

1. JOB DETAILS	
Job title:	Assistant Medical Devices Trainer
Accountable to:	Medical Devices Safety Officer (MDSO)
Managerially (if required)	
Professionally (If required)	
Agenda for Change Band:	5
Location:	Harrogate Hospital
2. JOB SUMMARY (A brief description of the main purpose of the post)	
<p>The postholder will provide support to all HDFT employees using medical devices in their role. In addition, working with the MDSO, co-ordinate an approach to training in the use of medical devices, ensuring the principles of clinical governance are upheld.</p>	
3. ROLE OF DEPARTMENT (The function of the department in which the post holder works)	
<p>To provide direct training and support to staff in the clinical area and classroom, liaising with MDSO. Work with clinical staff to identify training needs locally, supporting staff in the delivery of this training and auditing it's effectiveness.</p>	
4. ORGANISATIONAL CHART (Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)	

5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

Deputy Director - Facilities – occasional contact with regard to service issues and arrangements

Matrons – occasional contact with regard to training requirements

MDSO – daily liaison to agree where training is required

Ward staff – daily basis when delivering training

Medical Engineers – frequent contact – when liaising with regard to repair and maintenance of faulty devices

6. DUTIES AND RESPONSIBILITIES OF THE POST

1. Provide support to clinical staff in the use of medical devices
2. Assist in reviewing and maintaining the competency based training model to support staff in the use of medical devices
3. Support staff in facilitating training through specific induction and preceptorship programmes
4. Provide training for staff in the clinical area and the classroom in the use of medical devices.
5. Assist in the management of the delivery of training by external agencies, ensuring robust systems for evaluation are in place.
6. Liaise with Workforce Development with regard to planned training.
7. Support staff training in the use of newly purchased medical devices, in accordance with manufacturers' instructions.
8. Maintain a safe working environment, being aware of the necessity to comply with Health & Safety regulations. Participate in risk assessments as required.
9. Continually develop personal knowledge and clinical expertise in the use of medical devices
10. Act as a positive clinical role model through the provision of support clinical advice to staff.
11. Maintain clinical skills and knowledge through practice.

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The postholder will be expected to work as a part of a small, team. They will work unsupervised for a majority of their shifts, but will have a senior manager to refer to during office hours. The senior manager will plan work on a weekly basis, but the postholder will be expected to be flexible to meet ongoing service requirements.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to:-

Adhere to Trust policies and procedures and relevant legislation including the requirements of any professional bodies attend mandatory training as identified by the Trust.

HDFT takes its responsibility to safeguard and protect the welfare of children very seriously. During the annual appraisal process, Line Managers will use the HDFT Child Protection Training Strategy and the Intercollegiate Document "Safeguarding Children: the Roles and Competencies of Health Professionals", to work with the Post Holder to identify the relevant competencies necessary for this role and ensure the post holder is competent to undertake any appropriate duties or requirements to safeguard children.

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the Data Protection Act 1998 and Caldicott principles.

10. INFECTION CONTROL

In order to comply with the Health Act 2006 (Code of Practice for the Prevention and Control of Health Care Associated Infections) it is the responsibility of every member of staff to prevent and control the spread of infection following the Trust's infection control policies. These are available on the intranet in the document library under clinical policies and guidelines, infection control. If, as a routine part of your job, you do not have access to the intranet please discuss with your line manager how you can access this information to ensure that you are familiar with your responsibilities.

11. HEALTH AND SAFETY

All Managers have a general accountability for ensuring, so far as is reasonably practicable, the health, safety and welfare of the employees under their direction at work.

- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management/ Fire, Health & Safety Policies.

The Trust will provide an annual update on Governance and Health & Safety issues to staff as a minimum.

12 SMOKING

Harrogate and District Foundation Trust has a No Smoking Policy. All Health Service premises are considered as non-smoking zones, other than specific externally designated smoking areas. There will be a strict no-smoking policy within Trust premises.

11. RISK MANAGEMENT

You are responsible for ensuring that you become familiar with the requirements stated within the Trust's Risk Management Strategy and that you comply with the Trust's Risk Management Policies and Procedures.

Your specific responsibility for Risk Management will be clarified to you by your Head of Department at your local induction.

12. EQUAL OPPORTUNITIES

The Trust has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

13. IMPROVING WORKING LIVES

You will be expected to give a commitment to apply the principles of Improving Working Lives, and participate in any events and initiatives as and when appropriate.

14. CORPORATE GOVERNANCE ARRANGEMENTS

You will be expected to familiarise yourself with the Trust's Governance Strategy which outlines the Management and Committee Structures and Procedures for the Governance of the Trust's activities.

You will have a duty to familiarise yourself with the relevant Policies and Procedures, i.e.

- Health & Safety Policies
- Risk Management Policies
- Infection Control Policies
- Data Protection and Confidentiality Policies

These must be complied with by staff at all times.

15. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Assistant Medical Devices Trainer

Factor	Essential	Desirable
Qualifications	Registered Nurse or ODP ENB 998, FEW other recognised teaching qualification	Degree qualification
Experience	At least 12 months post registration working in an acute area	Working as a Medical Devices link trainer
Knowledge	Evidence of working with medical devices Evidence of continuing professional development	Evidence of experience teaching medical device use
Skills and Aptitudes	IT literate Good written and verbal communications skills Good organisational skills Able to work alone Able to prioritise and adapt to workload	
Personal Circumstances	Physically fit to carry out the duties required	Car driver
Other requirements	Good attendance record	

PERSON SPECIFICATION AGREEMENT

Post holder

Date

Line Manager

Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.