. Work streams will be reviewed on an informal basis at regular intervals throughout the year
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| **9. DECISIONS AND JUDGEMENTS** |
| * Assesses and develops Moving & Handling training packages, in consultation with the Team and Service Leads to ensure training keeps standard and legislative compliance, and meets organisational need.
* Judgements involving sensitive, confidential work-related issues or situations, which require the analysis, interpretation and comparison of a range of options, referral to appropriate specialist and follow-up to satisfactory completion.
* Using knowledge and skills to advise staff on appropriate use of Moving & Handling equipment and best practice.
* Planning and organising of a broad range of complex activities, some of which are ongoing, that require the formulation and adjustment of training plans.
* Organises and manages own workload, identifying and responding to changing priorities.
* Uses own judgement regarding the individual fitness of delegates. Assessments regarding capability need to be made as the sessions progress to ensure safety of the
* Individuals, other delegates and the patients with whom the techniques and equipment will be used. Adaptation of training to suit delegate needs & abilities is vital to ensure a safe training environment.
* Uses own judgement regarding the competency of staff or the Moving & Handling link/key worker staff providing training, and their associated development needs.
* Guidance is provided by peers, the Team and Service Leads and external reference points.
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| To develop personal skills and competencies required tosupport staff in adapting to changing work practices in moving & handling. To deliver a high standard programme of education that facilitates adoption of an ergonomically aware culture.To maintain a specialist role in an ever changing clinical and legislative environment and assisting in criminal and civil court proceedings, fatal adverse event enquiries and public enquiries when required. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder is involved with working and communicating with staff at all levels across the Organisation, Independent contractors, product specialists and other key stakeholders. The post holder will develop and maintain excellent communication and interpersonal skills, to ensure efficient and effective working relationships. This involves communication of complex and confidential information, and overcoming barriers to understanding, by co-operation, efficient listening skills, diplomacy and tact, good negotiation skills, empathy, sensitivity, assertiveness, and reassurance. The post holder will adhere to Data Protection, Caldicott and Information Security.As a delegated duty the post holder will attend relevant meetings as a representative of the Moving and Handling team, and disseminate information to colleagues.* Will work as an integral part of the Occupational Health & Safety Service, liaising closely with other specialist advisers and nurses routinely on a range of subjects, including adverse event review, staff rehabilitation or training issues
* Will work as an integral part of the Moving & Handling training team, arranging and delivering training, awareness and advice to all levels of staff within NHS Ayrshire & Arran
* Will liaise with Administration staff with regard to course attendance
* Will develop and support the Moving & Handling Link/Key Worker staff
* Will communicate with external agencies as appropriate.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **PHYSICAL EFFORT/SKILLS:*** Be a role model and promoter of excellence for personal movement, requiring high degree of accuracy during whole body movement that is setting the standard for efficient personal movement patterns
* Frequent moderate/heavy effort whilst training.
* Combination of walking, standing, sitting. Core patterning, postural realignment, general movement skills which include pushing, pulling, turning, lifting and stretching.
* Frequent/ daily movement and handling of all training equipment.
* Regular driving between premises.
* Regular voice projection and adaptation of physical stance.
* Frequent/ daily keyboard, mouse and IT effort and skills.

**MENTAL EFFORT/SKILLS:*** Frequent intense concentration planning & during training sessions, preparing reports.
* Frequent interruption to deal with queries from delegates, and from other staff queries.
* Facilitating and directing group sessions whilst complying with duty of care.

**EMOTIONAL EFFORT/SKILLS:**Frequent exposure to staff and patient issues and concerns, through staff queries and via delegates whilst training.* Handling of confidential and sensitive information.
* Involvement in stressful situations and environments within NHS Ayrshire & Arran and patients own homes, such as possible abuse issues, not adhering to Moving & Handling Policy, financial, social and emotional situations.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Must have a relevant healthcare qualification e.g. Nursing/Physiotherapy/Occupational therapy background
* Relevant experience in a range of challenging patient handling situations.
* Should have attained or be willing to attain post graduate patient handling qualifications e.g. Scottish Manual Handling Trainers Certificate/ or National Back Exchange Advanced Membership.
* Must have, or be willing to obtain an accredited and appropriate moving and handling trainer’s certificate.
* Evidence of relevant training experience and ongoing personal and professional development.
* Demonstrate ability to communicate information clearly and use appropriate training tools.
* Ability to manage own time effectively and work autonomously while alsointegrating with the Occupational Health & Safety team.
* Interpersonal skills which are used creatively and effectively to influence staff behaviour and practice.
* Proven communication and presentation skills, including use of IT.
* Must promote client independence, minimal lifting, use of equipment and ergonomic changes to minimise risks through effective risk management and control.
* Must be physically capable of demonstrating good practice (NHS Scotland/HSE Standards)
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| **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: Head of Department Signature: | Date:Date: |