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Author: Claire Ackerman	Date: June 2015

Job Description

Job Group (Delete as applicable):	Nursing & Midwifery
Job Title:	Service Lead – Moving and Handling
Existing Grade:	Band 7
Care Group:	Corporate Services
Service Line:	Trust Wide Summary
Department:	Department of Professional Healthcare Education
Location:	Derriford Hospital
Appraiser:	Deputy Head of Professional Development and Clinical Education
Accountable to:	Deputy Head of Professional Development and Clinical Education
Position Number:	
Date:	March 2023

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Job Purpose:

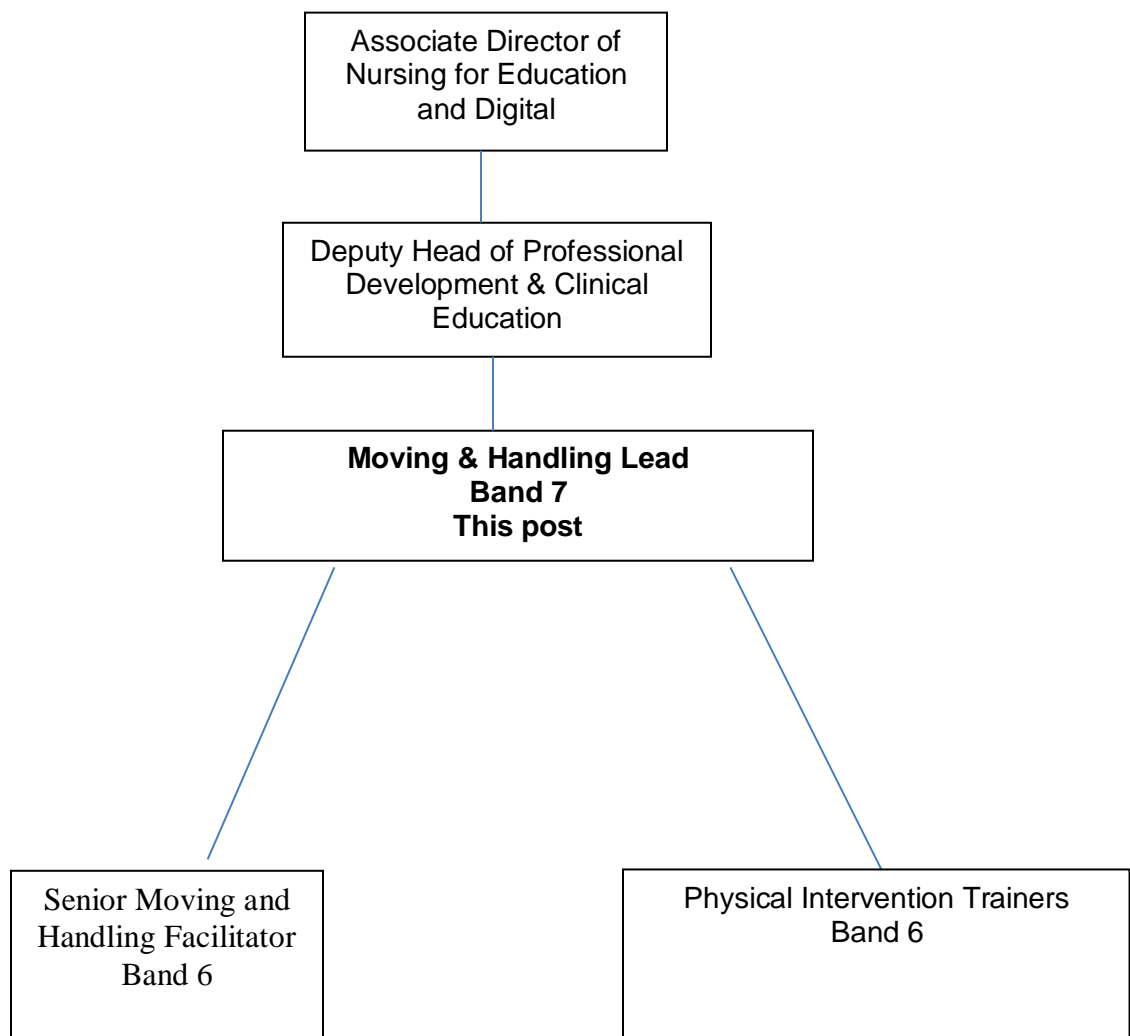
- To lead the Moving & Handling service, providing expert/specialist advice across the organisation, on the implementation and maintenance of safer moving & handling policies and practice.
- To lead the Physical Intervention (PI) Training Team to ensure they meet the training requirements of the trust and national standards.
- Manage the moving & handling team and PI team co-ordinate activities in the promotion of a healthy workplace by educating staff and implementing change to minimise the risk of injury from moving & handling tasks.
- Design & Co-ordinate all training relating to moving and handling including speciality areas such as bariatric and spinal injuries – to ensure that the Trust remains compliant with national standards & regulations on moving & handling training and best practice.
- Provide information and professional advice to support the Trust to meet national standards and legislative requirements and advise the Trust on compliance in relation to moving & handling.
- To lead the PI training team to deliver the training required under the PI leads.
- Lead on the developments, implementation, and audit of the Trust's Safer Moving & Handling Policy – working with others involved in the care of patients in hospital, management of medical devices and staff health & well-being.

