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**LEEDS COMMUNITY HEALTHCARE NHS TRUST**

**JOB DESCRIPTION**

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| Job Details  **Job Title:**  Moving and Handling Lead    **Banding:** ClinicalBand 7    **Specialty/Department:** Facilities Management and Safety Department  **Reports to:** Deputy Head of Safety  **Accountable for:**  Safe and efficient moving and handling throughout the organisation |
| **Service Description**  The Facilities and Safety Department comprises of two distinct but complementary areas of work:  **The Facilities Team** ensures that the Trust occupies and delivers services from buildings that are clean, safe, secure and comfortable. The Facilities Team works very closely with the Estates Team to ensure that all the buildings are maintained appropriately, and contractors are fulfilling their specification.  **The Safety Team** is a multidisciplinary team of subject matter experts who perform a wide range of duties designed to protect the health, safety and welfare of all LCH employees, agency workers, patients and visitors to our healthcare centres.  This function includes health and safety, fire safety and security management. The team works with services across the Trust to ensure that it is legally compliant with all relevant health and safety, security and fire safety legislation and in doing so provides assurance to the Trust Board.  The role will be in the Safety Team and reports to the Deputy Head of Safety. |

**Job Purpose**

The post holder will be responsible for co-ordinating and delivering on all matters relating to moving and handling in the trust with the aim of minimising associated risks to all staff groups, patients and carers as required under current legislation.

The post holder will develop, promote, deliver and regularly review the Trust’s Moving Handling Policy, associated risk assessments, processes and training and the use of safer manual handling practices with the aim of reducing risks and incidents and improving quality of care. They will provide strong professional, clinical and managerial leadership in the co-ordination and delivery of Moving and Handling training across all staff groups and disciplines, ensuring that training meets all statutory and legal requirements of the organisation. The post holder will provide specialist advice where requested and review of all moving and handling incidents. The post holder will work closely with the other corporate directorates including the Clinical Education Team and Workforce in ensuring the organisation’s obligations under the Health and Safety at Work Act 1974, the Manual Handling Operations Regulations 1992, and the Provision and Use of Work Equipment Regulations 1998 are adhered to in relation to safer moving and handling.

The post holder will work with other moving and handling leads across the City. The post holder will always work to professional and regulatory standards and guidance ensuring that their practice, and that of others, is grounded in evidence based theoretical and practical knowledge. They will be responsible for developing new and innovative moving and handling practices responding to emerging knowledge and techniques and working with other services to make improvements. In addition, the post holder will be responsible for the maintenance of professional standards and competencies within their defined area,

**Key Responsibilities**

**1. Moving and handling specialist**

1. Be the principle lead and co-ordinate all matters relating to the management of moving and handling for all clinical and non-clinical functions of the Trust utilising highly developed specialised knowledge covering a range of procedures and underpinned by relevant broad based knowledge, experience and competence
2. Where appropriate to service delivery, demonstrates highly developed physical skills requiring accuracy and dexterity e.g. moving and handling techniques, clinical procedures, diagnostic tests
3. Demonstrates independent practice to lead on moving and handling training for the trust including, design, delivery, and evaluation incorporating use of clinical tools, risk assessment, documentation of risks and moving and handling plans; implementation of standard operating procedures and learning from incidents covering all environments staff may work in.
4. Work closely with the mandatory and statutory training lead in the organisational development team and external training providers to ensure compliance with moving and handling requirements through the provision of suitable courses and review and evaluation of training offered.
5. In consultation with staff and managers, and in line with policy, ensure there is a comprehensive suite of moving and handling risk assessment and associated standard operating procedures accessible to all staff and that they are regularly reviewed responding to legislative, social, scientific, clinical and ethical issues which are encountered including feedback and incidents
6. Makes complex judgements requiring analysis, interpretation and comparison of options by integrating complex knowledge sources in new and/or unfamiliar contexts to annually review and develop the Trust’s Manual Handling Policy. procedures and associated standard operating procedures to ensure they meet all existing and new requirements/legislation and respond to incidents and training needs
7. Responsible for overall delivery of specialist aspects of service appropriate to moving and handling acting as an expert resource, providing ergonomic advice and consultancy to all staff groups, patients and carers on manual and mechanical handling issues, supporting bariatric patients, equipment provision and safe use to minimize associated risks
8. Monitor any impact on the patient and staff experience engaging and actively involving the individual and, if appropriate, their family/carer, in the assessment, planning, implementation and evaluation of moving and handling using person-centred techniques to promote a culture of self care and empowerment
9. Works to standards of proficiency identified by their professional and regulatory bodies performing interventions to a highly specialist standard
10. Prioritises their own workload and that of the wider team within agreed objectives deciding when to refer to others as appropriate.
11. Working with the Safety Team and the Medical Devices Safety Officer where appropriate, responds to and supports investigation of all moving and handling incidents reported in the Trust acting as a specialist reviewer as required, ensures learning is put into practice, developing assurance reports and complying with RIDDOR as required. This involves proving and receiving complex, sensitive or contentious information responding with motivational, persuasive, empathetic, negotiating and reassurance skills whilst demonstrating an understanding of barriers to communication
12. Approaches each individual with care, compassion and sensitivity ensuring that these values are reflected in all aspects of role including the management of complaints and compliments.
13. To comply with the organisations’ Infection Prevention and Control requirements, including “bare below the elbows” dress code for staff with a direct care delivery role

