

**HUMBER TEACHING NHS FOUNDATION TRUST  
JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** |  |
|  |  |
| **Band:** |  |
|  |  |
| **Department:** |  |
|  |  |
| **Responsible to:** |  |
|  |  |
| **Responsible for:** |  |
|  |  |
| **Location:** |  |

**Job Role Summary**

* Xx
* XX
* XX

**Core Functions**

*Does the post holder come into contact with patients face to face, over phone?*

*What are the main functions of this role?*

**Communication and Relationships Skills**

*Include here any communication the post holder has, with who and at what level? What autonomy does the post holder have to act within the role? Does the role involve the use of any systems; do they produce reports, how often? Do they manage or develop information systems?*

**Analytical and Judgemental Skills**

*This factor measures the analytical and judgemental skills required to ful l the job responsibilities satisfactorily. It takes account of requirements for analytical skills to diagnose a problem or illness and understand complex situations or information; and judgemental skills to formulate solutions and recommend/decide on the best course of action/treatment.*

**Planning and Organisational Responsibilities**

*Include here the planning of departments, rotas, meetings or strategic planning. Does the post holder formulate and adjust plans of meetings or projects? Are any of the activities of a complex nature? Do they contribute, /lead/formulate strategic plans which impact across the organisation*

**Physical Skills**

*This factor measures the physical skills required to ful l the job duties. It takes into account hand-eye co-ordination, sensory skills (sight, hearing, touch, taste, smell), dexterity, manipulation, requirements for speed and accuracy, keyboard and driving skills.*

**Responsibilities for Patient Care**

*This factor measures responsibilities for patient/client care, treatment and therapy. It takes account of the nature of the responsibility and the level of the jobholder’s involvement in the provision of care or treatment to patients/clients, including the degree to which the responsibility is shared with others. It also takes account of the responsibility to maintain records of care/treatment/advice/tests.*

**Responsibilities for Policy and Service Development Implementation**

*This factor measures the responsibilities of the job for development and implementation of policy and/or services. It takes account of the nature of the responsibility and the extent and level of the jobholder’s contribution to the relevant decision-making process, for instance, making recommendations to decision makers. It also takes account of whether the relevant policies or services relate to a function, department, division, directorate, the whole trust or employing organisation, or wider than this; and the degree to which the responsibility is shared with others*

**Responsibilities for Financial and Physical Resources**

*This factor measures the responsibilities of the job for nancial resources (including cash, vouchers, cheques, debits and credits, invoice payment, budgets, revenues, income generation); and physical assets (including clinical, o ce and other equipment; tools and instruments; vehicles, plant and machinery; premises, fittings and fixtures; personal possessions of patients/clients or others; goods, produce, stocks and supplies).*

*It takes account of the nature of the responsibility (e.g. careful use, security, maintenance, budgetary and ordering responsibilities); the frequency with which it is exercised; the value of the resources; and the degree to which the responsibility is shared with others.*

*Include here any budget responsibility e.g. delegated budget, signing timesheets etc.*

**Responsibilities for Human Resources**

*any staff management should be included her or supervision of staff and the HR duties of this.*

*the precise numbers of those supervised, co-ordinated, trained or developed.*

**Responsibilities for Information Resources**

*This factor measures specific responsibilities of the job for information resources (for example computerised; paper based, micro che) and information systems (both hardware and software for example medical records). It takes account of the nature of the responsibility (security, processing and generating information, creation, updating and maintenance of information databases or systems) and the degree to which it is shared with others. It assumes that all information encountered in the NHS is con dential.*

**Responsibilities for Research and Development**

*Research and development processes undertaken for the role eg audit, testing and the level completed within the role. Will the role involve any analysis of information and at what level?*

**Freedom to Act**

*This factor measures the extent to which the jobholder is required to be accountable for their own actions and those of others, to use own initiative and act independently; and the discretion given to the jobholder to take action. It takes account of any restrictions on the jobholder’s freedom to act imposed by, for example, supervisory control; instructions, procedures, practices and policies; professional, technical or occupational codes of practice or other ethical guidelines; the nature or system in which the job operates; the position of the job within the organisation; and the existence of any statutory responsibility for service provision*

**Standard Paragraphs**

* Trust’s Values: Promote and demonstrate the Trust’s 3 values Caring, Learning and Growing. Caring for people while ensuring they are always at the heart of everything we do. Learning and using proven research as a basis for delivering safe, effective, integrated care. Growing our reputation for being a provider of high-quality services and a great place to work.
* Confidentiality: Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information Governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.
* Equal Opportunities: Promote the concepts of equality of opportunity and managing diversity Trust wide.
* Health and Safety: Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.
* Infection Prevention and Control: Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.
* Professional standards and performance review: Maintain consistent high professional standards and act in accordance with the NMC code of professional conduct. Employees are expected to participate in the performance review process.
* Service/Departmental standards: Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.
* Finance: All Trust staff will comply with financial processes and procedures
* Safeguarding Children: Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.

**Summary**This job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder



**Humbernhsft**

**www.humber.nhs.uk**

**Confirmation of Job Evaluation Process**

|  |  |
| --- | --- |
| **Job Reference Number:** |  |
| **Date of Job Evaluation:** |  |
| **Date of Consistency Check:** |  |

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed** |
| **Qualifications and Knowledge** |  |  |  |
| **Experience** |  |  |  |
| **Skills and Competencies** |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Risk Profile – Effort Factors** | | | | | | | | |
| This role involves: | Yes | No | Rare | Occasional | | Frequent | | Examples |
| Lifting Weights / objects between 6 – 15 kilos |  |  |  |  |  | |  | |
| Lifting weights / objects above 15 kilos |  |  |  |  |  | |  | |
| Using equipment to lift, push or pull patients / objects |  |  |  |  |  | |  | |
| Lifting heavy containers or equipment |  |  |  |  |  | |  | |
| Running in an emergency |  |  |  |  |  | |  | |
| Driving alone / with passengers / with goods |  |  |  |  |  | |  | |
| Invasive surgical procedures |  |  |  |  |  | |  | |
| Working at height |  |  |  |  |  | |  | |
| Concentration to assess patients / analyse information |  |  |  |  |  | |  | |
| Response to emergency situations |  |  |  |  |  | |  | |
| To change plans and appointments / meetings depending on the needs of the role |  |  |  |  |  | |  | |
| Clinical Interventions |  |  |  |  |  | |  | |
| Informing patients / family / carers of unwelcome news |  |  |  |  |  | |  | |
| Caring for terminally ill patients |  |  |  |  |  | |  | |
| Dealing with difficult family situations |  |  |  |  |  | |  | |
| Caring for / working with patients with severely challenging behaviour |  |  |  |  |  | |  | |
| Typing up of minutes / case conferences |  |  |  |  |  | |  | |
| Clinical / hands on patient / client care |  |  |  |  |  | |  | |
| Contacts with blood / bodily fluids |  |  |  |  |  | |  | |
| Exposure to verbal aggression |  |  |  |  |  | |  | |
| Exposure to physical aggression |  |  |  |  |  | |  | |
| Exposure to unpleasant working conditions dust / dirt / fleas |  |  |  |  |  | |  | |
| Exposure to harmful chemicals / radiation |  |  |  |  |  | |  | |
| Attending the scene of an emergency |  |  |  |  |  | |  | |
| Food preparation and handling |  |  |  |  |  | |  | |
| Working on a computer for majority of work |  |  |  |  |  | |  | |
| Use of road transport |  |  |  |  |  | | **Caring, Learning & Growing**  **Humbernhsft**  **www.humber.nhs.uk** | |