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**POSITION DESCRIPTION**

Organisational Vision: South Canterbury District Health Board (SCDHB) is committed

“to enhance the health and independence of the people of South Canterbury”

**Organisational Values: I CARE**

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **Position:** Moving & Handling Trainer  |
| **Department** Primary Health Partnerships & Allied Health Directorate – Occupational  Therapy  |
| **Reports to** Occupational Therapy Clinical Leader |
| **Professional** Registered Professional with current practicing certificate e.g. RN,  Occupational Therapist, Physiotherapist.  Health Care worker with experience in a similar role and or a  qualification in ergonomics, moving and handling.  |
| Functional Relationships: Service Managers / Clinical Leaders CNMs / CMM Allied Health staff  Health, Safety & Wellbeing Manager Health & Safety Committee Staff Development Unit Moving & Handling champions (TBC) Quality & Risk  |
| **Hours of Work** As per offer letter  |

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| **Principal Objective**The Moving & Handling trainer will establish, develop and maintain training programmes and provide advice to management and staff regarding safe moving & handling practices which meet statutory, quality and injury prevention requirements.  |
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| **Area of Responsibility** | **How it will be measured: KPI** |
| **Training** * Develop new training and educational programmes in consultation with stakeholders to meet identified needs
* Facilitate education and training for staff in appropriate and safe manual/patient handling practices
* Implement and lead a team of in-house Moving & Handling champions, coordinate their delivery of moving & handling training and coach them to ensure they maintain their skills and meet recommended standards
* Evaluate training/education programmes and techniques as appropriate
* Lead safe moving & handling practice in the workplace through exemplary role modelling
 | * Stake holder feedback surveys
* Monthly report on training delivered
* Moving & Handling Trainer Evaluation reports
* Reduction in moving & handling incidents and injuries as per organization goals
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| **Policy and Procedure Review*** In conjunction with management review policies and procedures in relation to moving & handling and the reduction of muscular skeletal problems experienced by employees*.*
 | * Policy and procedures are in place and reviewed using best practice guidelines and applied in practice
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| **Advisory Responsibility*** Provide ongoing advice on the minimization of risks associated with moving & handling activities
* Provide consultation and advice on moving & handling hazards throughout the organization as required
* Provide recommendations regarding the requirements and purchase of moving & handling equipment and aids*.*
 | * Stakeholder feedback survey
* Hazard minimization
* Standardized, fit for purpose and cost-efficient equipment purchased

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| **Management Information*** Ensure training records of Moving & Handling trainers and other staff are up to date
* Provide information and analyses regarding musculoskeletal and moving & handling injury and absence in conjunction with the Health, Safety & Wellbeing Manager
 | * Percentage training records up to date
* Quarterly and Annual reporting
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| **Professionalism** Demonstrate responsibility and commitment to the organisation and team* Foster a positive work environment by role modelling professional behaviour and using contemporary professional practice
* Maintain a current knowledge of trends, practices and changes to moving & handling related legislation and Codes of Practice
* Demonstrates individual responsibility by actively pursuing further education.
* Practice within the Patient Code of Rights
* Develop networks locally, regionally and nationally of Moving & Handling professionals working within a similar organisation
 | * Staff survey
* Stakeholder feedback survey
* Educational requirements at annual performance review including objectives to develop skill base identified.
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| **Quality Improvement**The Moving & Handling trainer will:* Promote a culture of continuous quality improvement by monitoring unit performance / processes through data collection / audit – analysing findings and propose change where audit outcomes identify deficits e.g. SCDHB Certification and Accreditation processes
* Encourage innovation and review / improve practices that will enhance patient outcomes and satisfaction
* Monitor compliance with moving & handling standards within the organisation and conduct regular audits
 | * Action plans will be developed annually in conjunction with units and the Health, Safety & Wellbeing Manager
* All compliance reports and audits completed
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| **Health & Safety**The Moving & Handling trainer will:* Understand and apply the principles of Health & Safety, and Risk Management to enable staff to recognise and respond proactively to potential risk within the organisation
* Work towards creating a culture where staff support each other and positive behaviors are promoted
* Communicate effectively with all disciplines within SCDHB
* Demonstrate role modelling behavior’s in relation to Health & Wellbeing
 | * Safety of employees and patients and within SCDHB is maintained
* Stakeholder feedback
* Strategic and annual objectives are met
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| **Person Specification*** Health Care Professional – OT, Physio, RN, EN
* Health care worker regulated / unregulated (a qualification in ergonomics or a qualification in moving & handling / adult teaching would be advantageous)
* Experience of developing and delivering moving & handling training programmes, including the use of equipment, for all staff
* IT literate, including Microsoft Outlook, Word, Excel and PowerPoint
* Knowledge of contemporary health care issues and the NZ Health Care System including the Treaty of Waitangi and its application in health
* Knowledge of the relevant legislation and standards which govern health care practice in New Zealand
* Effective presentation and group facilitation skills
* Proven ability to coach and to facilitate change
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| **Legislation and Organisational Knowledge**The Moving &Handling trainer will:* ensure compliance with New Zealand legislation
* comply with organisation wide and service specific rules, codes of conduct, policies and procedures
* comply with NZ Patient Handling Guidelines 2003 and amendments

understand and apply the following legislation:* Privacy Act (2020)
* Health and Disability Commissioners Act (1994)
* Health & Safety at Work Act (2015)
* Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
* Health Practitioners Competency Assurance Act (2003)
* MoH Regulations
* Treaty of Waitangi Principles
* Hospital Regulations
* SCDHB Values, Policies & Procedures
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***The intent of this position description is to provide a representative summary of the major duties and responsibilities.***

**Agreed by:**

Job holder’s signature: --------------------------------------------------------- Date: -------------------------

Employer’s signature: ---------------------------------------------------------- Date: -------------------------

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| Date Created: 16.11.2022  | Created by: P. Moore  | Next Review: Nov 2024 |