**2. Leadership**

1. Ensures that a professional service and image is maintained at all time, thereby acting as a role model to all staff
2. Provides a leadership style which is underpinned by strongly held values around equality, diversity and openness; effectively builds and maintains relationships with direct reportee(s), management team and other key individuals across the organisation.
3. Leads the development of moving and handling practice within their defined area taking every opportunity to drive forward their profession
4. Where appropriate, supports team managers and/or caseload holders to ensure the effective and efficient use of moving and handling practices within their own sphere of responsibility.
5. Demonstrates professional leadership and innovation in contexts which are unfamiliar, complex, and unpredictable that require solving problems involving many interacting factors
6. Demonstrates the ability to delegate, organise and prioritise workload to ensure the safe delivery of the service including the management of referrals and discharges utilising locally agreed support mechanisms e.g. on call manager and making judgements in complex situations
7. Demonstrates professional and clinical leadership, initiative and creativity in developing projects inspiring others to be positive in their contribution to continuous improvement
8. Demonstrate awareness of national and local guidelines relating to specialty (e.g. NICE guidelines) and influence care developments in accordance with these.
9. Demonstrates resilience when responding to challenge, change and complex or difficult situations
10. Clearly articulates the expected clinical standards of the service and profession, monitors and identifies where standards are not met and takes action to address
11. Ensures that all objectives, for self and those directly responsible for, are clearly defined within the wider Directorate framework and in line with Trust’s objectives, using the appraisal process as a vehicle for this.
12. Takes responsibility for their own and others’ health and safety in the working environment.

**3. Learning and Development**

1. Undertakes any training required to develop and maintain their proficiency in response to changes in service delivery or new and emerging techniques and demonstrate competence within professional body requirements
2. Reflects on and evaluates own practice and identifies areas of development by setting appropriate objectives via appraisal and clinical supervision
3. Initiates and develops research and development programmes appropriate to professional practice
4. Devises and delivers specialist profession specific training and development programmes within team and to other disciplines, services, teams or agencies
5. Provides high quality, specialist advice related to clinical specialism and profession to other practitioners, agencies and individuals
6. Ensures appraisals for direct reportees are undertaken in accordance with Trust policy; manages performance which falls below standard in accordance with the appropriate HR policies and processes seeking support from senior staff where required
7. Supports the learning and development of others including students and preceptees ensuring that professional standards are maintained at all times

**4. Partnership and Team Working**

1. Supports line and service managers by advising on clinical, professional and specialist issues relevant to sphere of responsibility Work in partnership with other specialist post holders, e.g. occupational health, infection control etc.

# Actively develops and maintains effective clinical and corporate working relationships both within and outside the Trust including with other agencies and Higher Education Institutes

1. Explores the potential for collaborative working and takes opportunities to initiate and sustain such relationships in order to improve service delivery
2. Actively contributes to the multi-disciplinary team supporting the patient; acting as a credible source of information for other agencies/professionals involved in the care; act as a resource of highly specialist knowledge for others

