

Job Description Template

Post Title: Technical Instructor	Post Reference:	
<p>Summary of the Role:</p> <p>Working to agreed competencies and the post holder will contribute to providing a high quality service by ensuring that equipment issued to clients of the Integrated Community Equipment Service is supplied and commissioned effectively.</p> <p>The post holder will undertake highly skilled support work with people who require installation / fitting of more complex equipment following hospital discharge or to prevent hospital admission. They shall have the ability to demonstrate the equipment and provide advice / guidance where necessary</p>		<p>Reports to: Senior Technical Instructor / Team Leader</p> <p>Base / Location: Calderdale Equipment service, Elland</p>
<p>Key Responsibilities</p> <ul style="list-style-type: none"> ▪ To deliver and install equipment, ranging from daily living aids to more complex items of equipment, such as hoists, beds etc. from the Equipment Service into a community based setting, such as clients homes, care homes etc. according to set procedures and guidelines. ▪ Fit healthcare equipment, medical devices, assistive technology or products to meet individuals' clinical needs (CHS223) – undertakes the fitting of basic equipment and educates carers and patient in its safe use ▪ To service and repair a wide range of community based beds on an annual basis ▪ To raise beds, chairs and settees, ensuring the furniture is left stable and secure ▪ To ensure all equipment is maintained in good/safe working order. ▪ Repair medical devices, equipment and associated systems within healthcare (CHS208) diagnose and repair faulty equipment both in the warehouse or in a community based setting or to report such equipment to appropriate third party ▪ To input data onto computer system to facilitate the tracking of equipment ▪ Maintain healthcare equipment, medical devices and associated systems (CHS210) ensure equipment is maintained in safe working order, ensuring records are up to date. PAT test electrical equipment using appropriate guidelines ▪ To ensure that equipment no longer usable is decommissioned safely and correctly, according to procedures. ▪ To liaise with and provide advice to other healthcare professionals, service users, carers, families, in the provision and set up of equipment e.g. District Nurses, Occupational Therapists, Social Services, Physiotherapists, Housing and Paediatric specialists ▪ To communicate with patients/ carers where there may be a barrier to understanding ▪ To be competent and have knowledge in the use of power tools 		<p>Working Relationships & Contacts</p> <ul style="list-style-type: none"> ▪ Equipment service colleagues ▪ Referral staff ▪ Departmental / ward staff ▪ Service users and members of the public ▪ Care homes ▪ Carers ▪ Other NHS organisational staff

<ul style="list-style-type: none"> ▪ To drive in a safe and appropriate manner, having a good knowledge of the Calderdale and Kirklees area. ▪ To maintain a delivery service to health centres and clinics throughout the Calderdale area ▪ To have a basic knowledge of general building practices ▪ To assist with general warehouse duties as and when required ▪ Undertake all such reasonable other duties as may be required as part of the role ▪ Participate in regular supervision. ▪ Attend all mandatory training. ▪ Participate annually identifying, developing and agreeing your own development plan with your Line Manager using the CHS Appraisal. ▪ Comply with all Trust policies, procedures and protocols. ▪ Seek advice and support from Line Manager whenever necessary. ▪ Maintain professional conduct including appearance at all times. 	
Health and Safety	
<p>Healthcare Associated Infection</p> <ul style="list-style-type: none"> ▪ Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Company/Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'naked below the elbow' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Company has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities. <p>Safeguarding</p> <ul style="list-style-type: none"> ▪ The Company, via the Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation. ▪ The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should contact your line manager immediately or in their absence your Director. Out of hours contact should be made with the Trust's on-call manager through switchboard. 	

