



# NATIONAL BACK EXCHANGE STANDARDS IN MANUAL HANDLING

## Practitioner / Trainer Guidelines

### Specification for a Manual Handling Practitioner / Lead Trainer (Competent / Dreyfus Level 3)

#### a) Materials Handling Lead Trainers must

- Have experience of working in a materials handling setting for at least 6 months
- Have attended a Train the Trainer course of at least 3 days duration, to include presentation skills
- Be able to identify laws impacting on health and safety and manual handling, and understand the importance of risk assessments
- Be physically capable of teaching manual handling
- Be familiar with load handling equipment used in the particular workplace
- Be able to deliver a teaching programme/supervision/coaching to staff
- Demonstrate good presentation, verbal and written communication skills
- Show evidence of adequate training/supervision records
- Promote minimal/safer lifting, use of equipment and environmental changes, as required in the workplace
- Demonstrate evidence of annual update in the field

#### b) People Handling Lead Trainers must

- Preferably hold a relevant professional qualification e.g. nurse, occupational therapist, physiotherapist, or able to produce evidence of APEL
- Have at least 5 years experience in working in a healthcare, educational or social care setting
- Must have attended a 5 day Train the Trainer course in client handling which includes presentation skills or be working towards a recognised teaching qualification, e.g. PTLLS or C&G 7303.
- Preferably be working towards a recognised post-registration / graduation course in Manual Handling
- Be able to design, deliver and evaluate a programme in manual handling training
- Be able to show evidence of ability to produce a manual handling assessment and recommendations for safer practice
- Be able to contribute to organisational policies and procedures, quality assurance audit and accident investigation
- Be able to identify laws impacting on health and safety, manual handling and, where relevant, client centred legislation, as well as understanding the importance of the risk assessment process
- Show evidence of adequate recording systems for assessment and training
- Demonstrate a practical problem solving approach to moving and handling issues, based on evidence based practice
- Be capable of teaching good practice

- Promote client independence, minimal lifting, use of equipment and ergonomic changes to minimise risks to staff and clients
- Should demonstrate efforts to keep abreast of developments in the field, by attendance at relevant meetings, conferences and study days
- Preferably be a member of National Back Exchange

The specification above applies to practitioners who have achieved a level of competence in manual handling practice. It does not apply to Key Workers to whom some basic training duties have been delegated in addition to their normal working role.

## Specification for a Manual Handling Practitioner / Head of Department (Proficient / Dreyfus Level 4)

### People & Materials Handling Heads of Department must

- Be a Registered Member of National Back Exchange
- Have attended relevant post-registration/graduation course in Health Ergonomics/Back Care Management based on the Inter-Professional Curriculum, or produce evidence of APEL (see NBE Registered Member requirements)
- Meet their own professional standards for Trainers in Moving and Handling (if relevant)
- Have experience of working in a health/social care environment of at least 5 years
- Have a working understanding of professional codes of ethics involved in health/social care work
- Have a recognised teaching qualification eg City & Guilds 730 minimum, Certificate of Education
- Be able to demonstrate knowledge of relevant legal influences in the field, an understanding of the ergonomics principles involved and of the risk assessment processes required
- Have a working knowledge of relevant literature, research and any industry specific guidance issued
- Have developed management skills and sufficient influence and administrative skill (including access to clerical assistance) to be able to influence organisational change
- Promote client independence, minimal lifting, use of equipment and ergonomic changes to minimise risks to staff and clients
- Demonstrate a practical problem-solving approach to moving and handling issues
- Be physically capable of teaching good practice
- Be able to demonstrate evidence of continuing professional development by regularly attending National Back Exchange meetings, conferences and seminars to keep abreast of developments in the field
- Should have the ability to work in a team, leadership skills, ability to negotiate and act as an advocate for clients and staff at all levels
- Should be able to negotiate with staff from multi-disciplinary backgrounds in order to promote safer handling practices aimed at facilitating care and rehabilitation

Further guidance on person specification, performance criteria and educational requirements for all levels of Manual Handling Practitioners can be found in Standards in Manual Handling (2010) chapter 3.

Copies of Standards in Manual Handling (3<sup>rd</sup> edition) are available from National Back Exchange at £10.00 (plus postage and packing) using the following link:  
[http://www.nationalbackexchange.org/publications\\_and\\_merchandise/index.html](http://www.nationalbackexchange.org/publications_and_merchandise/index.html)