Key Dimensions:

- Provide effective operational and strategic leadership for the development and delivery of care for all patients, of all ages across the acute Trust, to encompass the planning, education and training for the safe moving and handling in line with national guidance, the Human Rights Framework, Moving and Handling legislation and understand how the Use of Force Act should be supported for PI trainers.
- Provide strategic advice and support Trust wide to facilitate an effective programme of risk management Moving and Handling.
- Provide expert advice, guidance, and support to UHPNT regarding Moving and Handling interventions: policies, procedures, guidelines, and audit and incident analysis.
- Design audit programmes as necessary to facilitate the Trust to benchmark their own arrangements and services regarding moving and Handling activities and PI training in relation to national standards and guidelines.
- Produce reports for the Health and Safety Committee in line with their terms of reference.
- Provide audit on training and compliance to the trust Physical Intervention leads.
- To advise on appropriate governance, audit, and risk management with regards to Moving and Handling

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Organisational Chart



PRIMARY DUTIES & AREAS OF RESPONSIBILITY

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Leadership and Management of Moving & Handling Team and Physical Intervention Training Team:

- Manage the MH and PI teams in the planning, delivery, and evaluation of moving & handling and Physical Intervention training trust wide to multidisciplinary groups; to support staff and moving & handling key workers and PI Trainers Trust-wide.
- Lead the moving & handling team in conducting assessments and competencies of moving & handling key workers, monitoring the effectiveness of the process embedding in the organization.
- Undertake audit and facilitation of PI training team.
- Ensure Training for M/H and PI supports the trusts requirements and meets national standards.
- Lead the M/H team to facilitate clinical teams in the management of bariatric patients within the hospital setting: oversee and advise on the purchase of specialist equipment, facilitate individual care plans (working with tissue, viability, infection control and clinical engineering teams) and lead on the development of appropriate care pathways for the safe management of bariatric patients in hospital.
- Lead the team to work within the clinical governance framework to provide high quality patient care and maintaining dignity, privacy, safety, and comfort#
- Ensure information and practice is evidence based, in line with legislation, CQC, NHSLA – provide regular reports to assurance groups within the Trust with regard to Trust compliance.
- Represent the Trust in regional and national networks for Moving & handling clinical practice, Health & Safety related to manual handling and national standards re Back Exchange advice.
- Lead on specific projects, manage and support as appropriate, projects led by moving & handling facilitators.
- As line manager of the Moving & Handling team and PI trainers – ensure appropriate management of individuals and development of the team.
- Ensure that standards of record keeping within the team meet the required standards to mitigate moving & handling risks and PI training risks to the Trust working with the legal department and governance.
- Undertake corporate leadership and management tasks/roles as senior nurse of the Trust, to support other nursing teams and operational issues of the Trust.

Leadership of Moving & Handling Training:

- Plan, deliver and evaluate the moving & handling and PI training programs for UHP staff as part of the statutory and essential update training program and/or induction, to ensure national and local standards are implemented and met.
- Lead on the design and delivery of the key worker course - Develop locality trainers/Key workers to support the delivery of Moving & Handling training and competency assessment in local areas/teams.
- Evaluate the Moving & Handling training plan and delivery – to promote blended contemporary learning to support and facilitate high standards of clinical practice.

Advice and expertise to Corporate Trust Policy and Practice

- Advice the Trust on safe systems of work with reference to Moving & Handling based on updated risk assessments.
- Provide expert/specialist advice and guidance Trust wide on the implementation of a safe moving and handling policy, identifying shortfalls in compliance and develop action plans with managers to give assurance to the organization.
- Lead on the formulation and review of policies and procedures in relation to moving and handling and the reduction of muscular skeletal problems experienced by employees.

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- Take a leading role in monitoring of the health and safety in relation to moving and handling - by participating in audit programs on the review of risk assessment, patient documentation, postural observation, and equipment inventories.

