



Candidate information

Compliance Assurance Officer



Job Description

Post Title: Compliance Assurance Officer	Post Reference:	
<p>Summary of the Role:</p> <p>To observe, validate and assess the working practices undertaken by Facilities staff across the site.</p> <p>To audit cleanliness and condition across the site in alignment with NHS cleanliness standards.</p> <p>Collate this data and formulate into reports and identify trends and common themes.</p> <p>Provide support for frontline staff in ensuring that they meet the required standards through training, coaching and feedback and demonstrate improvements in our working practices.</p> <p>Provide assurance documentation on request for external bodies such as the CQC and NHS England.</p> <p>To conduct audits across different service functions, to include but not exclusively: food safety, cleanliness, processes, statutory requirements, contractual obligations and service standards.</p>		<p>Reports to: Domestic Facilities Services Manager</p> <p>Base / Location:</p>
<p>Key Responsibilities</p>		<p>Working Relationships & Contacts</p>
<ul style="list-style-type: none"> ▪ In this role you'll conduct observation audits to ensure that correct working practices are being followed with regards to hand hygiene, PPE, cleaning methods, infection control practices and COSHH this will take place across the hospital. ▪ You will conduct quality audits to monitor standard delivery in line with industry recognised parameters ▪ You will need to present feedback to the individuals you observe including for standards not met. ▪ Collate data and accurate reports for presentation to the site management team, Director of Facilities and EKHUFT. ▪ Work closely with Team Leaders and Facilities Managers to plan assessments and validate training effectiveness. ▪ Track, monitor and assess progress of the frontline team's practices and standards. ▪ Ensure compliance with operational policies on H&S, COSHH HACCP and other statutory legislation. ▪ Encourage standardisation across departments and services and communication in the department. 		<p>Internal :</p> <ul style="list-style-type: none"> • Working with colleagues in all departments across the site. <p>External:</p> <ul style="list-style-type: none"> • EKHUFT Clinical teams

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| <ul style="list-style-type: none"> Managing the day to day activity of the assessment process & effectiveness ensuring to highlight any issues to the Facilities Services Manager so as action can be taken to rectify. Identify and address training needs for staff and to be involved with the delivery of such training by providing day to day support and formal workshops. Forward plan and manage audit schedules with clinical teams in line with agreed audit frequency program Carry out accurate cleaning audits within the schedule and in line with NHS cleanliness standards Communicate audit results within agreed timescales Create and manage action plans to evidence issue resolution Become a BICS (British Institute of Cleaning Science) Approved Trainer and deliver training in line with this | |
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Person Specification:

(Please state Essential (E) or Desirable (D))

Knowledge & Skills:

Knowledge of the safe use of equipment and systems following guideline of HACCP (E)

Knowledge of COSHH (E)

IT literate – Microsoft Office (E)

Knowledge of fire safety regulations (D)

Strong communication skills (E)

Experience

Practical experience of conducting quality audits to monitor client/ customer satisfaction (D)

Experience of preparing reports and analysing data (E)

Experience of diary planning, organising and prioritising (E)

Qualifications

Basic Certificate in Health and Safety (D)



Job Role: Essential Health and Safety information

Does the post involve?		Y	N
Confined Spaces?	A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.		X
Driving?	This means driving a Trust Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work		X
Exposure to Substances Hazardous to Health?	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.	X	
Hand Arm Vibration Exposure?	This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery.		X
Hand Washing?	This means washing hands 20 plus times per working day.	X	
Lone Working?	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).		X
Manual Handling?	This means all job roles where there are specific manual handling / patient handling requirements.		X
Night working?	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		X
Noise exposure?	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		X
Work at heights?	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		X