

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	FM Assistant
<b>BAND</b>	2
<b>RESPONSIBLE TO</b>	FM Supervisor
<b>ACCOUNTABLE TO</b>	Facilities Officer
<b>BASE</b>	Trust Wide
<b>HOURS OF WORK</b>	To be confirmed

## ROLE SUMMARY

- To participate in the provision of the in-house FM services to a specified area within the Trust, which may include in-patient wards, admin/clinical areas and retail outlets.
- The FM services comprises of the cleaning, catering, portering, bed making and laundering services, however some of these services are unit specific. Therefore sections of this job description may not be relevant to all staff and will be identified where appropriate but are not exhaustive.
- You will be responsible for maintaining a clean and hygienic environment for patients, trust staff and visitors in line with the National Standards of Cleanliness.
- As part of the Facilities Team you are expected to have a flexible approach, excellent interpersonal, customer skills, the ability to use a degree of initiative to prioritise and organise your duties to the role.

## KEY RESPONSIBILITIES CLINICAL

### **Domestic Service including Rapid Response (CAT)**

- Undertake a variety of duties which will include vacuuming, sweeping, scrubbing and mopping floors; high/low dusting; cleaning vertical and horizontal surfaces, mirrors, chairs\*, bed frames\*, bins, sani-bins, toilets, sinks, baths and showers; cleaning cookers, regeneration ovens, fridges/freezers (defrosting on a regular basis), microwaves and others items in the kitchens; restocking consumables such as toilet tissue, handtowels, soap; descaling taps and replacing bin liners. (\*providing they have not been soiled with body fluids)
- To report to the supervisor any problems for example, with floor coverings, surfaces etc which will have a detrimental effect on your ability to clean.

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- To ensure that the correct colour coded equipment (mops, cloths, buckets etc) is used. Responsible for keeping all equipment used in a clean, safe & tidy condition.
- To use any machinery /equipment (ie vacuum cleaners, dishwashers, regeneration ovens) in such a way that you will not either endanger yourself or any other person in the area in which you are working. Report to the supervisor any faults or broken equipment as soon as possible. Only using equipment for the task it is intended for, use safety signs and circuit breakers when appropriate.
- To ensure that recyclables, general/clinical waste is disposed/stored/segregated in accordance to Trust policy/procedure.

#### **Food Service (where applicable)**

- To assist with the regeneration process of cook chill meals by taking and recording the temperature of the cook chill food prior to placing it into the regeneration oven and commencing the cook cycle.
- To prepare soup, gravy and custard for the patient meal service.
- To ensure the oven gloves and cloths are used and laundered on a regular basis.
- Responsible for serving and clearing away after the meal service.
- Responsible for the cleaning all crockery/cutlery and utensils used.

#### **Laundry Service & Bed Making (where applicable)**

- To make patients beds as required by the ward manager. This will include changing of the bed linen (provided they have not been soiled with body fluids).
- To ensure that all items of patients clothing, duvet covers, duvets and curtains requiring laundering are washed, dried, ironed and finished in the correct and most appropriate way for those items.
- To ensure patients personal items are labelled.
- To ensure that dirty and soiled items are kept separate from clean items to minimize the risk of cross infection.
- To keep the area clean and tidy.
- To keep the machinery (i.e. washing machines and tumble driers) clean, ensure any faults to the machinery are reported to the Supervisor.

#### **Portering (where applicable)**

- To carry out various routine tasks that include the delivery of pharmacy boxes, medical records, clean linen, bread, milk, general stores, meal trolleys and collection of dirty linen, waste etc.
- These duties will include watering of plants in public areas and assisting with keeping public areas tidy over weekends and Bank Holidays.
- To sort, deliver, frank post and collect mail.
- To carry out ad-hoc tasks as and when required for example transporting patients, medical gasses, specimen and bloods, furniture removal and setting up meeting rooms.
- Ensure medical gas supplies are maintained and monitored. To decant and deliver liquid nitrogen to the relevant department, report defects and cryogenic liquid levels for replenishment.
- To safely operate the electro-hydraulic waste compactor (with appropriate training).
- Attend Community sites using Trust vehicle for ad-hoc work including collections and deliveries.
- To assist with the unloading and loading of vehicles.

- To ensure the site, including the car park is kept clear of litter and rubbish and external waste bins are emptied on a regular basis and kept clean.
- To assist when required with vehicular access to site i.e. fire brigade in an emergency and visitors requiring assistance. To attend fire calls as per the Trusts procedure and where required provide assistance to the fire brigade to enter the site and guide them to the designated fire panel and key box.
- To undertake gritting and snow clearance around the site in times of severe weather.
- To keep waste compound and storage areas and all equipment used for the service clean and tidy.

## ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- To participate in supervision and appraisals in line with Trust policy.
- To keep yourself updated on all matters relating to Trust policy.
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.
- To attend and participate in all training courses required for this post. Required to undertake some mandatory training using a computer.
- To attend and participate in team meetings.
- To undertake any other duties appropriate to your grade that may be assigned from time to time

## OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

### PEOPLE FIRST

#### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

#### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

#### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

#### OUR VALUES

We **CARE**



## **ASSURANCE STATEMENT**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## **NHS CONSTITUTION**

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## **DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further

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processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

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## **PRACTICE ASSESSORS AND PRACTICE SUPERVISORS**

As a band 5 and band 6 Nurse you will be responsible and applicable for the following:

As a minimum requirement all clinical band 6's will be expected to undertake the duties of a Practice Assessor for students placed within the trust, and will be able to act as Practice supervisors for students placed within their area of work.

As a minimum requirement all clinical band 5's will be expected to act as Practice supervisors for students placed within their area of work. With the opportunity to also be trained to act as a Practice Assessor for students placed within the trust.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use of disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

"It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust

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Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**