

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Fit Testing Technician |
| **Reports to** | Fit Testing Program Lead |
| **Band** | 3 |
| **Department/Directorate** | Health and Safety |

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| **JOB PURPOSE** |
| The Fit Testing Technician plays a vital role in ensuring the safety and protection of staff by overseeing the fit testing process for FFP3 respirators. This position involves managing booking processes, ensuring that respirators fit individuals properly to provide effective respiratory protection against harmful pathogens.  Additionally, the Fit Testing Technician supports the Fit Testing Lead, Coordinators and staff undergoing fit testing, providing education on best practices for using FFP3 masks. This role requires extensive liaison with various teams, including Divisional Governance, Infection Prevention and Control, and community teams, to prioritise and organise fit testing. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * The post holder will provide comprehensive support to the Fit testing Program Lead, coordinators and those being mask fit tested, and will play a key role in educating and training staff on the best practices of ‘donning’ and ‘doffing’ FFP3 masks. * Coordinate with the community team to support fit testing for community staff. * Support Fit Testing 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. * 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 are ready for use. * 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 general coordinator to maintain the booking system to ensure staff can easily access fit testing appointments. * Maintaining Fit2Fit accreditation. * Be flexible with working hours to fulfil demands at difficult times. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of  Responsibility: (type of work undertaken)    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  In addition, the post holder will deal with the wider healthcare community.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Health & Safety Lead | * NHS Supply Chain | | * Infection and Prevention Control | * Face 2 Fit | | * Healthcare in the Community |  | | * Divisional governance |  | | * Clinical teams in all areas |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| 1. Work is managed rather than supervised & 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. 2. Fit tester will be guided by clearly defined occupational policies and standard operating procedures for testing. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| 1. Provide and receive complex information, utilising persuasive, motivational, and negotiating skills to ensure staff engagement and compliance. 2. Deliver training for fit testers and clients, including one-on-one sessions and group sessions with staff at varying levels of seniority, from Band 2 upwards. 3. Use motivational and negotiation skills to encourage participation in training programmes, particularly for those initially reluctant to engage. 4. Simplify complex information and communicate it effectively to a diverse range of staff groups. 5. Use excellent interpersonal skills to communicate effectively with staff at all levels. 6. Manage training sessions, ensuring they are tailored to the audience's needs and understanding. 7. Adapt communication strategies as necessary to convey information about projects in a developmental stage, where messages may frequently change. 8. Provide ongoing support and training to users to ensure they are proficient in fit testing procedures. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| 1. Make judgements on a range of facts that require analysis and comparison of range of options. 2. Evaluate diverse factors such as facial shapes (e.g. round, oval), environmental conditions (e.g. suitability of rooms, adequate conditions to keep a minimum required number of particles e.g. air-conditioned rooms not suitable, enough space to move around the Portacount machine, electric sockets), and cultural preferences (e.g. assessing mask suitability based on cultural norms with facial hair). 3. Assess multiple options for optimal machine placement and address challenges such as the impact of glasses and facial hair on mask fit. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| 1. The role involves planning and organising ongoing activities, often requiring formulation & adjustments of plans. 2. Fit testing visits across 24 hospitals throughout Devon, addressing frequent last-minute changes such as room suitability due to technical requirements for fit testing (e.g., issues with particles concentration), and rearranging appointments as necessary due to factors like weather conditions affecting community sites, lack of attendance, and scheduling conflicts. |
| **PATIENT/CLIENT CARE** |
| Incidental patient contact. |
| **POLICY/SERVICE DEVELOPMENT** |
| Contribute to service improvement through proposing changes and supporting implementation of policies in own area. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will be responsible for maintaining stock levels. |
| **HUMAN RESOURCES** |
| The postholder will be regularly responsible for providing fit testing training as a main responsibility of the role to staff of all levels across the Trust, as well as supporting with the training of newer and lower banded team members within the fit testing team. |
| **INFORMATION RESOURCES** |
| Recording personally generated information when maintaining fit testing dashboard. |
| **RESEARCH AND DEVELOPMENT** |
| Undertakes audit and surveys as necessary to own work. |
| **PHYSICAL SKILLS** |
| 1. Standard keyboard skills 2. Working with small elements on fit testing kit. 3. Skills obtained through practice for example with donning and doffing for removing PPE without touching anything, and being gentle so as not to rip/break the kit. |
| **PHYSICAL EFFORT** |
| Frequent requirement to exert moderate physical effort when pushing and pulling equipment weighing between 6-15kg to set up and transport fit testing equipment and machines from site to site. |
| **MENTAL EFFORT** |
| Frequent requirement for concentration where the work pattern is predictable with few competing demands for attention.  Occasional last-minute changes of location and/or cancellation and rearranging of appointments, but this would take place prior to the requirement for concentration on the fit testing appointment. |
| **EMOTIONAL EFFORT** |
| Exposure to distressing or emotional circumstances is rare. |
| **WORKING CONDITIONS** |
| Frequent exposure to unpleasant working conditions when dealing with noisy portacount machines and particle generators, smells, and chemicals relating to the fit testing process.  Occasional exposure to challenging behaviour when individuals are resistant to fit testing. |
| **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. |
| **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. |

