

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09506

JOB DETAILS

Job Title:	ALAS Reconditioning Technician
Pay Band:	Band 2
Department:	Posture and Mobility Service
Directorate:	ALAS
Clinical Board:	Specialist Services
Base:	PMC Treforest

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	PMS Technical Services Manager
Reports to:	PMS Technical Services Manager

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviors are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

- Performs work within Posture and Mobility Service workshop team, responsible for repair, reconfiguration and reconditioning of wheelchair equipment.

DUTIES AND RESPONSIBILITIES

- Apply safe working practices in all working activities by following UHLB safety policies and protocols
- Actively participate in the operation of works information management systems by working within schemes and completing all relevant paperwork and computer based records
- Actively participate in operation of planned preventative maintenance programmes.
- Performs work including activities which are complex and non-routine commensurate with the grade of the post
- Repair, reconfigure and recondition wheelchair equipment
- Assist other clinical/technical staff
- Ability to undertake unsupervised routine maintenance, repair, reconfiguring and reconditioning tasks
- Requisitioning materials from stores
- Using relevant tools and equipment
- Driving vehicles and operating mobile plant and specific items of equipment
- Carry out cleaning duties in workshop and plant areas as required
- Undertake the moving of materials and wheelchairs
- Understand the interrelationship between all parts of the Service
- To undertake mandatory and statutory training as necessary
- To undertake agreed training as identified in PDP's

- Have adequate knowledge of relevant parts of the Health and Safety at work Act

Qualifications

- Basic knowledge of mechanical and electrical systems, and safe use of tools and equipment.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.

- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy.

Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219

- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

PERSON SPECIFICATION

Post: Reconditioning Technician

Band: 2

Department: Posture and Mobility Service

Base: PMC Treforest

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Good literacy and numeracy skills, Knowledge of mechanical and electrical systems including safe use of tools and equipment.	Trade qualifications	<ul style="list-style-type: none"> • Interview • Application form • Reference
EXPERIENCE	Experience working in a mechanical engineering environment. Use of relevant tools and equipment.	Working in the NHS. Working with wheelchairs	<ul style="list-style-type: none"> • Interview • Application form • Reference
SKILLS	Ability to undertake unsupervised routine maintenance, repair, reconfiguring and reconditioning tasks	Knowledge of workshop and safe working practices. Manual Handling training. Disability awareness Ability to speak Welsh	<ul style="list-style-type: none"> • Interview • Application form • Reference
PERSONAL QUALITIES (Demonstrable)	Have the ability to deal with and give advice to the public including occasional contact with distressed patients and visitors. Respond to new situations as they arise.	Able to communicate with work colleagues and exercise a responsible attitude.	<ul style="list-style-type: none"> • Interview • Application form • Reference

CAJE Reference:
RWM/2021/0068

OTHER (Please Specify)	Availability for undertaking overtime Flexibility and willingness to fit into a multi-skilled workforce Physically fit and capable of lifting/manoeuvring heavy equipment on a frequent basis Able & willing to work under hazardous conditions using safe working practices Ability to travel in a timely manner	Ability to work on own initiative and to be self-motivated.	<ul style="list-style-type: none">• Interview• Application form• Reference
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Date Prepared March 2007

Prepared By [REDACTED]

Date Reviewed March 2021

Reviewed By: [REDACTED]