

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Moving and Handling/Posture Care Practitioner/Training	<b>Director/Service/Sector:</b> Adult Services		<b>Office Use</b>
<b>Band:</b> 8	<b>Workplace:</b> County Wide		JE ref: 4360
<b>Responsible to:</b> OT Team Manager/ OT Senior Manager	<b>Date:</b> October 2023	<b>Job Family:</b>	
<b>Job Purpose:</b> <ul style="list-style-type: none"> <li>• To provide support to Northumberland County Council (NCC) therapy services with the provision of a specialised service in moving and handling and posture care. This will require undertaking often highly complex assessments to identify needs, plan, implement and evaluate interventions. This work will take place in the client's home, residential care homes, day services or any place the client may spend time.</li> <li>• To be a highly skilled resource to NCC therapy staff and members of a clients MDT.</li> <li>• To be up to date with the wide-ranging items and interventions of manual handling, posture care and specialist seating/sleeping to support people in their own homes, to enable comprehensive support to colleagues with complex cases.</li> <li>• Support the Head of Service in ensuring advice and activity is researched, benchmarked and evidence based as far as possible.</li> <li>• To develop and deliver a range of specialist training programmes on the scope of moving and handling and posture care.</li> <li>• To identify the training needs of NCC therapy staff in response to legislative requirements.</li> <li>• To monitor, collate and evaluate, including auditing, training records, including course evaluation forms.</li> <li>• To provide and lead on competency-based specialist training, advice and support regarding moving and handling and posture care.</li> <li>• To contribute to the assessments and provision of equipment to people with moving and handling or posture care needs as required under the current legislation to reduce the risk of any work-related musculoskeletal disorders.</li> <li>• To contribute to equipment risk management, Medical Devices and Health and Safety strategies by ensuring compliance with relevant legislation and guidance.</li> <li>• To participate in the planning, development and evaluation of services, e.g., Joint Equipment Loan Service (JELS), Therapy, through attendance of special interest groups and steering groups.</li> <li>• To provide regular updates on training programmes to Head of Service and Senior Managers</li> <li>• To contribute to the development of the moving and handling/posture care role in line with legislation and advances in medical devices, evidence-based practice.</li> <li>• Supervision of all staff while completing specialist training programmes in the training environment and in the community when supporting with clients' individual cases.</li> <li>• Required to confirm the competency of all staff who attend the specialist training programmes to risk assess for, understanding and demonstrate appropriate use of information provided</li> </ul>			
<b>Resources</b>	Staff <ul style="list-style-type: none"> <li>• No direct line management staffing responsibility</li> <li>• Supervision of all staff while completing specialist training programmes in the training environment and in the community when supporting with clients' individual cases.</li> <li>• Required to confirm the competency of all staff who attend this training to risk assess for, understanding and demonstrate appropriate use of information provided.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Required to supervise undergraduate students on practice placement and participate in the placement experience of other students while on placement</li> <li>• To participate in the induction, training and education of relevant staff and students</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Understanding of financial processes to include in-house training provided.</li> <li>• To ensure training highlights the financial implications of recommendations upon public funds and services involved in equipment provision, encouraging responsibility of all to ensure funds are spent appropriately when requesting specialist moving and handling equipment and/or seating/sleeping.</li> <li>• Supporting in overall authority budget management through comprehensive training and knowledge of available items to meet needs.</li> <li>• Provide specialist advice to JELS in the procurement of suitable manual handling equipment and seating/sleeping against the alternative market options available to ensure value for money is being achieved.</li> </ul>
Physical	<ul style="list-style-type: none"> <li>• To be physically capable of undertaking moving and handling tasks, demonstrations and participation, with a range of people and clients with complex physical and mental health problems</li> <li>• To be able to understand the impact of non-verbal skills within moving and handling scenarios for all people, especially those with impaired comprehension.</li> <li>• Demonstrate highly developed dexterity and hand-eye co-ordination skills for the use of moving and handling equipment and other relevant equipment used in education and non-clinical settings e.g., laptops, projectors, medical devices</li> <li>• Frequent requirement to exert moderate amounts of physical effort using hoists, wheelchairs, beds, chairs and other equipment with staff during training sessions and people/clients within non-clinical areas</li> <li>• Frequent requirement to exert moderate amounts of physical effort in handling and moving staff (during training) and people/clients in non-clinical areas</li> <li>• To ensure that all personally generated written and electronic records are up to date and maintained in accordance with professional and NCC standards.</li> <li>• To record statistical data relating to the specialist training sessions provided and attendance, liaising with Learning and Development to ensure compliance with training requirements.</li> <li>• To maintain and analyse attendee data and feedback for training to aid development of training provided.</li> <li>• Lead on audits of specialist training provided and completed</li> </ul>
Clients	<ul style="list-style-type: none"> <li>• Clients, informal and formal carers, who use moving and handling equipment and specialist seating/sleeping supplied via JELS</li> <li>• Northumberland County Council social care staff</li> </ul>

