

JOB DESCRIPTION

JOB DETAILS	
Job Title	Care Group Associate Director of Patient Care
Reports to	Care Group Director of Patient Care
Band	Band 8c
Department/Directorate	Surgery

JOB PURPOSE
<p>The Associate Director of Patient Care will provide senior clinical professional leadership for the Care Group and act as the professional lead. They will work in partnership with the Care Group Triumvirate, Trust Director(s) of Nursing and Chief Nursing Officer.</p> <p>The post holder will be expected to act independently, taking timely and key decisions to ensure effective clinical delivery of services in the Care Group, leading clinical governance, change and improvement by supporting and influencing clinical, operational and corporate teams.</p> <p>The post holder will provide professional line management responsibility for allied health professionals, clinical matrons, divisional governance co-ordinators and lead the clinical nurse specialists and advanced care & extended scope practitioners within the Care Group. The post holder will act as the professional advocate and adviser in relation to all clinical (non-medical) managerial and operational issues that arise within the Care Group to ensure that a satisfactory solution or mitigation is achieved.</p> <p>The post holder will direct nursing & AHP services in line with the Care Group and Trust nursing & clinical strategies, working closely with senior clinical leaders, multi-disciplinary teams and relevant departments - internal and external to the Trust - to ensure that the Care Group and the Trust maintains a clinical workforce that is developed, informed and responsive, achieving the outcomes detailed in the Trusts clinical and patient experience strategies.</p> <p>The post holder will be accountable for the development of clinical (non-medical) education and practice – working with corporate teams and external education providers - to support the delivery of evidence based professional practice, high standards of care and personal & professional behaviour, consistently demonstrating improvement in clinical practice and service development within the Care Group in line with the Trust and clinical professional values and agendas.</p> <p>The post holder will be the Care Group accountable lead for governance, quality, patient safety and patient experience. Implementing clinical quality & service improvements, monitoring performance, professional practice and service delivery through the use of metrics, quality campaigns and accreditation processes, supporting wards and departments in delivering the safety & quality agenda.</p> <p>They will champion strong collaboration across clinical pathways and ensure the engagement of other services to maintain patient flow across the hospital, community and social care systems. Leading clinical governance within the Care Group, ensuring the delivery of a high standard of safe, quality patient care, acting as a catalyst for change.</p> <p>On behalf of the Care Group the post holder will work closely with other Associate Directors of Patient Care in providing assurance on patient safety at a strategic level and represent clinical professions at operational management and strategic governance meetings, providing assurance or escalating un-mitigated risks to their colleagues in the senior management team.</p> <p>The post holder will participate in the designated on-call rota for the Trust.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Contribute to the development of clinical workforce plans, providing innovative approaches to workforce delivery;
- Lead on governance, quality and patient safety within the Care Group, ensuring systems are in place for learning from incidents, complaints and patient experience feedback;
- Ensure robust systems are in place for the safeguarding of children and vulnerable adults within the Care Group;
- Minimise clinical risk by ensuring that clinical practice and the development of clinical guidelines adhere to best practice guidelines produced by regulatory bodies;
- Represent the Care Group as agreed at Trust-wide governance and effectiveness meetings, CQC reviews and other related fora;
- Forge links with external agencies to support the delivery of high standards for professional and statutory compliance;
- Responsible for signing off complaint responses, incident reviews and action plans for the Care Group, ensuring consistency in response, that relevant learning is taken from all events and action plans are delivered within agreed timescales;
- Act as the Care Group lead for infection control in partnership with the Lead Nurse for Infection Prevention, ensuring implementation and monitoring the Care Group infection control action plans and strategies;
- Lead on operational, strategic and professional change. The post holder will be a proven change agent and role model, who can demonstrate a visionary and innovative approach to high quality care with a good understanding of the local and national health agenda;
- Participate in the designated on-call rota for the Trust. Support major incident response and lead the incident as required.

