

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Communty Expert Moving and Handling Advisor |
| **Reports to** | Service Lead for Independent Living Centre |
| **Accountable to** | Principal Adult Occupational Therapist – Devon County Council |
| **Band** | 7 |
| **Department/Directorate** | Community Services across Devon Health and Social Care |

|  |
| --- |
| **JOB PURPOSE** |
| Area of work: across DCC and NHS Community Services Devon.   * The post will be line managed by the Independent Living centre service lead. The role continues to be accountable to DCC Principal OT who will report to the Joint Commissioners. * To evaluate equipment and provide expert advice to commissioners, providers and clinicians regarding stock and non-stock items provided by the community equipment service in terms of cost effectiveness and suitability relating to Moving and Handling. * Deputise for senior decision making for the ILC on all other equipment. To be responsible for the authorisation of all non-stock moving and handling requisitions from clinicians * To provide moving and handling, ergonomics and back care advice that is accessed by NHS and DCC Community Adult Services. To act as the expert moving and handling advisor and provide specialist moving handling and back care opinion to the fieldwork clinicians to meet their legal responsibilities for moving and handling health and safety legislation in relation to the interventions with clients/patients and their carers. * To be an Expert Link practitioner to support Moving and Handling developments across the Trusts and Community Services in the County footprint covered. Advising DCC and Health organisations,  on their community workforce moving and handling training needs. * To develop collaborative relationships with other Moving and handling leads within the county to support equity of provision and practice across the county.   **Context:**   * The Commuity Expert Moving and Handling Advisor will be based at a negotiated location (work base to be agreed). * The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager. |
| **KEY RESULT AREAS/ PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * This role covers aspects of Moving and handling associated with adult patient or service users. * The postholder is accountable for their professional actions. * Act independently in an advisory capacity for clinical and legislative issues in order that compliance with Health and Safety Legislation can be demonstrated, ie Manual Handling Operations Regulations (MHOR 1992) and relevant clinical standards/guidelines set out by government and other professional bodies, eg Health and Safety Executive. * Support the DILIS contract manager to ensure Health and Safety objectives are met with regard to equipment provision. * Advise DCC and Health organisations, on their community workforce moving and handling training needs. * Provide a professional service regarding Moving and Handling for Executive, Senior/Operational Managers and staff connected with DILIS. * Review and ensure consistency of policy, practice and documentation across health and social care organisations in relation to moving and handling of clients/patients in the community setting across the county DILIS covered budget. * Provide expert specialist advice and guidance on all matters relating to moving and handling, ergonomics, back care and equipment to influence changes across all levels of the organisation. * Provide ergonomics advice and consultancy to all staff groups, clients/patients and carers on moving and handling issues inclusive of environmental planning, and risk reduction through design and equipment installation as required under current legislation, to minimise associated risks. * Provide effective advice to clients/patients and carers in effective safe moving and handling when appropriate. * Assist and Advise on carrying out suitable and sufficient risk assessments to determine the level of risk from manual handling activities ie client/patients and inanimate loads. * Acting in an advisory capacity to ensure that the systems of work are robust and that handling procedures for clients/patients and inanimate loads are in line with relevant professional standards. * Making strategic and operational judgements based on risk assessment, making recommendations and managing conflicting views. * Formulating and recommending long-term strategic plans. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Communication links will be with:   * Operational/ Commissioning senior managers * Professional therapy/ nursing leads * Health and social care staff * Human resources * Health and safety committees * Health and safety union representatives * Faculty of Health and Social Work – University of Plymouth * Education and training departments |
| **ORGANISATIONAL CHART** |
|  |
| **COMMUNICATION/ RELATIONSHIP SKILLS** |
| * Provide advice and support in order that managers can meet the requirements of legislation, eg risk assessments. * To comply with statutory requirements ie assessing the load, to liaise with mangers/clinicians/allied health care professionals to develop and implement assessment and handling documentation tools for clients/patients who present with moving and handling problems. * Provide information to managers and clinicians so that they are kept up to date as the practices and equipment changes. * Negotiate, influence, advocate and arbitrate with multidisciplinary staff, clients/patients and relatives/carers regarding handling issues that are complex or specialised. * Ensure proactive communication is maintained with external enforcement agencies ie Health and Safety Executive. * Work within a team, with effective leadership and communications skills. * Be proficient in the provision, receipt and assimilation of highly complex, sensitive or contentious information. * Reconcile inter and intra professional differences of opinions. * Provide and receive highly complex, sensitive or contentious information. Effective interpretation and analysis and appropriate distribution of the information is crucial. * Communicate health and safety, and ergonomics related information to senior managers and staff. This will require negotiation and influencing skills. * Deliver presentations, lectures, training sessions and specialist information at local, regional or national level. * Effective communication relating to teaching is essential. * Work with others in a sympathetic and sensitive manner while being capable of taking a role of leader and act as an advocate and arbitrator as required. * Deal with distressing and conflicting information. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Have full and sufficient status and administrative skills to be able to influence and facilitate organisational change. * To investigate, advise and report on incidents, and near misses, pertaining to moving and handling (including equipment issues) and staff, client/patient/carer injuries within the community. * Judgements involving highly complex facts and situations which require the analysis, interpretation and comparison of a range of options. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Effectively manage your own worktime and practice. * Facilitate change through influence and negotiation with individual and groups of clinicians. Responsible for the provision and management of equipment-specialist moving and handling education and training across the organisations. * To support managers regarding their legal obligations to provide moving and handling training for their staff. * Implement changes to training supported by evidence and research, incorporating applicable professional standards. * Delivers formal and informal teaching initiatives to ensure practice development and improved care for patients. * Maintains an active learning environment and have an ongoing teaching role across the multi professional teams within the Social care and health community teams across the DILIS Devon footprint. * Attends relevant clinical / professional meetings, seminars and conferences. * Attends relevant clinical meeting, including Commissioning strategy for DILIS meetings, providing feedback to the organisation on clinical and professional issues which have an impact on care and standards of practice within moving and handling. * Applies theory to practice through a clinical decision-making model. * Applies the principles of therapeutics. * Supports staff with arranging complex specialist care packages for patients within their speciality remit which will require formulation and adjustment as required in response to patient’s conditions. * Responds rapidly to changing priorities based on service need to meet patient requirements. * Attend relevant clinical / professional meetings, seminars and conferences. |
| **PATIENT/ CLIENT CARE** |
| * Lead specialist for the defined area of moving and handling, ergonomics and back care in relation to the jointly (health and Social Care) commissioned equipment and minor adaptations service. * To provide expert clinical advice in individual highly complex cases, supporting the allocated clinician to achieve safe outcomes for clients/patients and carers in relation to DILIS equipment provision. * Provide specialist advice to Clinicians regarding specific client/patient handling problems/equipment issues that may arise and especially where clinical governance and other quality issues may be compromised. * Promote client independence, minimal lifting, and use of equipment and ergonomic changes to minimise risks to staff. * Manage, plan, assess, develop and implement specialist client/patient and staff care packages/assessments, interpretation of appropriate action and review. * Demonstrate skills to assess and interpret a practical problem solving approach to moving and handling issues. * To support the Key Trainers regarding moving and handling equipment use to develop and deliver the cascade training to staff within the workplace. * Coordinate and provide clinical support to the clinicians who deliver specialist moving and handling training or service reviews. * Link with other Moving and handling leads in Peninsula to identify Moving Handling themes and training needs. |
| **POLICY/ SERVICE DEVELOPMENT** |
| * Responsible for the continual development. * Review consistency of countywide Moving and Handling Policies, client/patient handling policies and documentation and to audit and monitor the implementation. * Interpreting national statutory and ergonomics policies/strategies and establishing standards * Develop Devon wide Moving and Handling Policies, Patient/client Handling Policies and to audit and monitor the implementation |
| **FINANCIAL/ PHYSICAL RESOURCES** |
| * Advise/support and/or liaise with Moving and Handling Trainers across organisations eg Devon County Council Key Trainers. * Provide consistent expert advice and recommendations to senior managers and stakeholders responsible for budgets concerning moving and handling equipment, training and ergonomic design. |
| **HUMAN RESOURCES** |
| * Co-ordinate and provide clinical support to the clinicians who deliver specialist moving and handling training or reviewing services. * Effectively manage own work time and practices. * Liaise and give expert advice to managers, key trainers and clinicians as required. * Support staff requiring education with bespoke workshops. * Ensure themes and trends of Moving and handling are escalated to locality organisations. |
| **CONFIDENTIALITY** |
| You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure. |
| **RESEARCH AND DEVELOPMENT** |
| * Lead clinical moving and handling quality assurance audits, when necessary and provide detailed reports and action plans for Professional Leads. * Ensure that all advice and activity is researched, benchmarked and evidence based as far as possible. * Ensure that client/patient handling standards are in line with current best practice, being evidence based and researched. |
| **PHYSICAL SKILLS** |
| * Highly developed physical skills for assessment and manual treatments of patients and staff. * The role requires an awareness of one’s own limitations when engaging with the risk assessment of particularly complex individual. * Manage safely the moving and handling requirements of complex individuals. * Maintain postures when working remotely. * Prepares training environments requiring movement of large moving and handling equipment. |
| **PHYSICAL EFFORT** |
| * Must be physically fit to perform and demonstrate patient moving and handling techniques with accurate body positioning. * Manual handling of equipment on a frequent basis, following ergonomic risk assessment as per statutory training and service risk assessments. * Treatment will necessitate working in restricted positions or limited space. * Ability to travel to other locations as required meeting time constraints. * Manual therapeutic handling of patients in relation to assessment, treatment and rehabilitation may require working in restricted positions or limited space. |
