



SENIOR MOVING AND HANDLING ADVISOR INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Senior Moving and Handling Advisor
Band	6
Directorate	Operations
Accountable to	Moving and Handling Lead
DBS Required?	Enhanced

JOB PURPOSE

- You will support the Moving and Handling Lead in providing an effective moving and handling service across the Trust, working in both clinical and non-clinical settings.
- You will strive to improve, maintain and monitor the quality of moving and handling through advice and guidance on best practices in manual handling and patient handling, advice on risk assessments and safe systems of work, audits/ inspections of practice, and education in classroom and workplace settings.
- You will maintain your own skills and knowledge in moving and handling practices to support development and meet the needs of the service

2. Main Duties and Responsibilities

Areas of Specialism:

- You will be required to maintain personal professional expertise in manual handling and patient handling via a variety of methods. These will include self-directed education, attending suitable courses/ conferences, and membership of an appropriate professional body such as the National Back Exchange.

Organisational Skills:

- You will support the Moving and Handling Lead to monitor manual and patient handling policies and standards via audit and inspection programmes across Trust workplaces.
- You will support the Moving and Handling Lead in the investigation of moving and handling-related Datix incident reports.
- You will support the Moving and Handling Lead to ensure that advice and training interventions are delivered in accordance with current best practice, as set out by relevant professional bodies, regulators and national guidelines, and in response to safety alerts.
- You will support the Moving and Handling Lead with training needs analysis, planning, implementation and co-ordinating of Moving and Handling Training programmes to a high standard for all groups of staff throughout the Trust. These duties include:
 - Manual handling induction training
 - Patient handling induction training
 - Statutory Safety Update (SSU) sessions
 - Other ad hoc training interventions for Trust staff, as the need arises.
- You will develop and deliver competency assessments of Trust staff in classroom and/ or workplaces, and support the Band 5 Moving and Handling Advisors in delivering competency assessment programmes.
- You will be required to analyse and report on moving and handling-related data from Trust IT systems including Datix, preparing information for a range of audiences within the Trust including local governance meetings and the Trust's Health, Safety, Security and Fire Committee, Devices and Products Committee and other similar forums, representing the Moving and Handling Lead when necessary.

Responsibility for staff:

- You will not have formal line management responsibility but will deputise for the Moving and Handling Lead when necessary.
- You will support Band 5 Moving and Handling Advisors when dealing with specialist or complex moving and handling issues within their own work.

Responsibility for patients/clients:

- You will provide specialist moving and handling advice regarding the care of patients, and will support the Band 5 Moving and Handling Advisors in delivering more complex handling advice in clinical settings.
- You will attend clinical areas to advise ward/ clinical department staff, patients and their carers on appropriate patient handling techniques and correct use of patient handling equipment, when required. This will sometimes be pre-planned, and sometimes may be at short notice in response to a rapidly changing situation.

Responsibility for resources:

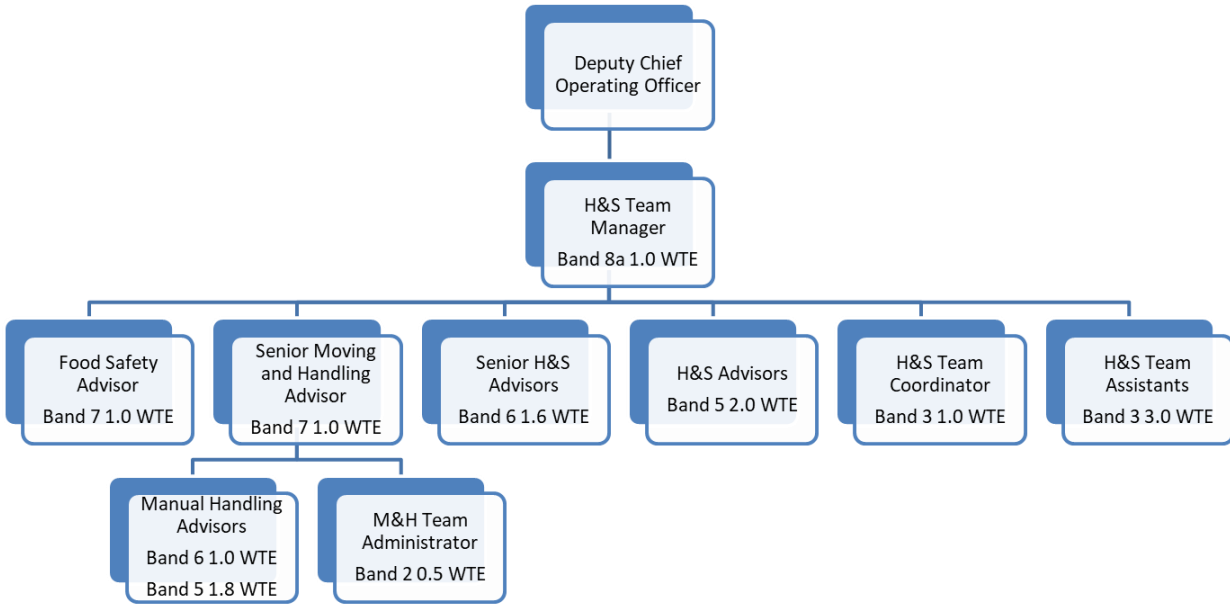
- You will have no budgetary authority, but will advise on purchases of manual handling equipment and so must be conversant with the Trust's policies and procedures regarding standards of business conduct and conflicts of interest.
- During the course of delivering advice and training you will use appropriate equipment for the task, including IT equipment and a wide variety of specialist handling equipment such as glide sheets, hoists, stand aids, etc.
- You will work in support of the Moving and Handling lead with the identification of moving and handling equipment for use within the Trust.