<ul style="list-style-type: none"> ▪ The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively. ▪ The policies and procedures described below are located on CHFT's intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training <ul style="list-style-type: none"> ▪ CHFT Safeguarding Children Policy ▪ Safeguarding Board Procedures for Children (www.calderdale-scb.org.uk or www.kirklees.gov.uk/safeguarding) ▪ CHFT Procedure for Managing Allegations of Abuse Against Staff who Work with Children/Adults ▪ CHFT Safeguarding Adults Policy ▪ Safeguarding Board Procedures for Adults (www.kirklees.gov.uk/safeguardingadults or www.calderdale.gov.uk) 	
Probationary Periods	
<ul style="list-style-type: none"> ▪ All staff new to Calderdale and Huddersfield Solutions are required to undergo a 6 month probationary period (with the exception of staff on temporary or fixed term contracts for 6 months or less who are subject to separate arrangements). ▪ All existing CHS staff transferring internally to a new post within the company are required to undergo a modified probationary period of 3 months. 	
Equality Impact	
<ul style="list-style-type: none"> ▪ Calderdale and Huddersfield Solutions aim to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership 	
Job Dimensions: (problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)	Performance Measures and KPIs
<ul style="list-style-type: none"> ▪ Responsible for safe use of vehicles and equipment ▪ Must be able to resolve problems and make decisions ▪ Exposure to difficult situations with service users and family members 	<ul style="list-style-type: none"> ▪ Customer feedback ▪ Patient survey ▪ PDR

Person Specification: (Please state Essential (E) or Desirable (D))			
Knowledge & Skills: <ul style="list-style-type: none">▪ Good working knowledge and understanding of the provision of Equipment services (E)▪ Good organisational and managerial skills, ability to prioritise and organise own and departmental workloads (E)▪ Ability to manage own time (E)▪ Multi-tasking skills (E)▪ Able to exercise independent judgment (E)▪ Skilled at working with multi-disciplinary teams (E)▪ Commitment to developing self and others (E)▪ Ability to translate knowledge into practice (E)▪ PAT testing (D)	Experience <ul style="list-style-type: none">▪ Able to demonstrate a depth of knowledge and learning from relevant and recent public health experience. (E)▪ Good interpersonal and relationship building skills along with a proven track record in delivering quality in service provision. (E)▪ Good working knowledge and understanding of the provision of Equipment services (E)▪ Excellent ability to communicate effectively in writing and face-to-face. (E)▪ Ability to produce reports in relation to facilities services in the NHS environment. (D)▪ Experience in a relevant field such as Mechanics, joinery, Engineering (D)	Qualifications <ul style="list-style-type: none">▪ Professional knowledge and experience to NVQ 3 level equivalent (E)	General <ul style="list-style-type: none">▪ Able to fulfill the health requirements of the post as identified in the Job Description, taking into account any reasonable adjustments recommended by Occupational Health. (E)▪ Prepared to undertake further training as required (E)▪ Demonstrate a commitment to continuing development and knowledge progression (D)▪ Must be eligible to work in the UK. (E)▪ In accordance with the Trust’s manual handling policy, to move goods, furniture and equipment as required to meet the needs of the service.(E)▪ Ability to work in various locations throughout the network of services provided by the Company/Calderdale and Huddersfield NHS Foundation Trust. (E)
Core Principles: <ul style="list-style-type: none">▪ We put the patient first▪ We go see▪ We do the must dos	<ul style="list-style-type: none">▪ Commitment, self-motivation,▪ ability to communicate well within the Equipment services team, both individually and as a group.▪ Ability to work flexibly.▪ Commitment		

<ul style="list-style-type: none"> ▪ We work together to get results <p>Core Behaviours :</p> <ul style="list-style-type: none"> ▪ The attitudes and behaviours we expect from each other can be found in the staff handbook for new employees 	<ul style="list-style-type: none"> ▪ self-motivation ▪ Respectful ▪ ability to listen and empathise ▪ Ability to work flexibly ▪ To remain professional and respectful at all times
<p>Core Leadership Behaviours:</p> <ul style="list-style-type: none"> ▪ To act as a role model for the Company. ▪ Supportive ▪ Responsive ▪ Compassionate ▪ Honest 	<ul style="list-style-type: none"> ▪ Encourage staff to work as a team ▪ work together to get results ▪ be empathetic, compassionate and caring ▪ lead by example

Calderdale and Huddersfield Solutions Ltd
Transport and Equipment Services

