

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Porter
<b>BAND</b>	Band 2
<b>DIRECTORATE</b>	Nursing & User Experience
<b>LOCATION</b>	Belfast Trust
<b>REPORTS TO</b>	Support Service Supervisor
<b>ACCOUNTABLE TO</b>	Senior Manager – Patient & Client Support Services

### **Job Summary**

To undertake a range of Porter tasks and other associated duties that best meet the needs of the service area.

To work as part of a team and at times as an individual, within a designated department or work under the direction of a Dispatch Centre.

To communicate on a multi-disciplinary level and follow systems and processes to support and provide patient centred care to agreed standards.

### **Key Duties & Responsibilities**

1. To work in accordance with departmental work schedules, adhering to Trust policies and Procedures relevant to the role.
2. To check equipment before use and report faults and safety concerns to the line manager and to take faulty equipment out of use in line with local procedures.
3. To communicate using a hand held radio or mobile phone and be responsible for the safekeeping and the return of the equipment.
4. To respond promptly to Dispatch requests and confirm to the dispatcher the acceptance **and** completion of a task.
5. To assist in supporting the training and placement of colleagues by way of demonstration and job shadowing new or less experienced colleagues.
6. To work on their own or as part of a team of Porters or staff from other disciplines and use their own initiative in the line with procedures.

7. To wear personal protective equipment clothing provided at all times when performing the duties of a Porter.

### **General Portering Duties**

8. To assist in the transfer of patients having consideration for their medical condition, mobility, communication and challenging behaviour as appropriate and to assist patients, relatives, members of the public and staff with dignity, respect and courtesy and to act appropriately in sensitive and challenging situations in order to gain co-operation with patients and clients.
9. Assist in patient handling for transfers to and from chair or bed to the treatment table if required after training.
10. To ensure the safe use and movement of wheel chairs, trolleys, beds, roll cages and other general portering equipment.
11. To clean and decontaminate wheel chairs in accordance with infection control guidelines and store securely as directed.
12. To deliver medical gases as directed and ensure the safe transport of gas cylinders with patients.
13. To replenish Entonox gases as directed, to reset the system and alarm and to record readings from manifold gauges in keeping with the standard operating procedure.
14. To deliver and collect mail, confidential files, equipment, food trolleys, patient notes, specimens, patients' personal property, pharmacy items and medical equipment between departments, theatres, wards, clinical areas and stores.
15. To collect and sort samples (as instructed) received either manually or via pneumatic tube for distribution/collection onward to labs.
16. To move furniture and participate in ward and office decants as directed.
17. To promptly scan, collect and deliver blood and blood products from the blood bank in line with the Trust Cold Chain, GMP and NPSA guidelines and policies and to report any problems to blood bank staff.
18. To assist with the delivery of emergency blood in accordance with the Massive Blood Loss Procedure.

### **Waste Duties**

19. To transport all categories of waste to and from disposal on site by means of vehicles such as an order-picker, tug, bins, cages or any other appropriate vehicle.
20. To assist in the securing of compactors and waste holds.

21. To wear protective clothing provided at all times when handling waste/soiled linen.

### **Post Duties**

22. To collect and deliver routine and urgent special and recorded mail items that require signature upon receipt for the purpose of audits and documentation and log the item in special/recorded mail books as guided by the standard operating procedure.
23. To accept postage items from postal providers and courier delivery firms by means of a Palm Held Device.

### **Theatre Duties (BCH only)**

24. Assist in patient handling for transfers to and from theatre bed.
25. Cleaning theatres after surgery cases – theatre bed (including dismantling to clean), mopping, waste disposal.
26. Final end of day decontamination of theatre bed including ensuring it is charging for next list.
27. Weekly full clean including wall washing of all theatres.
28. Daily stock check of theatre equip available in theatre for next list i.e. laundry, pads for soaking up blood etc., and replenishing as and when required from a central store in the theatre area.
29. Checking and signing for deliveries such as instruments, stores, etc. and delivering to appropriate theatre, informing Sister of delivery.
30. Liaising with taxi drivers and transport drivers to ensure collection and or delivery of theatre items.
31. On occasions, the post holder may be required to work in other areas of Portering Services. It is not expected to be on a frequent or regular basis and would only take place after appropriate training and support is given where/if necessary.
32. Any other duties in line with the post requirements.