**5. Innovation and Quality**

1. Works with service managers and professional networks to continually improve the quality of service delivery within the overall organisational governance frameworks and corporate objectives reflecting the changing needs of the population, local and national initiatives e.g. suggesting changes to pathways or processes
2. Implements, monitors and maintains agreed standards of care, reporting to the team/service manager when standards are not met
3. Develops, implements and analyses assurance measures related to professional standards thereby providing sound evidence of high quality service relating to specific profession
4. Implements policies relevant to service area and ensures team members are aware of policy requirements
5. Initiates and leads clinical audit and ensures relevant action plans are completed.
6. Identifies, manages and minimises risks within the overall organisational risk management frameworks supporting other staff to contribute to the process. This includes understanding and applying knowledge of clinical role in safeguarding and incident management
7. Acts as an advocate for patients and their families/carers recognising the boundaries of their clinical knowledge; liaising and referring on to other services / agencies as required
8. Ensures that patient experience is core to all clinical and service development gaining support from the appropriate corporate teams as required
9. Develops and implements innovative clinical practice to contribute to the Quality Framework, outcome measures and best practice standards in order to deliver an effective, high quality service

**6. Health and Safety**

6.1 Responsibilities of ALL staff in relation to Health and Safety:

* Take reasonable care of your own health and safety
* Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
* Co-operate with Trust, making sure you understand and follow the health and safety policies and procedures
* Attend all required training on Health and Safety related policies and procedure.
* Do not interfere with or misuse anything that has been provided for your health, safety or welfare
* Report and record any injuries, strains or illnesses suffered as a result of doing your job
* Inform your manager if something happens that might affect your ability to work safely such as suffering an injury or a new medical condition.

6.2 Additional for those with management responsibilities:

* Identify through documented risk assessment any risks that exists within the department or during the delivery of the service
* Investigate and manage incidents and near misses, ensuring actions are taken to prevent recurrence
* Support the Risk and Safety Team in ensuring suitable and sufficient up to date Health and Safety information and guidance is available to all staff at all levels and disciplines across the organisation.

**7. In addition to these functions the post holder is expected to:**

7.1 In agreement with their line manager carries out such other duties as may be reasonably expected in accordance with the grade of the post.

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| **Effort Factor Information** | |
| **PHYSICAL EFFORT**  What physical skills needed in the role require, speed, accuracy, dexterity and or manipulation of objects (includes both clinical and non-clinical posts)? Please provide specific examples.  Is the post holder required to lift equipment? If yes, please specify type of equipment, weight (approx kilos) and frequency of the requirement. Please provide specific examples. | Frequent use of VDU equipment for long periods of time will be required, which will require intense concentration, in order to analyse and produce accurate reports, and analysis to support decision-making.  The employee is required to transport small amounts of moving and handling equipment between sights.    The post holder needs to be able to lift and move materials associated with health and safety events and activities. These include, lap top, training materials such as documents, handouts, other stationery materials and refreshments as well as moving chairs and tables to create learning environments.  The post holder will be required to drive between sites, including out of hours. |
| **MENTAL EFFORT**  Describe the amount of concentration required within the day-to-day job. What is it the employee will have to concentrate on? Please give examples of how often and for how long this concentration occurs. Please provide specific examples of when mental effort is required.  Is the post holder required to drive a vehicle? If so please specify duration and frequency. | The post-holder will often have to adapt to changing priorities and re-focus own work and that of others based on revised priorities which will often require urgent action.  The post holder will participate in meetings which require a high level of concentration on a range of topics with a variety of audiences and attendees.  Frequent, high level concentration is required every day, often for periods of many hours.  Examples include:   * interpret and analyse various information sources and prepare complex documents and distill issues. * inputting and manipulating data on databases, spreadsheets etc * drafting detailed reports * undertaking analytical work * reviewing and interpreting performance * planning work for the short and mid term * sharing information with stakeholders and listening to and responding to feedback * influencing and persuading * undertaking multiples of the above   Frequent interruptions generated from the reactivate nature of the role in being available to respond to security incidents, busy open plan office environment and telephone interruptions, high volume of email traffic etc.  The post holder needs to be able to ~~travel~~ drive between Trust locations and other areas of the community that the Trust serves as frequently as activity dictates. |
| **EMOTIONAL EFFORT**  Does any part of the job require any emotional effort? What elements of the role expose the employee to emotional effort?  How often does this happen? Please provide specific examples. E.g. exposure to child protection issues | Frequent high-pressured circumstances  e.g. related to influencing and persuading others, meeting targets, balancing priorities, preparing report using various information and database sources. |
| **WORKING CONDITIONS**  Is the post holder required to work in extreme heat or cold, with smells, noise or fumes which are unavoidable, even with the strictest health and safety controls? Does the post holder work with clients or patients who express aggressive verbal or non-verbal behaviour or similar. Please describe the requirement and the frequency with which this may occur. | The post holder may be exposed to unpleasant working conditions or hazards on an infrequent basis.  The post holder is exposed to open plan office-working conditions with regular noise and interruption.  Occasional exposure to unpleasant working conditions e.g. dirt, dust smell, noise and pest infestation, when carrying out security / health and safety visits at Trust sites and risk assessments and meetings in patients’ homes.  The post holder needs to be able to travel between healthcare premises.  There will be VDU use on most shifts. |