### **Duties and key result areas:**

#### **Communications and Relationships**

- Highly developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums including complex case discussions and available moving and handling device and postural options to meet assessed needs
- Exchanging orally and in writing complex information with a range of audiences in order to train staff and communicate the outcome of assessments to clients and clients' families.
- To provide and receive complex and sensitive information relating to moving and handling or postural care issues to and from staff in an educational environment and/or client's community location where there may be barriers to communication and conflicting opinion
- To have effective skills of persuasion, motivation, reassurance and reasoning to ensure the application of best practice across all areas
- To assist senior managers/supervisor to manage changes in staff practice in accordance with legislation, guidance and policy

- To utilise verbal and non-communication skills in the delivery of educational programmes who may have varying levels of skill and knowledge around moving and handling and posture care
- To develop and present information with an educative content/structure regarding risk assessments, moving and handling and posture care
- Ability to work closely with other health and social care professionals from any discipline and service area
- To communicate the outcome of assessment which may involve imparting unwelcome news, dealing with subsequently potentially difficult family situations or circumstances i.e., informing clients they are unsafe or not eligible for a preferred item of equipment or Medical Device
- To provide support, education, advice and supervision regarding all aspects of assessing for, clinical reasoning for provision and evaluate provision of specialist moving and handling and/or posture care equipment.
- Manage and maintain positive relationships with partner organisations, e.g., NHCT, CNTW, and other external bodies including equipment providers.

### Knowledge Skills, Training and Experience

- Hold a healthcare qualification to degree level or equivalent with evidence of registration of a professional body
- Wide ranging interest and extensive experience in the use of moving and handling and posture care techniques and devices
- Evidence of relevant moving and handling training
- Demonstrate a working knowledge and understanding of the legislation, codes of practice and guidance underpinning moving and handling practice and associated areas to a minimum of diploma level equivalent
- To be able to lead on development and delivery of training programmes and packages to designated groups of learners
- Good presentation skills and training and development experience
- Demonstrate a high level of knowledge of the supporting Government drivers and models behind effective care outcomes e.g., person-centred care, client choice
- Maintain professional development by keeping up to date with relevant trends and developments and ensuring as far as possible that evidence-based practice is used to inform decision-making and outcomes
- Experience and a working understanding of audit procedures
- Knowledge of a wide range of clinical practices and an understanding of the nature and cause of medical conditions which can cause reduced mobility and functional abilities or postural changes
- To be the main contact and information resource including training for other health and social care professionals providing appropriate advice and recommendations
- Ability to work alone or effectively within a team and be accountable for all aspects of professional activity
- To manage competing demands on your time, this may involve reprioritising work activities and schedules.
- To undertake risk assessments and advise and/or implement strategies in relation to the outcomes.
- To undertake highly complex and detailed assessments, analysis and management of risk with regard to manual handling in line with regulations, legislation and judicial reviews.
- Fitting equipment/slings with a high degree of accuracy and expertise.
- To use manual handling techniques and assistive/Medical Devices appropriately and safely and to demonstrate the use of these complex activities to groups of informal and formal carers who may or may not fully understand the implications of the client's diagnosis/prognosis. This often involves adaptation of techniques to take account of client's and carer's abilities, confined spaces, exposure to bodily fluids and other environmental factors.
- To work with clients, who are often in vulnerable situations, whilst considering the complex wider issues, e.g., safeguarding adults strategy.
- To work with carers (formal and informal) who will require advice, support, education and negotiation.

