TITLE: Porter

REPORTS TO: Patient Services Officer
Department Head in assigned area

ROLE SUMMARY: The main functions of the post involve the transportation of patients and supplies within the Hospital and any other duties appropriate to the grade, which may be assigned from time to time.

ACCOUNTABILITY

- Take direction and guidance from Patient Services Officer /Relevant Department Head in relation to duties.
- Report for duty on time and at the designated place of duty as prescribed.
- Perform duties efficiently, effectively and economically in line with best practice and/or as directed by Management in the provision of a quality service at all times and to be flexible in the performance of such duties.
- Strictly adhere to operational policies and procedures specific to designated area of duty
- Maintain confidentiality of all matters pertaining to the Hospital, staff and patients

DUTIES AND RESPONSIBILITIES

GENERAL

- Deal with customer/staff/patient queries in a courteous, effective and efficient manner.
- Collect & dispose of hospital refuse, clinical waste & laundry in line with Hospital policy.
- Collection\Transportation of X-rays, reports, medical records, specimen’s etc. as required
- Collection/transportation of supplies/equipment within the Hospital.
- Assembly/dismantling of supplies/equipment within the Hospital as specified by the Patient Services Officer and within the technical competence of the porter grade.
- Assist in the lifting, mobilising, and transportation of patients as per Hospital policy and health and safety guidelines.

- Assist with the preparation of deceased patients and transfer to the mortuary.

- Collection and delivery of Hospital post.

- Changing and movement of oxygen and other gas cylinders.

- Carry out cleaning duties in designated areas as required in accordance with infection control and health and safety guidelines.

- Telephone, Reception, & Switchboard duties as required.

- Prepare Laboratory orders & highlight low stock items to office staff.

- Carry cordless phone or bleep as required.

- Maintain stock levels as required.

- Grounds maintenance duties on Bank Holidays or Weekends as required.

- Closing and locking of the Hospital Main Gate plus the UCC gates.

- Locking and unlocking of doors as required.

**HEALTH, SAFETY AND WELFARE AT WORK**

- Be familiar with and comply with Health & Safety policies, procedures and standards.

- Adhere to Hospital infection control policy and be aware of and exercise best practice in relation to personal hygiene.

- Adhere to the prescribed dress code and to wear any personal protective equipment provided including protective clothing and protective footwear.

- Use any safety equipment provided.

- Take all the necessary steps to ensure the maximum security and safety of the working area and all equipment and supplies contained therein.

- Identify hazards, assess risks and report same as per hospital policy to relevant personnel, and in accordance with individual responsibilities under all Health and Safety legislation and regulations
Co-operate fully and participate with/in all health and safety training programmes

Be familiar with and comply with lifting & handling techniques.

Be familiar with the Hospital’s Major Emergency Plan, and Fire Plan

TRAINING AND DEVELOPMENT

Actively participate and co-operate fully with all training programmes

Co-operate with induction training programmes for new employees

POLICIES AND PROCEDURES

Comply with all Hospital policies and procedures.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time. Flexibility must be exercised in dealing with new situations and emergencies.

I have read the above job description. I confirm that I clearly understand and agree to adhere/comply with the job description.

SIGNED: ______________________________________ DATE: __________________________

Employee