Responsibility for Administration:

- You will ensure that the M&H Team maintains appropriate records of training delivered over time, to ensure that the team's Scheme of Work for training is implemented and adequately evidenced. These records will include lesson plans and training materials, and will form the Trust's corporate memory of the Team's training.
- In order to do this effectively you must be fully conversant with Trust information technology systems and software including MS Word, Excel, PowerPoint and Outlook, plus Datix and ESR.

Communication and Working Relationships:

- You will act as a role model for manual handling practice, and work with staff on wards and in departments to ensure that the Trust's policy and procedures for safer moving and handling are adequately implemented at local level.
- You will act as an advisor to Trust staff on moving and handling issues, ensuring that Trust policies are being adhered to.
- You will support Trust line managers with "return to work" style risk assessments for Trust staff with musculoskeletal disorders or following handling-related injuries at work, using information from a range of sources including Occupational Health reports, and focusing on (clinical and non-clinical) workplace equipment, environments and safe systems of work to reduce the likelihood of recurrence.
- You will advise Trust line managers on risk assessment of patient handling and manual handling tasks and practices in Trust work places, to include advice on the development, implementation and monitoring of safe systems of work.
- This may include advice on individual patient risk assessments where the patient's handling needs are complex, and is likely to include communication with Trust staff, patients and their relatives/ carers in the course of this work.
- You will be the Moving and Handling Team's key contact for the development, education and support of a network of Moving and Handling Link Workers across the Trust.
- You will promote a positive safety culture within the Trust by increasing awareness of safer manual handling practices and supporting line managers to develop moving and handling-related risk assessments and safe systems of work and associated risk management activities including monitoring, audits, inspections and investigations.





PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Professional registration e.g. Registered nurse, Physiotherapist, other Allied Health Professional or equivalent. ROSPA Level 3 Award for Safer People Handling Trainers (plus evidence of Level 3 Safer People Handling Trainers Refresher course in the past 3 years) or equivalent. ROSPA Level 3 Award for Manual Handling Trainers (plus evidence of Level 3 Manual Handling Trainers Refresher course in the past 3 years) or equivalent. Level 3 Award in Education and Training, or equivalent. 	<ul style="list-style-type: none"> NEBOSH General Certificate in Occupational Safety and Health, or equivalent.

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Proven relevant experience of developing, writing, delivering and evaluating manual and patient handling training interventions for adults at work. Proven relevant experience of working in an acute clinical setting. Proven relevant experience of giving advice on safe working practices to adults at work. 	

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to communicate at all levels within an acute NHS Trust including staff members, patients, multidisciplinary teams and ward/ department managers. • Strong interpersonal and influencing skills including sensitivity. • Ability to work autonomously and as part of a team. • Ability to collect, collate, analyse and report on data from incidents, inspections and audits. • Ability to prioritise and manage own workload. • Excellent practical skills in patient handling and manual handling techniques • Good verbal and written skills. • IT literate. 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to manoeuvre and set up training equipment in classroom and workplace locations. 	

<ul style="list-style-type: none"> • Ability to manoeuvre and set up patient handling equipment in classroom and workplace locations. • Ability to manoeuvre and set up patient handling equipment in classroom and workplace locations. • Ability to undertake the full range of manual and patient handling duties taught and practised within the Trust. • Ability to travel across the health community 	
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GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust’s core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust’s agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust’s Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust’s employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust’s recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training

as appropriate for the post; and

- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

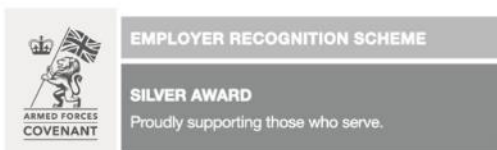
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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