- To have an advanced knowledge – in a specialist area of the effects of physical disabilities and/or aging, mental health diagnosis or learning disability upon a client's lifestyle, opportunities, roles and skills.
- To apply a high level of understanding of the effect of disability and provide education and advice on lifestyle and roles.

### Analytical Skills

- Use risk assessment approaches to determine appropriate provision and staff/clients use of moving and handling equipment and specialist seating/sleeping
- Compare and contrast a range of clinical and non-clinical situations where there may be conflicting opinion, balancing the complex interactions of risk, safety of staff, and clients, legislation, operational and strategic issues to make recommendations
- Lead on research and evaluation of the introduction of new products, equipment, and environmental planning
- To be responsible for the recording and analysis of data pertinent to equipment requisitioners competence, training attendance and departmental training targets, e.g., training evaluation forms, accident data and attendance records
- A good understanding and working knowledge of outcome measures
- Identify the need for and contribute to review of relevant policies, procedures and protocols in relation to moving and handling and medical devices
- To deliver a range of specialist educational programmes on moving and handling and complex seating/sleeping using a variety of educational approaches at an identified level to meet identified needs
- To act appropriately in relation to clinical adverse incidents taking remedial action to alert necessary professionals, complying with guidelines implemented by the Northumberland County Council and the Medicines and Healthcare products Regulatory Agency (MHRA)
- Ability to reflect and critically appraise own performance
- A sound understanding and working application of explicit consent, Best Interest Decision making and capacity assessments and to take account of these within work practices and highlighting this element of practice when providing moving and handling/posture care training packages

### Planning and Organisational Skills

- To plan, prioritise and organise own ongoing workload and use of time accordingly
- Ability to plan and co-ordinate staff from multidisciplinary backgrounds in order to promote safer handling practice
- To manage the equipment available; to monitor equipment condition and report faults and ensure it is in a clean condition according to policy.
- To assist in planning, organisation, recording and evaluation of moving and handling equipment, both existing and proposed.
- Ability to draft reports and attend meetings as required, including chairing some meetings to deputise for supervisor or senior manager where applicable
- Advise on any legislation, codes of practice and related issues that may affect training and development
- Maintain and monitor appropriate records regarding equipment loan
- To liaise with the Learning and Development Department in ensuring that training records are prompt, correct and appropriate
- Ability to work under pressure managing competing demands on your time
- Ability to keep up to date with all developments within Northumberland Jels, North Tyneside Ales and Newcastle equipment stores
- To undertake any other duties of a similar level and responsibility as may be required from time to time

### Physical Skills

- To be physically capable of undertaking moving and handling tasks, demonstrations and participation with a wide range of people and clients including those with complex physical, mental health problems and learning disabilities
- To demonstrate highly developed dexterity and hand-eye co-ordination skills for physical handling of people and clients of a wide anthropometric range and the use of moving and handling equipment and other relevant equipment used in education and domestic environments
- To understand the impact of non-verbal skills within moving and handling scenarios for all people, especially those with impaired comprehension
- To demonstrate effective body mechanics for performance of moving and handling practice
- Occasional use of hand tools may be required
- Ability to work flexibly and to be motivational, self-reliant, and approachable.
- Frequently driving long distances alone, occasionally in inclement weather to provide training around the county of Northumberland

### Client Care

- To contribute to the delivery of high-quality client care across the County by developing a programme of complex/bespoke moving and handling and specialist seating/sleeping training packages for staff to assist and handle clients in as safe a manner as possible, using risk assessment as a decision baseline
- Assist with risk assessments in complex situations, balancing the interactions of risk and clients and staff safety with individual and organisational constraints to make recommendations for moving and handling plans or posture care with the application of best practice
- Take primary responsibility and accountability for the delivery of safer moving and handling and posture care in referred complex situations.
- To instigate, carry out and record general/routine risk assessments in moving and handling throughout the community
- To interject in the delivery of care where necessary to ensure safe quality care for all clients and carers
- To assist with interdisciplinary team care planning regarding moving and handling components within an individual integrated care plan
- To carry out proactive ergonomic assessments and provide staff assistance and advice regarding moving and handling or posture care scenarios to contribute directly to quality client care