KEY WORKING RELATIONSHIPS

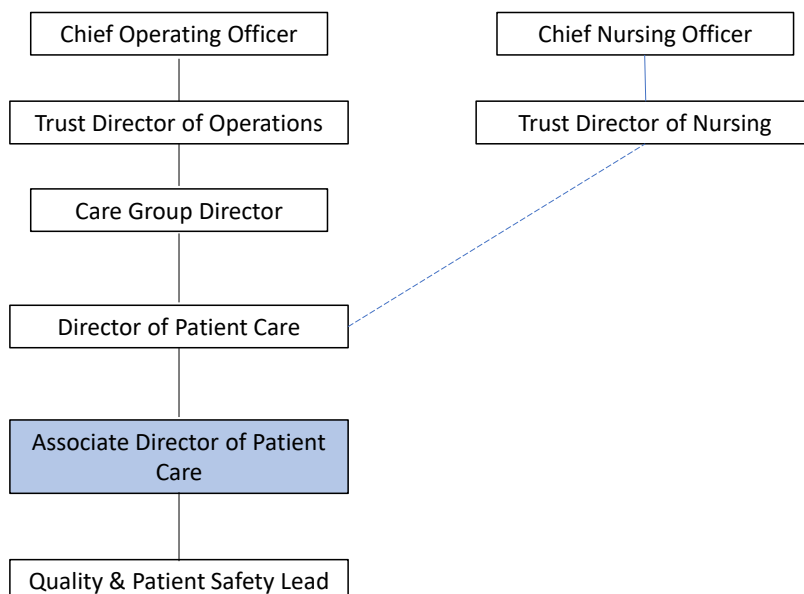
Areas of Responsibility: Surgery

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, external organisations and the public in the areas of their responsibility. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Chief Nursing Officer • Trust Directors of Nursing • Associate Directors of Patient Safety & Quality • Medical Directors • Associate Medical Directors • Care Group Directors • Associate Director of Safeguarding/Head of Safeguarding • Operations colleagues at all levels • Directors of Patient Care & Deputies • Clinical Matrons • Clinical Nurse Specialists and Advanced Care Practitioners within the Care Group • Medical, nursing, therapy and administration staff • Finance, Business Intelligence and HR colleagues 	<ul style="list-style-type: none"> • Patients, families and carers • Members of the Public • Peers in external organisations • Commissioners • Patient/carer support groups • Local community representatives • Other NHS Trust care providers • Professional peers • Education providers

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder has the freedom to act autonomously – within the Scheme of Delegation - to ensure that areas within portfolio achieve objectives through the core areas of service quality & patient safety; financial management; performance management; planning, policy and service development, including transformation; workforce management; and information management.

The post holder will:

- Represent the Director of Patient Care and/or Trust Directors of Nursing internally and externally when requested;
- Have significant autonomy in the delivery of the role and be responsible for their professional actions;
- On occasion, the Director of Patient Care and/or Trust Directors of Nursing will delegate authority to the post holder.

The post holder will hold responsibility for a wide range of duties including:

- Leading, as directed by the Director of Patient Care/Trust Directors and on occasions the Chief Nursing Officer on Trust-wide nursing & AHP priorities, ensuring that the Care Group is at the forefront of delivering high standards of patient safety & care;
- Providing expert, professional advice & guidance within sphere of practice to the Care Group senior leadership team on all aspects of nursing, AHP and professional issues;
- Interpreting and disseminating national policy and guidelines, ensuring best practice and quality improvement is at the centre of care delivery.
- Ensuring national policy/guidance is embedded in the development of service delivery and education and training programmes provided for staff within the Care Group.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will:

- Provide effective clinical and professional leadership which demonstrates the values and behaviours identified within the Trust's values and act as a role model for all staff within the Care Group;
- Exhibit open, honest and transparent ways of working, fostering a supportive and caring culture, leading and fostering team working across the full multi-disciplinary team both within and outside of the Trust;
- Develop innovative strategies to guide and coach nursing & AHP teams in developing and strengthening leadership skills in order to meet the responsibilities of their role and provide succession planning;

