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| **Organisation Name** *Free text/cut and paste from a word document* |  |
| **Title of Job***Free text or if chosen automated population from a chosen* *transferable role template* | Wheelchair and Equipment Assistant |
| **Scope of Job**  sets the context, job profile*Free text or from automated population from chosen TRT*  | Working as part of a multidisciplinary team the role will assist the Posture & Mobility Services and Birmingham Wheelchair Service in supplying patients with the necessary clinical equipment to meet their needs.Some of the work will take place in a clinical setting with patients present either in clinic or in the patients own home.Working to established protocols the role includes:- stock control- making minor modifications including fixing accessories to wheelchairs- moving equipment safely within the clinic and between sites- checking and preparing equipment for delivery and on return- working effectively in a team- maintaining paper and computer based records- driving vehicles |
| **Responsible to***Free text* |  |
| **Accountable to** *Free text* |  |
| **Contract type and** **working hours***Free text* |  |
| **Pay Grade** *Free text* |  |
| **Career Framework Level** *Short descriptor from Career Framework automated population from chosen TRT* | People at level 3 require knowledge of facts, principles, processes and general concepts in a field of work. They may carry out a wider range of duties than the person working at level 2 and will have more responsibility with guidance and supervision available when needed. They will contribute to service development and are responsible for self-development. |
| **Key Areas of Responsibility***Free**text* |  |
| **Level 3 Core Competences / National Occupational Standards:** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
| **1. COMMUNICATION** | 1.2 | Communicate effectively | GEN97
Communicate effectively in a healthcare environment[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3001) |
| **2. PERSONAL & PEOPLE DEVELOPMENT** | 2.1.1 | Develop your own practice | SCDHSC0023
Develop your own knowledge and practice[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3517) |
|  | 2.1.2 | Reflect on your own practice | GEN23
Monitor your own work practices[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2051) |
| **3. HEALTH SAFETY & SECURITY** | 3.5.1 | Ensure your own actions reduce risks to health and safety | IPC2.2012
Perform hand hygiene to prevent the spread of infection[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3309) |
|  |  |  | PROHSS1
Make sure your own actions reduce risks to health and safety[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3327) |
|  |  |  | PMWRV1
Make sure your actions contribute to a positive and safe working culture[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4027) |
|  | 3.5.2 | Protect individuals from abuse | SCDHSC0024
Support the safeguarding of individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3518) |
| **5. QUALITY** | 5.1.1 | Act within the limits of your competence and authority | GEN63
Act within the limits of your competence and authority[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/85) |
|  | 5.1.2 | Manage and organise your own time and activities | HT4
Manage and organise your own time and activities[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2501) |
| **6. EQUALITY & DIVERSITY** | 6.1 | Ensure your own actions support equality of opportunity and diversity | SCDHSC0234
Uphold the rights of individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3506) |
| **B. HEALTH INTERVENTION** | B2.1 | Obtain information from individuals about their health status and needs | CHS169
Comply with legal requirements for maintaining confidentiality in healthcare[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2820) |
| **D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY** | D2.4 | Maintain information / record systems | CFA\_BAD332
Store and retrieve information using a filing system[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4104) |
| **H. MANAGEMENT & ADMINISTRATION** | H1.3.1 | Contribute to the effectiveness of teams | SCDHSC0241
Contribute to the effectiveness of teams[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3509) |
|  | H2.6 | Receive and pass on messages and information | ESKITU020
Use digital communications[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4150) |
| **Role Specific Competences / National Occupational Standards:** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
| **3. HEALTH SAFETY & SECURITY** | 3.5.1 | Ensure your own actions reduce risks to health and safety | GEN96
Maintain health, safety and security practices within a health setting[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2859) |
|  |  |  | IPC4.2012
Minimise the risk of spreading infection by cleaning, disinfection and storing care equipment[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3363) |
| **D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY** | D2.4 | Maintain information / record systems | SS33
