

PAUL SARTORI FOUNDATION (PSF)

JOB DESCRIPTION

Title of post:	Equipment Assistant
Responsible to:	Equipment Facilitator
Salary scale:	PSF Nursing Assistant Scale
Hours:	30 hours per week (0.8 WTE)

Summary of Post:

Under the supervision of the Equipment Facilitator, the post holder will

- Maintain, clean, check, issue deliver and collect clinical equipment in accordance with the equipment loan policy
- Do simple maintenance checks on the delivery van
- Maintain storage facility in good order
- Assist with preparing patients' own homes to facilitate discharge
- Deputise for Equipment Facilitator

Key Result Areas

- Speedy response to equipment loan request
- Equipment promptly returned to usable condition once no longer required by patient
- Safe equipment loan service
- Safe and presentable premises

Organisational Relationships:

Clinical management team, other Foundation staff and volunteers, patients, relatives, other health professionals, SHAPES equipment loan service, engineering/electrical contractors

Main Duties and Responsibilities

Health and wellbeing

To:

- Deal sensitively with patients and their families
- Demonstrate the safe use of equipment to patients and families
- Carry out any nursing or social care relating to the provision of equipment (eg: transferring patients)

Communication

- Maintain appropriate written and electronic records
- Inform the equipment facilitator of any maintenance issues that need addressing
- Ensure that patients and their families receive all necessary information regarding the equipment they have been loaned

Personal and people development

- Identify own development needs

Health, Safety and Security

- Ensure that systems for the safe provision of the service are carried out meticulously, including cleaning, decontamination and safety checks
- Report any potential risks and follow existing risk assessments

Quality

- Participate in systems for assessing the quality of the equipment loan service
- Report any incidents or accidents, (including 'near misses' where no harm was incurred)

Equipment and facilities

- Carry out simple maintenance on PSF equipment and premises

Financial Management

- Organise own work cost-effectively
- Advise on measures relating to the post, that might save money for the Foundation
- Record information for asset register

Equality and diversity

- Ensure that equipment loan decisions are based on clinical need

Information and knowledge

- Maintain appropriate written and electronic records relating to all areas of activity

Public relations and marketing

- Promote a positive image of PSF through day to day working and specific initiatives
- Participate in awareness raising initiatives for patients, public, community and Trust

Variation

The job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post-holder.

PERSON SPECIFICATION

Post: **Equipment Assistant**

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE	MEASURABLE
Education and Professional Qualifications	<ul style="list-style-type: none"> • Good basic education • Literate • Numerate 	<ul style="list-style-type: none"> • QCF 2 or equivalent in care or therapy • Up to date Manual handling certificate • 'Trusted Assessor' qualification 	Application form Interview Certs
Skills/Abilities	<ul style="list-style-type: none"> • Organisational skills. • Basic IT skills • Good interpersonal skills • Able to prioritise • Driving licence and ability to drive large van • Basic vehicle maintenance skills 	<ul style="list-style-type: none"> • Ability to speak Welsh 	Interview Application form References
Experience	<ul style="list-style-type: none"> • Patient care experience in community care home or hospital 	<ul style="list-style-type: none"> • Previous work involving equipment and premises maintenance 	Interview Application form References
Personal Qualities	<ul style="list-style-type: none"> • Approachable • Adaptable • Practical • Good attention to detail 		Interview Application form References
Physical Qualities	<ul style="list-style-type: none"> • General good health • Physical strength sufficient to carry a safe load of up to 15kgs 		GP letter