Advice and support to clinical teams

- Provide specialist advice to clinical teams on specific care required to safely move patients with complex moving & handling needs, within clinical settings - ensuring safe care plans in place for those patients with specific moving and handling risks.
- Advise managers on general and specific moving and handling issues, providing reports with recommendations for action.
- Undertake on-site visits to advice on unusual or difficult moving and handling situations within particular environments. Provide expert advice in complex moving and handling, responding to requests for advice on the safe provision of direct patient care.
- Provide specialist advice in relation to Moving & Handling Risk assessments and risk management plans – including specialist assessments e.g., Plus Size patients.
- Promote safe patient handling practices and provide specialist advice on issues such as bariatric, emergency moving & handling and inanimate load moving & handling.
- Investigate and report on any serious accidents and dangerous occurrences, relating to moving and handling and in order to reduce future risk, conducting root cause analysis, reporting back to service line managers, to mitigate future risks in line with risk management strategy.
- Work in conjunction with discharge team as required providing advice to ensure safe and timely discharge of bariatric patient, liaising with community teams as required.
- Reporting to relevant assurance committees of the Trust with reference to Moving & handling risks, training standards and practice issues.
- Act as clinical lead working in conjunction with the Capital Investment Manager, Clinical Engineering team and procurement, to ensure safety and quality in the current manual handling equipment/medical devices and planning for the future. Managing the trial and evaluation of new products
- Advise managers on the reduction of musculoskeletal sickness and absence across the organization, working in conjunction with HR staff and Occupational Health and wellbeing.
- Maintain own professional practice to continue to provide expert/specialist advice in this field of practice to give assurance to the Trust.

Advice and expertise on Corporate Trust Policy and Practice:

- Advise and design on Trust wide safe systems of work with reference to moving and handling, based on the latest evidence.
- Provide expert advice and guidance Trust wide on the implementation of the Moving and Handling Policy and any other policy or standard operating procedure that fall within areas of responsibility. Identifying shortfalls in compliance and develop action plans with managers to give assurance to the organisation.
- Lead on the formulation and review of Trust wide policies and procedures in relation to Moving and Handling, and any other identified area of responsibility to facilitate a reduction in the number of injuries to staff and patients with regards to the use of Moving and Handling procedures.
- To take a leading role in the monitoring of health and safety in relation to Moving and Handling. Design and implement audit of risk assessments, patient documentation, training, and reported incidents.
- Lead and write policies and standard operating procedures relating to Moving and Handling and present these to the Health and Safety Committee and NMOC as appropriate.
- Work alongside the Deputy Chief Nurse to ratify policies and standard operating procedures.

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- Attend as an expert at the Health and Safety Committee.

Service Development:

- To develop a service supporting staff by providing specialist advice and risk assessment, with regards to moving and handling.
- To continue to develop, maintain and monitor the SALUS moving and handling patient case load, encompassing patient care plans - to ensure teams respond according to SALUS alters.
- To work collaboratively with specialists in Falls, Tissue Viability and Physical Interventions teams to reduce injury to patients.
- To manage and monitor the falls calls. Moving and Handling team carry the Falls bleep.
- Advise the Trust and recommend strategies to keep staff and patients safe in matters related to the management of moving and handling.
- Act as an advisory resource to external agencies as appropriate.
- Responsible for ensuring the continuous professional development of the moving and handling team and clinical trainers.
- To identify and implement service improvement for training delivery and for the provision of clinical offering.
- To work collaboratively on improvements and initiatives with internal stakeholders, clients, and service users, for both training delivery and clinical support.
- Lead innovation and development in practice and service, initiating discussions with relevant personnel to secure resources to support services.

Clinical Governance:

- To benchmark best practice, and audit effectiveness of both training and clinical support provision.
- To work collaboratively with workforce and OD to monitor compliance with regards to staff training for levels of moving and handling, highlight any areas of concern to relevant committees, Matrons, and ward managers.
- To act as an expert witness for UHPNT in the event that this is required with regards to incidents relating moving and handling claims.
- To work collaboratively with the legal department

Communications and working relationships:

- Report to the Line Manager
- Report through Safeguarding and Health and Safety Committees.
- Other Physical Interventions Trainers
- Other Organisational trainers
- Organisational Development, Workforce Development
- Safeguarding Team/ LPS team.
- Financial & Human Resources
- Staff Fitness & Wellbeing
- Operational Managers, Heads of Nursing, Matrons, Ward Managers, and staff
- External agencies/Commissioners

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- External training providers within and outside of the NHS
- Reducing Restrictive Interventions Network Southwest
- Clinical Educator forums, regular meetings

other:

- Develop relationships with internal and external clients.
- Develop training packages for internal and external clients.
- Develop direct reporters' continuous professional development and progression.
- Assist in setting budget and remaining within budget parameters.
- Develop external income revenues in line with budget.
- Cost control
- Effective use of all resources
- Vigorously identify opportunities for cost savings and implement schemes and initiatives as agreed.
- Actively participate in procurement processes. Selecting, ordering, and recommending on the purchase of equipment, supplies, and bespoke training packages. Evaluation of specialist equipment, in compliance with Trust Standing Financial Instructions.
- Act as an exemplary role model to junior colleagues, and positively promote Physical Interventions and Enhanced Care of Observation Team.
- Undertake adhoc or special projects as requested commensurate with the grade of this post.
- Have a good working knowledge of child protection issues / The Mental Capacity Act 2005, DOLS processes and legislation with regards to the use of force, and Human Rights frameworks.
- To escalate all safeguarding issues identified through training, clinical service, and reported incidents as necessary to Safeguarding teams.

All Job Holders are required to...

- Work to the Trust values - Put patients first, take ownership, Respect others, be positive, Listen, learn, and improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential, and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the "UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)" or "Data Protection legislation" which encompasses both laws.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures, and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.

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- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for...

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for...

- Ensuring all necessary risk assessments are carried out within their division, Service Line, or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

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PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Minimum 2 years demonstrable experience working in a health care setting as a registered professional e.g. Registered Nurse, Chartered Physiotherapist or equivalent proven knowledge and demonstrable experience. • Previous demonstrable experience in safer manual handling practice e.g. people movement, inanimate load movement. • Proven In-depth knowledge of relevant legislation and national standards related to Manual handling – both of inanimate loads and within clinical practice (e.g. Manual handling Operations Regulations; Back Exchange framework) • Proven knowledge and understanding of ergonomic principles and risk assessment processes (e.g., HSE, Management of Health and Safety at Work Regulations, Manual handling Operations Regulations 1992) • Proven Knowledge and demonstrable experience in clinical risk management • Demonstrable Experience of managing bariatric patients within a care setting • Demonstrable Experience of developing and delivering clinical training • Proven knowledge of learning theories, training cycles and educational models • Ability to work collaboratively across the educational department and support other programs. 	<ul style="list-style-type: none"> • Previous demonstrable experience in delivering people handling and/or inanimate load handling training. • Recent acute hospital demonstrable Experience • Demonstrable Experience in leading or managing a team
QUALIFICATIONS	<ul style="list-style-type: none"> • NMC / HCPC / GMC registration • Completed an accredited Train the Trainers course in moving and handling or equivalent. • Post graduate qualification in back care management – or willing and able to undertake this. • Degree or equivalent post-registration academic education • Recognised Teaching Qualification E.g. Post Graduate Cert Ed or equivalent demonstrable experience. • Willing to work towards Post Grad Certificate in Education if not in place. • Proven Evidence of ongoing continuing professional education 	<ul style="list-style-type: none"> • Meet the qualifications from the national back exchange framework. • Advanced NBE member • Masters level post-registration in education
APTITUDE & ABILITIES	<ul style="list-style-type: none"> • Interpersonal skills to handle group facilitation, 1:1 coaching. • Developed communication skills, including the ability to address complex 	<ul style="list-style-type: none"> • Research participation and audit experience

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	<p>and sensitive issues in an appropriate manner.</p> <ul style="list-style-type: none"> • Ability to use a wide range of techniques (facilitation, coaching, instruction, etc.) and a range of delivery media. • Effective IT skills • Effective and confident presentation skills and ability to deliver information to an audience of mixed abilities. • Ability to produce clear, accurate written, verbal, and electronic reports. • Proven Knowledge of appraisal processes and development planning • Must be physically fit to undertake the physical aspects of delivering training that will involve moving and handling regularly. • Must be flexible with working hours when teaching on courses or setting up courses. • Must be able to work and commute between the hospital, external hospital sites i.e.: Mount Gould and training centre at Eastover. • Able to take responsibility for groups of staff in the training setting. • Able to demonstrate safe Manual Handling principles within clinical settings/practice. • Ability to self-manage. • Demonstrable ability to provide leadership in a clinical setting. 	
DISPOSITION / ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> • Drive, enthusiasm, energy, and determination. • Ability to develop strong working relationships and to motivate staff and others. • Proactive, takes own initiative. • Ability to adapt to new ideas. • Caring and compassionate • Flexible and adaptable to meet service needs. • Strong decision-making skills. • Proven Evidence of being an effective team player • Able to cope in a busy Environment. • Emotional resilience 	<ul style="list-style-type: none"> • Effective influencing skills