

# Hospital Porter Job Description

Role:	Hospital Porter
Reports to:	Theatre Manager
Direct Reports:	N/A
Key Contacts:	Facilities Manager, All hospital staff, Patients, Visitors, Consultants, Secretaries – external customers
Scope:	Weymouth Street Hospital

## **Context**

The Weymouth Hospital is part of the Phoenix Hospital Group. The hospital is an acute care hospital, registered for 17 beds, accepting planned and emergency/urgent surgical admissions. Consultants, patients and relatives need to be dealt with sensitively and efficiently in order to retain their custom.

## **Role Purpose**

- To help run an professional, efficient & friendly Portering Department
- Support the clinical team to deliver the highest standards of care.

## **Key Accountabilities & Output**

- Ensure that all clinical waste bins are locked at all times.
- Assist with internal transfer of patients.
- Clear reception area of deliveries when required.
- Attend Cardiac Arrests when Bleep indicates.
- Assist the theatre team in the positioning and transfer of patients in the theatre department.
- Assist the theatre team in the cleaning of theatre and associated equipment.
- Change medical gas cylinders and ensure medical gases on wards are maintained.
- Attend all requirements with relevant clinical procedures within the hospital.
- Be accountable for own standards of work.
- Respect and maintain confidentiality at all times.
- Attend appropriate training sessions to improve standard of practice.
- Attend all mandatory training sessions.
- Actively participate in quality assurance programmes.
- Perform any other duties as required and deemed competent to do so.
- 'The job holder will comply with all PHG information policies in relation to the conduct of his or her role'.
- Fault reporting according to hospital policies and procedures.
- Support clinical staff with the safe handling and movement of clinical specimens.

In addition:

- Promote effective communication within all department areas.
- Adhere to the hospital policies, procedures and standards.
- Attend and participate in staff meetings.
- Report to the appropriate nurse any patient related information.
- Support colleagues and work co-operatively to promote good team morale.
- Work as part of the Portering Department and liaise closely with colleagues & Patients to provide an efficient Portering system.
- Actively work to maintain the standards set by The Care Commission.

**Key Performance Indicators:**

- Security Patrols are carried out.
- Waste disposal Area is clean and tidy.
- Customer satisfaction is indicated through surveys.
- Clinical teams are fully supported.

**Qualifications / Skills & Knowledge / Qualities:**

- Educated to GCSE or equivalent with a minimum of English Language.

**Infection control**

All staff has a responsibility to prevent and control infections. This includes ensuring personal and team compliance with all relevant policies; especially hand hygiene, the dress code and MRSA screening policies.

**Working patterns**

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances. Staff in nursing posts may be requested to work in any area throughout PHG by the Director of Clinical Services or the duty manager.

**Health & Safety Policy**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

**Safeguarding children and Child Protection**

It is the responsibility of all staff to safeguard children and promote their welfare. Child protection issues if identified must be notified promptly in accordance with PHG policy and procedures.

**Data Protection**

If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

**Confidentiality**

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at PHG.

This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be varied from time to time in consultation and the post-holder is expected to carry out other duties commensurate with the grade as directed.

I agree that this job description is an accurate summary of the main duties and responsibilities of this post.



Signed:

Theo Luck  
Director of Clinical Services

Date: 5th October 2016