- Actively work to support and empower clinical professionals - and teams - to develop and utilise clinical leadership skills, ensuring they are invested in appropriate levels of authority to undertake their role effectively in an accountable manner;
- Maintain an understanding of and insight into the patient journey, undertaking regular clinical practice and being visible;
- Enable a culture where all individuals are able to contribute equally by ensuring effective communication systems (written and verbal) and the use of information technology is embedded within the Care Group;
- Provide and receive highly complex and sensitive information;
- Be expected to communicate nursing, AHP and Care Group related information to senior managers and clinical teams both internally and externally. Some information shared will require well developed negotiation and persuasive skills as information shared may be sensitive and may generate conflicting views;
- Represent the Chief Nursing Officer & Trust Directors of Nursing as required at external fora e.g. Coroners Court, Nursing and Midwifery Council, Union & Integrated Care Board (ICB) events.
- Provide expert advice and leadership to clinical teams in relation to clinical practice, patient care, education and wellbeing;
- Provide professional leadership relating to the conduct of nurses & AHPs. Recognise cases outside own area of authority and/or with wider public concern and seek advice from the Director of Patient Care, Trust Directors of Nursing and Chief Nursing Officer.

ANALYTICAL/JUDGEMENTAL SKILLS

The post holder will:

- Receive and analyse highly complex facts or situations requiring interpretation and a comparison of a range of options. This requires skills for assessing, interpreting and comparing data and information;
- Review and analyse complex data for the Care Group in regards to patient safety metrics and ensure actions are taken to address any issues within agreed timeframes;
- Review and approve all escalated incident reports for the Care Group, ensuring that actions are relevant to address the issues raised within agreed timeframes;
- Review and approve all compliant response letters written for the complaints within the Care Group to ensure all issues are addressed appropriately and responded to within agreed timeframes;
- Monitor and review the effectiveness of interventions with staff, patient and colleagues and modify these to meet changing needs and expected quality standards/goals
- Lead the use of clinical metrics within teams to measure and where necessary, improve standards of care across the Care Group;
- Provide advice / produce relevant documents following analysis of service models and clinical establishments to support any proposed changes.

PLANNING/ORGANISATIONAL SKILLS

The post holder will:

- Plan and organise a broad range of complex activities, ensuring robust processes are in place to ensure patient safety;
- Ensure staffing levels are coordinated safely across the Care Group and wider Trust;
- Prepare, write and present business cases to the relevant Care Group or Trust meetings setting out the case for clinical & service development;
- Support service improvement, business development and business case writing within the Care Group ensuring nursing & AHPs are represented at all levels during the development process;
- Provide professional advice to the Care Group senior leadership team;
- Contribute to the workforce planning process for the Care Group in terms of pre- and post-registration commissions and the development of new ways of working / new roles;
- Lead the development of the registered and unregistered clinical workforce for the Care Group, creating a flexible and competent clinical workforce framework within the workforce plan, collaborating with other Care Groups to ensure consistency across the Trust;

- Ensure nursing & AHP recruitment adheres to Trust processes, is in line with workforce strategy for the Care Group, efficiencies are identified and realised, new clinical roles are developed and the effective utilisation of the temporary nursing workforce;
- Ensure that processes are in place to enable registered staff to meet the requirements of professional body revalidation;
- In conjunction with the People team, participate in the annual training needs analysis for the organisation;
- Identify educational or training strategies to address poor practice and work with Clinical Matrons, service leads and the People team to implement relevant programmes;

PATIENT/CLIENT CARE

The post holder will:

- Be responsible for the direct delivery of clinical care across the Care Group and the delivery of safe day-to-day clinical services;
- Undertake clinical practice in order to maintain professional registration and revalidation;
- On behalf of the Care Group lead the nursing & AHP contribution to the safety improvement, patient experience and clinical governance work programmes ensuring support of the patient safety, staff safety and compliance agenda;
- Lead – for the Care Group - the governance, quality & patient safety agenda and the delivery of duty of candour ensuring Trust policy is adhered to and the patients' needs are met;
- Provide assurance – to the Care Group senior leadership team - that systems and processes are in place to monitor patient safety & quality performance, and ensure remedial action is taken when required;
- Be responsible for infection control compliance for the Care Group, ensuring regulatory requirements are met and professionally advise and support areas of poor performance;
- Review, and quality assure, all complaint responses and ensure appropriate action plans are devised and implemented within agreed timeframes;
- Support raising awareness of vulnerable patients with complex needs and seek appropriate expert advice, collaborating with senior clinical teams to ensure best practice care.