This job description outlines the current main responsibilities of the post. However, the duties and responsibilities of the post may change and develop over the passage of time and therefore this job description may need amending in consultation with the post holder and other stakeholders.

## **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with Belfast Trust's Whistleblowing Policy and their professional code of conduct, where applicable.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Comply with the Trust's Dress Code Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

## **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners.” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

## **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.  
[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)



# Belfast Health and Social Care Trust

caring supporting improving together

## PERSONNEL SPECIFICATION

<b>JOB TITLE</b>	Porter
<b>BAND</b>	Band
<b>DIRECTORATE</b>	Nursing & User Experience

### Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

### ESSENTIAL CRITERIA

**SECTION 1:** The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience		Application Form / Interview
Qualifications / Registration	<p>The post holder will be provided with the necessary training to undertake the duties and responsibilities of the position.</p> <p>The post holder will be required to attend the Trust's Corporate Welcome Event and complete the Patient &amp; Client Support Services Induction Programme.</p>	Application Form / Interview

	<p>The post holder will be required to participate in the following training during the first 6 months of taking up post:</p> <ul style="list-style-type: none"> <li>• GMP blood tracking training</li> <li>• Medical gas training</li> <li>• Waste training</li> <li>• Theatre Porter training (For theatre porters only)</li> <li>• Radiotherapy Porter training (For NICC Porters only)</li> </ul>	
<b>Other</b>		Shortlisting by Application Form
<b>SECTION 2:</b> The following are <b>ESSENTIAL</b> criteria which will be measured during the interview/ selection stage:		
<b>Skills / Abilities</b>	<p>Basic numeracy and literacy skills.</p> <p>Good organisational skills and the ability to work quickly and accurately under pressure.</p> <p>Ability to prioritise work and manage the day-to-day requirements and demands of the position.</p> <p>Ability to work as part of a team or on own initiative.</p> <p>Ability to maintain high quality standards of environmental cleanliness.</p> <p>Ability to maintain standards for a high level of food service.</p> <p>Manual handling skills.</p>	Interview
<b>Knowledge</b>		

## DESIRABLE CRITERIA

**SECTION 3:** these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

Factor	Criteria	Method of Assessment
<b>Experience</b>	<p>Previous experience working in a healthcare environment.</p> <p>Previous relevant experience working in a Portering role.</p>	Application Form / Interview
<b>Qualifications</b>	Full unendorsed driving license (Cat B)	Application Form / Interview
<b>Knowledge</b>	<p>Health &amp; Safety at Work Legislation.</p> <p>COSHH and/or HACCP Knowledge.</p>	Application Form / Interview



All staff are expected to display the HSC Values at all times

### What does this mean?



#### Working together

We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.

### What does this look like in practice?

- I work with others and value everyone's contribution
- I treat people with respect and dignity
- I work as part of a team looking for opportunities to support and help people in both my own and other teams
- I actively engage people on issues that affect them
- I look for feedback and examples of good practice, aiming to improve where possible.



#### Excellence

We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.

- I put the people I care for and support at the centre of all I do to make a difference
- I take responsibility for my decisions and actions
- I commit to best practice and sharing learning, while continually learning and developing
- I try to improve by asking 'could we do this better?'



#### Openness & Honesty

We are open and honest with each other and act with integrity and candour.

- I am open and honest in order to develop trusting relationships
- I ask someone to help when needed
- I speak up if I have concerns
- I challenge inappropriate or unacceptable behaviour and practice.



#### Compassion

We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.

- I am sensitive to the different needs and feelings of others and treat people with kindness
- I learn from others by listening carefully to them
- I look after my own health and wellbeing so that I can care and support others.