**TERMS AND CONDITIONS OF SERVICE**

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| **Band:** | 7 |
| **Hours:** | 37.5 hours per week |
| **Contract:** | Permanent |
| **Salary:** | £47,810 - £54,710 per annum, pro rata |
|  | New staff will normally be appointed to the minimum of the pay band. Staff transferring from one post to another in the same pay band within the NHS will enter the band at the same point that they were previously on. Staff promoted within the NHS will enter the new pay band at the minimum or the first point of the new pay band that gives them an increase in salary. Any previous NHS service will be subject to confirmation by the Payroll Department. |
| **Annual Leave:** | The annual leave year runs from 1 April to 31 March following.  The full entitlement being 27 days for a full year and pro rata  for an incomplete year's service. An additional 2 days will be  awarded after 5 years service plus a further 4 days after 10  years service. This is in addition to 8 public and statutory days  holiday. |
| **NHS Pension:** | The post is pensionable unless you opt out of the scheme or  are ineligible to join and your remuneration will be subject to  deduction of contributions in accordance with the National  Health Service Pension Scheme. In the event of you not  wishing to join the scheme you should complete form SD502  on your commencement date. |
| **Medical:** | The appointment maybe subject to you completing a declaration of health form, which may lead to a full medical examination upon request. |
| **Notice:** | Giving notice – you are required to give the Trust 8  weeks written notice of termination of your employment.  Receiving notice – with the exception of ‘Summary Dismissal’ you will be entitled to receive notice of 8 weeks or your statutory notice entitlement whichever is the greater.    Statutory entitlement is:  For staff with more than 4 weeks continuous service, entitlement to notice is 1 week for each year of completed service up to a maximum of 12 weeks. |
| **PROFESSIONAL REGISTRATION**  Where it is a requirement as part of this job role to be registered with a Professional Body, you are required to maintain and update your registration in line with the Trust’s Professional Registration Policy. You are required to provide proof of your registration status on your appointment, at renewal of registration or at any other time as requested by the Trust. It is also a requirement for you to comply with any Codes of Professional Conduct and to update/satisfy any Continuous Professional Development conditions.  It would also be a requirement for you to comply with any Codes of Professional Conduct and to update/satisfy any Continuous Professional Development conditions.  **REHABILITATION OF OFFENDERS ACT 1974**  Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.  **DBS CHECK (Formerly CRB)**  This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.  The Trust is compliant with the Disclosure & Barring Service ‘Code of Practice’, a copy of which is available on request.  The Trust welcomes applications from a wide range of candidates including those with a criminal record. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. A full Trust policy on the Recruitment of Ex-offenders is available on request.  **SECTION 11 COMPLIANCE**  **Safeguarding Children and Vulnerable Adults**  All employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and the adherence to the Trust’s Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.  **ORGANISATIONAL AND STATUTORY REQUIREMENTS**  All employees should understand that it is their personal responsibility to comply with all organisational and statutory requirements, e.g. Health and Safety; Equal Treatment and Diversity; Confidentiality; Infection Prevention and Control.  **MENTAL CAPACITY ACT (MCA 2005 CODE OF PRACTICE)**  This Act applies to all persons over the age of 16 who are judged to lack capacity to consent or withhold consent to acts which are considered by health and social care professionals to be in the best interests of their welfare and health.  The Mental Capacity Act 2005 imposes a legal requirement on health and social care professionals to ‘have regard to’ relevant guidance within the Code of Practice when acting or making decisions on behalf of someone who lacks capacity to make the decision for themselves. Furthermore, they should be able to explain how they had regard to the Code when acting or making decisions.  Detailed guidance is available in the Mental Capacity Act 2005 Code of Practice http://www.dca.gov.uk/legal-policy/mental-capacity/mca-cp.pdf  **NOTE**  This job description does form a part of the contract of employment and indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the postholder.  **JOB SHARE**  This post is suitable for job sharing and when filled on this basis will attract all normal terms and conditions of service outlined above, but on a pro rata basis if appropriate.  **SMOKING**  The Trust operates a no smoking policy and is smoke free. | |