| **MENTAL EFFORT** |
| * Manage competing demands of providing services on a daily basis and developing a clinical area. * Read, decipher and interpret patient information. * Read and decipher lengthy documents, summarising for other staff as appropriate. * Work pattern is unpredictable and subject to frequent interruption. * Frequent mental effort in assessment and treatment programmes. * Long periods of concentration. * Concentration on staff professional supervision sessions following adverse incidents. * Teaching, facilitation and supervision of staff training in the workplace. |
| **EMOTIONAL EFFORT** |
| * Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news. * Work with patients in the aftermath of bad news. * Work within multiple health and Social care teams who are balancing the urgency of their work. * Negotiating care packages, action plans, or change management systems to reduce exposure of musculoskeletal ill health of staff. * Dealing with conflicting issues between staff and managers. * Work with patients with mental health problems or occasional challenging behaviour. |
| **WORKING CONDITIONS** |
| * Work in a variety of settings according to patient needs – this can often involve hot/cold temperatures, cluttered, noisy environments and unhygienic environments. * Work within the store area which can be cold and hot. * Work with patients with a wide range of conditions including contact with body fluids such as urine, blood, sputum. * VDU – computer use. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, eg 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. |
| **APPLICABLE TO MANAGERS ONLY** |
| You must take responsibility for your workplace health and wellbeing:   * Be physically active at work (ie take breaks away from your desk, taking the stairs where possible). * 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.   If you are a line manager, in addition to the above, it is expected you will:   * Champion health and wellbeing. * Encourage and support staff engagement in delivery of the service. * Encourage staff to comment on development and delivery of the service. * Ensure during 1:1’s / supervision with employees you always check how they are. |
| **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 at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.  We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.  We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.  We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.  All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.  If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.  SAFEGUARDING  To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.  To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.  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.  **INFECTION CONTROL – ROLE OF ALL STAFF**  It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.  All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:   * Attending mandatory and role specific infection prevention education and training. * Challenging poor infection prevention and control practices. * Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures. for example, standard precautions, hand hygiene, prevention & management of inoculation incidents. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Community Expert Moving and Handling Advisor |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Degree or Graduate Diploma in Occupational Therapy, Physiotherapy or Nursing  Professional registration eg HCPC/NMC  Additional education in specialist field to Masters level or equivalent  Additional training relevant to the post eg moving and handling, clinical skills training, train the trainer, student supervision training  Member of specialist interest group | E  E  E  E | D |
| **KNOWLEDGE/SKILLS**  Evidence of continuing professional development  Evidence of highly developed communication skills to motivate patients and team  Highly developed analytical and critical appraisal skills  Knowledge of relevant NSFs, appropriate national guidance and other relevant initiatives  Experience of leading clinical audit  Multi-disciplinary team working across health, social and voluntary sectors  Proven ability of complex case management  Broad range of IT Skills  Must demonstrate a practical problem solving approach to moving and handling issues to promote client independence, minimal lifting, use of equipment and ergonomic changes to minimise risks to staff  Provide highly specialised advice concerning the care/ treatment of specific patients/ clients eg bariatric, neurological, paediatric  Provide specialist handling advice on patient handling and inanimate load issues | E  E  E  E  E  E  E  E  E  E |  |
| **EXPERIENCE**  Appropriate clinical skill and competence to demonstrate highly developed specialist knowledge in clinical setting including specialist training  Advanced level of clinical expertise to plan and organise a specialist caseload and develop the clinical team  Experience of advanced problem solving  Undertaken specific piece of work to enhance service development  Must have experience of supporting clinicians with moving and handling of clients/patients in a community setting  The ability to travel to meet the requirements of the post | E  E  E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Able to influence and lead the team  Proven ability in organisational and time management  Ability to deal with and resolve conflict  Must demonstrate efficient use of posture during dynamic work postures and other work postures | 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  | O |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | R |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (eg toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (eg isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (eg Chlorclean, Actichlor, Tristel) | N | R |  |  |  |
| Animals | Y | R R |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
| **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 |  |  |  |  |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  |  | M |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | O |  |  |
| Mental Effort | Y |  |  |  | F |
| Emotional Effort | Y |  |  | M |  |
| Working in isolation | Y |  |  |  | F |
| Challenging behaviour | Y |  |  | M |  |