POLICY/SERVICE DEVELOPMENT

The post holder will:

- Assist the Chief Nursing Officer / Trust Directors of Nursing in the implementation of the professional strategy(s) - taking a strategic lead when requested - contributing to an effective quality improvement work programme as part of the corporate clinical agenda ensuring achievement of national and local standards & KPIs;
- Act as a key member within the Care Group Senior Management Team in implementing and maintaining clinical governance and risk management systems and processes, including the evidencing of CQC Essential Standards and Outcomes;
- Be responsible for evidence based service planning & clinical policy development and implementation for the Care Group;
- Support the development of the Trust-wide education and development strategy, ensuring that the current and future needs and requirements of staff within clinical areas are met in line with changing health policy;
- Be responsible for providing the strategic lead on the implementation and provision of training and education programmes within the Care Group that provide staff with skills to undertake new roles and meet the needs of patients;
- Contribute to the development & implementation of a strategy for the continued development of clinical practice at specialist and advanced level across the Trust;
- Contribute to the development and review of quality standards within the educational contracts with education providers;
- Be a key member of core groups within the organisation, contributing to the development of professional practice across the organisation;
- Ensure national policy and strategy is encompassed in development and training programmes provided for staff within the organisation;

- Be responsible for identifying, proposing and implementing clinical service development across the Care Group, working with colleagues in the team on the development of current and new services and other initiatives;
- Lead and participate in developing a shared vision of the service(s) and work with the multi-disciplinary divisional team, organisation and external agencies to achieve this;
- Maintain a peer network of support, information and learning with other clinical leaders within the organisation.

FINANCIAL/PHYSICAL RESOURCES

The post holder will:

- Assist the Care Group Director and Senior Management Team in the successful financial management of the Care Group by managing within budgets, developing and delivering cost improvement programmes (DBV), maintaining / improving productivity, operating within the Trust's Standing Orders, Standing Financial Instructions and Scheme of Delegation (delegated authority limit);
- Be responsible for allocated budgets across all clinical areas within the Care Group, identifying anticipated pressures and potential efficiency savings;
- Ensure that the services within allocated management responsibility achieve balanced budgets and deliver DBV savings;
- Support the Care Group Director, Chief Nursing Officer and Trust Directors of Nursing in identifying cost improvement programmes and implementing financial recovery plans where necessary;
- Actively participate in the clinical procurement agenda supporting corporate projects when procuring supplies and equipment in line with the capital programme ensuring clinical engagement at all stages;
- Provide and approve workforce recommendations for the Care Group, escalating any high-risk concerns / shortfalls to the Chief Nursing Officer and Trust Directors of Nursing;
- Be responsible for monitoring and managing clinical bank / agency spend across the Care Group in order to ensure achievement of effective budget management.

HUMAN RESOURCES

The post holder will:

- Be responsible for the professional leadership and development of nursing and AHPs within the Care Group in order to facilitate the delivery of excellent clinical practice;
- Act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, teacher and facilitator.
- Inspire and ensure an effective objective setting, empowering and developing style of leadership of all nursing and AHP staff across the allocated areas that enable each member of staff to perform of their best and provide quality patient care within available resources;
- Directly manage and be responsible for the line management of the clinical professionals, including recruitment and selection, appraisals, mandatory training, absence management and disciplinary and grievance procedures;
- Ensure performance reviews are completed, personal development plans are in place and essential training compliance is within Trust agreed levels;
- Act as investigating officer when appropriate for complaints, serious untoward incidents or safeguarding investigations. Lead and hear disciplinary, sickness, performance and grievance procedures as appropriate, ensuring issues in relation to professional registration/capability/fitness to practice are properly considered and dealt with;
- Chair disciplinary or appeal hearings regarding clinical practice or conduct issues and participate in other disciplinary / capability investigations, hearings and appeals as required. Provide professional advice on and to the disciplinary / capability process;
- Report on all professional and operations/managerial clinical issues to the Care Group Triumvirate and professional issues to the Chief Nursing Officer and Trust Directors of Nursing;
- Monitor and support clinical leaders to ensure that roster KPIs are achieved and that roster best practice is developed within the Care Group to best utilise nursing resources.
- Lead on the development of programmes of education or strategies to deliver Trust-wide changes in clinical practice, where appropriate;