### Policy and Service Development

- To implement Northumberland County Council policies, including risk management, Health & Safety, moving and handling, Medical Device, information governance, confidentiality, data quality, freedom of information, equal opportunities, no smoking and infection control
- To include all relevant Northumberland County Council policies into the training packages provided
- To support in development and review of any relevant policies to the post
- To carry out all duties commensurate with other relevant local clinical policies, procedures and standards
- To assist in the development of Northumberland County Council health and safety and risk management agenda
- To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision
- To participate in the planning coordination and audit of practice, clinical pathways and protocols within the area.
- To implement organisational policy and departmental procedures and protocols.
- To assist in investigation of moving and handling incidents, recorded and/or reported, to determine errors and possible interventions.

### Human Resources

- To lead on the delivery of specialist moving and handling and posture care education and training to clinical and non-clinical staff registered as equipment requisitioners
- To lead on the evaluation and development of specialist moving and handling and seating/sleeping education programmes to ensure organisational compliance with all targets and legislative requirements
- To participate actively in the staff appraisal scheme, where applicable, providing feedback on the competency of all those who have undertaken relevant training in specialist moving and handling and posture care as part of their work
- To demonstrate a commitment to own continued professional development through participation in internal and external development opportunities and recording learning outcomes in a personal record

#### Information Resources

- To maintain accurate, comprehensive and up to date training records for all training provided
- To be a highly specialised source of information and advice to equipment requisitioners about moving and handling, specialist seating/sleeping, legislation, risk assessment
- To assist with other forms of communication regarding moving and handling and specialist seating/sleeping e.g., face to face communication, posters, leaflets, notices etc.
- To maintain a specialist moving and handling and posture care information resource in order that equipment information and advice is available to all equipment requisitioners.
- To maintain accurate electronic records using appropriate computer system, of all assessments and interventions recommended and provided to staff, clients and carers

#### Research and Development

- To maintain an up-to-date knowledge of evidence base practice pertaining to moving and handling and other associated areas
- To maintain an up-to-date awareness of specialist equipment in the field of moving and handling and posture care and contribute to trials and evaluation of equipment when requested or required
- To assist and contribute to the departmental business plan, identifying achievements and proposing targets for service development within stated objectives
- To undertake basic research into ergonomics/musculoskeletal health and related topics to inform moving and handling practice where appropriate.
- To demonstrate the ability to critically evaluate current research and apply to practice.
- To participate in audit/research activities as part of department/clinical team.
- To apply acquired skills and knowledge of professional practice to maintain fitness to practice through HCPC
- To maintain a professional portfolio for CPD recording learning outcomes through participation in internal and external development opportunities.

#### Freedom to Act

- To work within a professional code of conduct and observe confidentiality at all times
- To comply with all Northumberland County Council and departmental policies procedures and clinical protocols
- To be professional, responsible and accountable for all aspects of own work
- To be responsible for advice and/or guidance given to Council employees or others within the work environment

- To understand and conform to Northumberland County Council stated values and beliefs regarding staff and residents.
- Develop an effective facilitation process that allows all Council employees to adhere to HSE guidelines
- Work unsupervised on a day-to-day basis
- Offer moving and handling and posture care advice and support to external care provider agencies when requested or required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	Travel to work sites, domestic dwellings, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns: Working conditions:	May include weekends and evenings. Mainly community-based covering the County possibly resulting in high levels of travel Mainly indoors. Occasional exposure to working outdoors.