LEEDS COMMUNITY HEALTHCARE NHS TRUST

PERSON SPECIFICATION – Clinical Band 7 Moving and Handling Lead

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| **QUALIFICATIONS**  **& TRAINING** | Professional degree or diploma in relevant field  Appropriate statutory professional body registration (NMC, HCPC)  Post graduate learning to Masters level or equivalent experience/CPD, a recognised training qualification relevant to moving and handling or specialist health and safety risk assessment    Must be willing to participate in any relevant training identified to develop skills required to carry out duties  Maintains a portfolio of CPD in line with regulatory body standards  Teaching, training or mentorship qualification or experience to an equivalent level | Specific CPD modules relevant to specialist field  Leadership and management qualification  Member of the national back exchange  Member Chartered Institute of ergonomics and human factors.  Train the trainer Evac Chair  Train the trainer moving and handling | Application  Interview  References |
| **EXPERIENCE** | Experience in moving and handling, risk assessment and risk management  Experience in the supervision and management of other staff  Experience of developing policy, guidelines and managing resources  Experience in the teaching and training of others | Working in community or primary care based teams  Experience of leadership in practice | Application  Interview |
| **KNOWLEDGE & UNDERSTANDING** | Highly developed specialist theoretical and clinical knowledge in moving and handling  Highly developed knowledge of current clinical and non-clinical moving and handling guidance for the NHS  Knowledge of Health and Safety legislation, safe systems of work and assessment of manual handling tasks in the workplace  Knowledge of governance and assurance processes  Highly developed knowledge of professional standards and application in practice  Highly developed knowledge of relevant current issues in health and social care, ethics and innovation and application in practice  Demonstrates awareness of limits to knowledge base  Experience of leading the application of clinical governance and quality measures in practice  Knowledge of specific innovation techniques / initiatives e.g. Productive Community / Ward Series (Leeds Approach) | Experience of practical application of innovation techniques  Evidence of research projects and/or clinical audit relevant to clinical area | Interview |
| **PRACTICAL & INTELLECTUAL SKILLS** | Highly specialist assessment, planning, treatment and evaluation skills appropriate to clinical area  Performs highly specialised tests / procedures / diagnostics relevant to clinical role to an advanced level  Highly complex analytical and creative problem-solving skills in unpredictable situations  Workload management including delegation of tasks and day-to-day team leadership  Competent IT skills in order to collect and interpret data, present reports and compile presentations in a range of contexts  Advanced verbal, non-verbal and written communication skills including communicating complex or potentially distressing information to patients / carers and managing conflict when appropriate  Risk assessment skills  Reflective practice skills – able to give clear and effective feedback and support others to develop  Develop and lead clinical audit within clinical area  Lead / contribute to research activities relevant to clinical area |  | Application  Interview  Test |
| **ATTITUDE & BEHAVIOUR** | Able to demonstrate clear and inspiring clinical leadership internally and externally behaving as a role model at all times  Displays care, compassion, sensitivity and responsiveness to other peoples’ feelings and needs  Able to work as part of a team, co-operating to work together and in conjunction with others and willing to help and assist wherever possible and appropriate appreciating the value of diversity in the workplace  Able to develop, establish and maintain positive relationships with others both internal and external to the organisation and with patients and their carers  Able to work under pressure, dealing with peaks and troughs in workloadmanaging unpredictable service demands  Positive and flexible attitude to dealing with change; able to respond to the changing needs of the patient in an appropriate and timely manner;  willing to change and accept change and to explore new ways of doing things and approaches  Highly motivated and reliable  Has a strong degree of personal integrity; able to adhere to standards of conduct based on a culture of equality and fairness  Demonstrates values consistent with those of the Trust | Evidence of clinical leadership  Experience of change management theory | Application Form  Interview  References  Test |
| Car owner/driver or suitable alternative transport to enable you to undertake the job (it is unlikely that public transport will meet this requirement). Reasonable adjustments can be considered in accordance with the Equality Act. | | | |