- Promote an environment that is conducive to teaching, education, training, research and development for all staff and students, and a culture that empowers and supports high quality care and staff achievement;
- Offer clinical supervision to staff with direct line management responsibility and offer professional supervision to clinical staff within the Care Group.

INFORMATION RESOURCES

The post holder will:

- Perform a daily analysis of clinical incidents and complex assurance report writing and complaint responses;
- Run reports from Datix & Epic systems to provide clinical governance and performance information;
- Review and analyse complex data for the Care Group in regards to patient safety metrics and ensure steps are taken to address any issues;
- Lead of the delivery of clinical performance within the Care Group monitoring performance against a range of safety, quality & operational indicators including but not limited to staffing metrics, safety thermometer, falls, infection prevention KPIs, supporting improvements where necessary through a quality and safety review and performance management process in conjunction with the clinical and operational teams;
- Ensure that clinical metrics, including patient and staff satisfaction, are reporting into Care Group PAF & governance frameworks and that there are systems in place to monitor and manage improvement across all metrics within agreed timeframes.

RESEARCH AND DEVELOPMENT

The post holder will:

- Maintain an awareness of up to date professional and clinical practice and ensure that national policy is reflected in practice;
- Support multi-professional leads in identifying, developing and implementing models of practice development that reflect patient pathways and new career routes;
- Engage in the development and implementation of clinical IT developments, e.g. EHR, e-rostering and other IT clinical solutions within the Care Group;
- Continuously be proactively engaged with research and development relevant to the Care Group and support staff to undertake research and participate within research and developments across all areas of clinical practice.
- Maintain own and others' awareness of relevant research evidence related to the specialty and work with others in applying this to practice;
- Identify areas of potential research relating to the specialty and participate regularly in relevant audit activity;
- Participate in local and national audit projects and service evaluation in order to improve standards of patient care, implementing change, and ensuring through re-audit and evaluation that change is embedded into clinical practice.
- Use staffing audits and complex performance data daily to inform decisions to support patient safety;
- Use research, complex audits and performance data regularly to provide assurance at operational board and strategic level;
- Plan, develop, initiate and participate in clinical research projects as appropriate and derive conclusions applicable to practice;
- Evaluate clinical effectiveness within the teams, identifying poor quality and a plan for quality improvement and produce an annual report to share with the Care Group.

PHYSICAL SKILLS

- Possess clinical skills with monthly scheduled clinical work, increasing frequency when acuity is high and the Trust is in escalation;
- Occasional travel between Trust sites for meetings and team visits;
- Possess standard keyboard skills to produce reports, presentations, Excel spreadsheets and project plans;
- Be competent in the use of technology – tablets, Rover devices – to facilitate the capture of clinical data & interventions within patient records and for audit purposes and analysis;

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PHYSICAL EFFORT

The post holder will:

- Be required to stand for long periods whilst working in the clinical areas;
- Monthly scheduled clinical work increasing when acuity is high and the Trust is in escalation;
- Regular visits to acute wards & teams offering clinical support as required;
- Regular transportation equipment such as computer equipment and paperwork when moving between meetings and sites;
- Extensive time spent on computer for data analysis, reporting writing and reading.

MENTAL EFFORT

The post holder will:

- Manage regular interruptions as well as managing challenging behaviours;
- Possess the ability to be flexible with hours to respond to service pressures and needs;
- Extended periods of concentration when preparing complex reports daily for meetings at corporate level;
- Daily review and analyse documents and written complaint responses as part of role;
- Working with finance and workforce colleagues regularly calculate financial and establishments for business cases and performance reports;
- Produce and present business cases and other senior level documents;
- Regularly chair meetings and project groups;
- Frequently changing work patterns and demands due to organisational and Care Group needs.