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> Moving and Handling/Posture Care Practitioner/Training		<b>Director/Service/Sector:</b> Adult Services	Ref: 4360
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
<ul style="list-style-type: none"> <li>• A health or social care qualification to degree level (or equivalent) in Occupational Therapy, Physiotherapy or Nursing.</li> <li>• Evidence of teaching and/or presentation skills</li> <li>• Registered with HCPC, RCN, MNC or equivalent</li> </ul>		<ul style="list-style-type: none"> <li>• Membership of a professional body (e.g, RCOT, CSP, etc.)</li> <li>• Training or teaching qualification</li> </ul>	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Evidence of completion of moving and handling training</li> <li>• Experience of on-the-job supervision of staff and undertaking performance development for staff where required</li> <li>• High level of Interest in/and experience of working in moving and handling and posture care</li> <li>• Extensive experience working with clients and carers users using moving and handling equipment</li> <li>• Knowledge and use of evidence-based practice</li> <li>• Knowledge and use of reasoned clinical decision-making</li> <li>• Extensive knowledge of relevant legislation and guidance with reference to moving and handling</li> <li>• Extensive knowledge of moving and handling and posture care equipment and techniques</li> <li>• Extensive knowledge of general risk assessment process</li> <li>• Extensive knowledge of clinical governance</li> </ul>		<ul style="list-style-type: none"> <li>• Some experience of performance development</li> <li>• Some experience of integrated care teamwork</li> <li>• Proven experience in preparing written reports</li> <li>• Some experience in statistical analysis</li> <li>• Knowledge of Government drivers related to moving and handling practice</li> </ul>	
<b>Skills and competencies</b>			
<ul style="list-style-type: none"> <li>• Ability to work alone and within teams</li> <li>• Ability to work well under pressure</li> <li>• Ability to work flexibly</li> <li>• Ability to reflect on and appraise own work performance</li> <li>• Good personal organisational skills</li> <li>• Good planning and co-ordination of available resources, including personal time</li> <li>• Excellent written and oral communication skills</li> <li>• Ability to adapt communication to the audience and situation, including potentially emotional or confrontational situations where there are differences of opinion</li> </ul>		<ul style="list-style-type: none"> <li>• Good presentation skills and teaching experience</li> </ul>	



<ul style="list-style-type: none"> <li>• High standard of record keeping skills</li> <li>• Computer literacy skills, including ability to use Word, Excel and PowerPoint</li> <li>• Ability to build and maintain effective working relationships across organisations</li> <li>• Ability to understand and adhere to Health and Safety policies and procedures</li> </ul>		
<b>Physical, mental, emotional and environmental demands</b>		
<p>Physical</p> <ul style="list-style-type: none"> <li>• To be physically capable of carrying out moving and handling tasks, demonstrations and participation, with a wide range of people and clients in the community, including those with complex physical health, mental health problems and learning disabilities</li> <li>• To demonstrate highly developed dexterity and hand-eye co-ordination skills for physical handling of people and clients of a wide anthropometric range and the use of moving and handling equipment and other relevant equipment used in education and domestic environments</li> <li>• Occasional use of hand tools may be required</li> </ul> <p>Mental</p> <ul style="list-style-type: none"> <li>• Ability to work flexibly and to be motivational, self-reliant, and approachable</li> <li>• Lengthy periods of concentrated mental attention</li> <li>• Frequently driving long distances alone, occasionally in inclement weather</li> </ul> <p>Emotional</p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and balance competing demands</li> </ul> <p>Environmental</p> <ul style="list-style-type: none"> <li>• Frequent lone working requiring concentration and awareness to ensure own health and safety</li> <li>• Occasional exposure, and working in unpleasant and unhygienic conditions if attending residents' homes to support community colleagues</li> </ul>		
<b>Motivation</b>		
<ul style="list-style-type: none"> <li>• Commitment to person centred non-discriminatory practice</li> <li>• Commitment to personal development and life-long learning</li> <li>• Commitment to concepts of good practice and client and staff safety</li> <li>• Commitment to the values of Northumberland County Council</li> </ul>		

<ul style="list-style-type: none"> <li>• Willingness to participate in supervision and training.</li> <li>• Willingness to attempt new challenges and approaches.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Need to meet the travel requirements of the post to cover the geographical area of Northumberland</li> <li>• It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner or able to use the car for work purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Current membership of local and national relevant interest group(s) e.g., National Back Exchange</li> </ul>	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g., case studies/visits