NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Theatre Porter**  Responsible To: **Theatre Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| Provide portering and general duties within the Operating Department. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| The role of the Operating Department is to provide patient care during the pre, peri and post-operative phase of a surgical patient’s care within the hospital. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * All members of the theatre team. * All members of the ward nursing teams. * Consultant users * All other Medical Disciplines * All employees * Parkside TSSU staff |
| 1. **Duties and Responsibilities of the Post** |
| **Portering**   * To deliver the patient call slip issued by the Anaesthetic Practitioner or the relevant theatre member to a registered nurse on the ward or in the Day Unit. * Transport post-operative patients back to their rooms accompanied by a ward nurse either on a bed, patient’s trolley or in a wheelchair. * Assist with the transferring and positioning of patients on the operating table. * Fetch and carry equipment around the department as required. * Transport medical gas cylinders as required * Transport instrument to and from Parkside TSSU * Ensure patient trolleys are maintained clean and stored tidily. * Remove full linen, clinical waste and recycling waste bags from theatre and place in the appropriate bins   **Cleaning**   * Ensure that all the protective lead aprons are cleaned as required and hung correctly on the rack. * Clean all the operating tables and attachment as well as the patient trolleys. * Ensure that the van is clean and that there is fuel in it at all times.   **Administrative**   * Assist with general monitoring of the quality of theatre services and report any instances where the services fall short of standards and expectations. * Maintain a well-stocked linen cupboard. * Put away theatre scrub deliveries, keeping the changing rooms tidy * Ensure that all theatre tables are put on charge overnight. * Attend departmental and organizational meetings and provide feedback to other members of the team. * Answer phones taking messages for the theatre staff then they are busy. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Services check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | * Good basic education * Good literacy and numeracy skills * Clean driving licence | Customer care course |
| Knowledge | * Understanding of the role and what is expected from them. * Health and safety * Accountability | Basic understanding of infection control |
| Experience | * General portering experience * Experience of working in a team | Experience of working in a healthcare setting |
| Skills and aptitude | * Ability to follow instructions. * Willingness to learn. * Approachable. * Good verbal and written communication skills * Logical and methodical. * Self motivated | * Problem solving ability. * Able to prioritise and work under pressure |
| Personal circumstances | Able to work shifts and weekends |  |