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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 |
| **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 |
| **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 |
| **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 |
| **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. |
| **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 |
| **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 |
| **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 | |
| **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 | |

***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 |