

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Fit Testing Support Worker |
| **Reports to** | Fit Testing Co- Ordinator |
| **Band** | 3 |
| **Department/Directorate** | Health and Safety |

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| **JOB PURPOSE** |
| An exciting opportunity has arisen for a Mask Fit Testing Support Worker to join the fit testing team.  The successful candidate will be responsible to follow the fit testing process to ensure that respirators fit the face of an individual to provide respiratory protection against harmful pathogens. The successful candidate will be fully trained following appointment for the quantitative (particle count) fit testing method.  Once in post they will provide comprehensive support to the fit testing coordinator and managers and those being mask fit tested, and will play a key role in educating staff on the best practices of ‘donning’ and ‘doffing’ FFP3 masks.  Working with coordinator and managers the Mask Fit Tester will ensure that staff who are reliant on Powered Air Purifying Respirators (PAPR) are trained in its assembly, use, storage, decontamination, and maintenance.  The post requires a person who is a team player, someone who has:   * Excellent interpersonal skills to communicate effectively with a variety of staff groups at all levels. * Efficient IT skills and be experienced and proficient in the use of Microsoft packages including word, excel and PowerPoint.   They will be expected to work unsupervised and be able to use their own initiative to ensure the smooth running of fit testing sessions as well as escalate as appropriate.  It will be important that they are able to work independently and most importantly work efficiently and accurately. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The post holder will be responsible for:   * Attending and maintaining training to become Fit2Fit accredited. * Liaising with the Divisional Governance Teams and the Infection Prevention and Control Team to determine prioritisation of Divisions/Directorates as required or as instructed by them and take full responsibility for the organisation and arrangement of mask fit testing in those areas. * Liaise with the community team, other community location to ensure community staffs are also supported by the fit test team. * Support Coordinator for the entry of fit testing records onto the centralised database to provide the lead infection control nurse and directorate leads with an oversight of which staff in their division/directorates are to be fit testing in accordance with local policy. * Reporting back, via relevant meetings, levels of mask fit compliance/non-compliance. * Communicating with the Central PPE Store regarding tight fitting respirator (makes, models, availability etc.) generally so that issues with supply can be addressed. * Maintaining equipment used for mask fit testing and mask stock levels required to continue fit testing staff trust wide. * Liaise with medical devices management to ensure portacount machines and powered respirators are ready for use. * Maintain a database of which staff are issued with powered respirators. * Ensure staff understand their responsibilities when using a FFP3 mask. * Ensure the fit testing service has the correct consumables regularly ordered so as to ensure fit testing runs smoothly. * Support coordinator to maintain the booking system to ensure staff can easily access fit testing appointments. |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: (Fit testing all patient facing staff groups)  No. of Staff reporting to this role: (If applicable)    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Nursing staff and allied healthcare professionals * Medical staff * Healthcare workers | * Fit test support worker from other organisations. | | * Porters |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder will work closely with the Fit Testing coordinator. They will be involved in decisions regarding which masks the organisation will use the post holder will need to make decisions locally about how to work with the team with the fit testing coordinator supporting. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Communication with Service manager such as ward manager is necessary to ensure that that need fit testing are supported to attend appointments. Staff of a variety of types require fit testing and good communication is an essential skill. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder will be required to keep accurate records of what masks staff pass and fail on. They will be taught a specific technique regarding the fit testing process and it is essential they follow this. They will sometime be dealing with staff who are struggling to fit to the correct mask and may need to use their judgement to offer the appropriate solution. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will need to be organised and followed a planned schedule of fit testing appointments. If a fit testing clinic for staff is to be held off site they will be responsible for organising the equipment needed, transporting it and setting up. |
| **PATIENT/CLIENT CARE** |
| Contact with patient is unlikely to be usual part of the role. |
| **POLICY/SERVICE DEVELOPMENT** |
| Fit testing practice is evolving and the post holder will support the fit testing coordinator in service development and improvement based on national guidance and new research. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Any financial responsibility (e.g Cash handling, ordering stock, delegated budgets etc) Is the post holder an authorised signatory? What are the limits without reference to line manager? |
| **HUMAN RESOURCES** |
| Any responsibility for other staff (e.g. Supervising, managing people, giving formal training or teaching etc.) Does the post holder interview and appoint staff, undertake appraisal and disciplinary matters. Is teaching/training a major job responsibility? |
| **INFORMATION RESOURCES** |
| The post holder will maintain a database of fit testing results and maintain the dashboard that holds fit testing information |
| **RESEARCH AND DEVELOPMENT** |
| N/A |
| **PHYSICAL SKILLS** |
| Accuracy regarding data input is vital. Carrying out the fit test in an accurate and efficient manner is also essential. |
| **PHYSICAL EFFORT** |
| The portacount machine and equipment will need to be moved if going to community locations. There is standing and sitting as part of the role. |
| **MENTAL EFFORT** |
| Fit tests require the person to concentrate on giving information relevant to the test to the member of staff out to give instructions to the member of staff. |
| **EMOTIONAL EFFORT** |
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| **WORKING CONDITIONS** |
| The fit test team are based in a building in the hospital or on hospital site. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Fit Testing Support Worker |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  GCSE level 4 or equivalent in English and Mathematics | E |  |
| **KNOWLEDGE/SKILLS**  Previous experience working with a variety of people | E |  |
| **EXPERIENCE**  Prior experience of fit testing  Prior working in the healthcare service  IT skills -Efficient IT skills and be experienced and proficient in the use of Microsoft packages including word, excel and PowerPoint. | E  E | D  D |
| **PERSONAL ATTRIBUTES**  Team working  Good interpersonal skills  Good communication skills  Good organisation skills | E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  E |  |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | N |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | Y |  | x |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | x |  |  |
| Mental Effort | N |  |  |  |  |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | N |  |  |  |  |