PERSON SPECIFICATION

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| **Job Title** | Fit Testing Technician |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  GCSE level 4 or equivalent in English and Mathematics  Health and social care NVQ level 3 or equivalent experience in healthcare setting  Fit Testing Training – Fit2Fit or equivalent  Education and training delivery qualification e.g. PTLLS, Cert Ed or equivalent experience | E  E  E | D |
| **KNOWLEDGE/SKILLS**  Excellent planning & organisational skills  Ability to prioritise workload to respond to changing demand  Ability to liaise and communicate with staff at all levels  Motivation and negotiation skills  Ability to promote good working liaisons  Ability to handle enquiries  Ability to deal with challenging behaviour  Ability to provide excellent customer care  Knowledge of IT databases and computer systems, including excel and word  Knowledge of IT Microsoft Apps: bookings, forms and flows  Understanding of hospital IT system Learn+  Analytical skills & ability to problem solve  Proven strong administration skills  Knowledge of Trust procedures  Able to work independently, with minimum supervision  Proven ability to motivate staff and encourage team work  Ability to coach and mentor others  Ability to effectively supervise staff on a day to day basis  Ability to engage and influence staff within their area of responsibility  Ability to co-ordinate complex diary management  Good decision-making skills  Understanding of the basics of finance and health and safety | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | D  D |
| **EXPERIENCE**  Prior experience of fit testing  Admin / clerical experience  Practical experience of training delivery  Experience in Quantitative methods of fit testing  Previous experience working with a variety of people  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.  Experience in dealing with trust staff  Working in an NHS environment  Supervision and the development of staff | E  E | D  D  D  D  D  D  D |
| **PERSONAL ATTRIBUTES**  Enthusiastic highly motivated & committed to delivering a service  Understand team work and work within a team  Able to plan and organise workload  Able to prioritise own work load and meet deadlines  Ability to work un-supervised  Can remain calm and professional in a busy environment  Empathetic, but able to understand professional boundaries  Smart appearance, adhering to the Uniform Policy  Welcoming friendly and approachable manner  An adaptable approach to work  Flexible approach to working hours  Commitment to continual development to including relevant new systems, policies and procedures  Adheres to relevant Trust policies & procedures  Adheres to confidentiality & data protection requirements | E  E  E  E  E  E  E  E  E  E  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 |  |

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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) | Y |  |  |  | x |
| Heavy manual handling (>10kg) | Y |  |  | x |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y | x |  |  |  |
| Electrical work | Y | x |  |  |  |
| Physical Effort | Y |  |  |  | x |
| Mental Effort | Y |  |  |  | x |
| Emotional Effort | Y | x |  |  |  |
| Working in isolation | Y |  |  | x |  |
| Challenging behaviour | Y |  | x |  |  |