Enter, retrieve and print data in a database[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/542) |
| **E. FACILITIES & ESTATES** | E2.2.2 | Transport resources | GEN10
Collect, transport and set down passengers and/or materials and equipment within the health sector[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/373) |
|  |  |  | LANCS06
Transport physical resources within the work area[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4241) |
| **G. MEDICAL DEVICES PRODUCTS & EQUIPMENT** | G2.3 | Issue equipment, medical devices and products | GEN94
Issue equipment, medical devices, products, associated systems and consumables for use within healthcare[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2857) |
|  | G2.4 | Store equipment, devices and products | GEN95
Monitor stock levels of clinical equipment or resources within accepted safe limits[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2858) |
|  | G3.4 | Make modifications to fit and adapt equipment, medical devices and products | CHS206.2014
Adapt healthcare equipment, medical devices, or products to meet individuals' needs[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3907) |
|  | G4.1 | Maintain equipment, medical devices and products | CHS210
Maintain healthcare equipment, medical devices and associated systems[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2835) |
| **H. MANAGEMENT & ADMINISTRATION** | H2.4 | Handle mail | SFLMS150
Sort mail[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4249) |
|  | H2.5 | Produce documents to an agreed specification | CFA\_BAA212
Design and produce documents in a business environment[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4072) |
|  | H2.6 | Receive and pass on messages and information | SS07
Receive, transmit, store and retrieve information[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2134) |
| **Facets of Role (National Occupational Standards):** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
|  |  | None Assigned |  |
| **Locality Specific Competences / National Occupational Standards:** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
|  |  | None Assigned |  |

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| **Personal Specification** |
| **Criteria** | **Essential**(pre-requisite for job) | **Desirable** | **Evidence****Application and/or Selection process****A and /or S** |
| **Physical requirements** |  |  |  |
| **Knowledge and skills required for post** Education/ Qualification |  |  |  |
| **Experience,** **Previous experience relevant to the post.** |  |  |  |
| **Skills in communication, mathematics and use of IT** (Employability Skills Matrix, Skills for Health 2014) |
| **Communications and Customer Care*** Communicate effectively and appropriately with people in the workplaceRespond constructively to queries and complaintsTake full part in formal and informal discussions, ensuring contributions meet the needs of the audience.Analyse a range of texts, produce effective e mails, short reports, presenting information in a manner suitable for the audience.
 |  |  |  |
| **Mathematics*** Select and compare information from lists, tables, e mails and charts and use appropriate mathematical method to solve identified problems
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| **Use of IT*** Use IT as directed, maintaining confidentiality
 |  |  |  |
| **Team working skills and attributes**(Employability Skills Matrix, Skills for Health 2014) |
| **Working with Others*** Work with others towards achieving shared goals, learning from mistakes and being open to the opinion of others, including service usersReceive and give constructive feedback.
 |  |  |  |
| **Solving Problems*** Assess situations and identify potential problemsSeek different points of view, and evaluate them on the basis of facts.Use theoretical and practical knowledge to think, gain and share information, solve problems and make decisions.
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| **Personal: personal skills, qualities, values and behaviours**(Employability Skills Matrix, Skills for Health 2014) |
| **Demonstrate positive attitudes, values and behaviours*** Demonstrate honesty, integrity, care and compassion at all times, and maintain the dignity and confidentiality of the service user.Take care of your personal health, including hygiene and appearanceShow interest in your work and be prepared to make suggestionsRecognise and reflect on your own work and value other peoples?.
 |  |  |  |
| **Be responsible*** Be responsible and accountable for your own actions, including, when appropriate, taking the lead in supporting others in the team.Manage your work/life balance, and attend work as required on time.Understand your rights and responsibilities at work, comply with health and safety and equality policies, practices and procedures.
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| **Be adaptable*** Be open and positive in response to change.
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| **Learn continuously*** Take responsibility for your own learning and be willing to continuously learn and grow, setting your own learning goals.
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