EMOTIONAL EFFORT

The post holder will:

- Deal daily with extremely emotional and stressful situations involving conflicting view and priorities over service development, projects and programmes;
- Process highly distressing, emotional and complex issues such as clinical incidents and complaints on a daily basis;
- Regularly give unwelcome news to patients and carers relating to clinical incidents and complaints;
- Meet face to face with families and patients during difficult situations and in response to their concerns, leading on duty of candour and promoting an open and honest culture;
- Meet with staff regularly to discuss performance issues, sickness absence issues and professional or conduct concerns.

WORKING CONDITIONS

- Long periods of time working with VDUs
- Occasional exposure to bodily fluids when working clinically

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.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring 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 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

Job Title	Care Group Associate Director of Patient Care
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
<ul style="list-style-type: none"> NMC/HCPC registration Advanced professional knowledge acquired through Degree in an relevant subject; supplemented by specialist training to Doctorate or equivalent educational level, Leadership and Management qualification or equivalent experience at senior level Evidence of recent commitment to relevant ongoing continuous professional development 	<div>✓</div> <div>✓</div> <div>✓</div>	
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> Extensive and highly specialist knowledge across a range of disciplines underpinned by theoretical knowledge and significant management and leadership experience. Highly developed interpersonal and communication skills Broad operational knowledge and understanding of clinical governance systems accompanied by management and leadership experience in this field Knowledge and experience of driving improvement in the quality and experience of patient care Highly effective communication skills- able to communicate verbally and written to large groups of staff, patients and relatives, including situations of conflict and distress, ensuring that communication is tailored to the person being addressed Ability to develop and communicate a long-term vision for patient experience and convert that into plans, objectives and deliverables for their organisation Ability to work strategically and autonomously providing vision and leadership Demonstrable experience of implementing and managing change effectively Ability to work autonomously across disciplines and services with minimal direction Evidence of management including budget management Analytical and problem solving skills Excellent IT (MS Office) Skills Able to concentrate for long periods of time on a frequent basis Strong organisation skills - able to organise own workload and take responsibility for clinical actions and systems across an area of responsibility. 	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	
EXPERIENCE		
<ul style="list-style-type: none"> Experience of the NHS Patient Experience and Engagement agenda Experience of chairing committees and/or leading project/working groups Experience in a senior leadership role Significant experience in delivering continuous improvement ensuring consistent high standards of clinical quality and safety. Experience of developing and progressing business and workforce plans in line with future service requirements Proficient in motivating staff and improving individuals and teams Proficient in leading significant change, delivering tangible, timely and sustained improvements within an Acute setting Formal project management experience 	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div>✓</div> <div>✓</div>

<ul style="list-style-type: none"> • Ability to make judgement on clinical and professional standards • Demonstrates ability to interpret and analyse data and adapt national and local policy from several sources into Trust standards • Ability to write management reports identifying investigation findings, clearly documented with appropriate judgement and actions needed • Ability to gain credibility with and influence fellow clinicians, managers and speciality leads- including influencing clinical changes where appropriate 	✓ ✓ ✓ ✓	
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> • Flexibility in working patterns to meet the needs of the portfolio as required • Willing to accept additional responsibilities as delegated by senior staff • To be self-motivated • Patient/Customer orientated approach to role • Ability to deal with conflict within any of the teams for which the post is responsible, which may include service user 	✓ ✓ ✓ ✓ ✓	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> • 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. 	✓ ✓	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		✓		
Contact with patients	Y				✓
Exposure Prone Procedures	Y		✓		
Blood/body fluids	Y		✓		
Hazard/Risks requiring Respiratory Health Surveillance					
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				
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				✓
Heavy manual handling (>10kg)	Y		✓		
Driving	N				
Food handling	N				
Night working	Y		✓		
Electrical work	N				
Physical Effort	Y			✓	
Mental Effort	Y				✓
Emotional Effort	Y				✓
Working in isolation	N				
Challenging behaviour	Y			✓	