



St. John's Hospital, Limerick

Porter

**Job Specification, Terms and Conditions:**

<b>Job Title, Grade and Grade Code</b>	Porter Grade Code: 4197
<b>Competition Reference</b>	SJL05/2023/6
<b>Whole Time Equivalent</b>	1 WTE
<b>Closing Date</b>	<b>Friday 2<sup>ND</sup> June 2023 at 12 noon</b>
<b>Proposed Interview date(s)</b>	To be confirmed. Due to the urgent filling of this post, interviews may be held at short notice.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage. Successful candidates will be required to take up post at the earliest possible opportunity.
<b>Duration of Post</b>	Permanent Whole-time Post
<b>Location of Post</b>	St. John's Hospital, John's Square, Limerick, V94 H272
<b>Organisational Area</b>	St. John's Hospital Limerick, UL Hospitals Group, HSE West
<b>Informal Enquiries</b>	Denise O'Loughlin, Patient Services Manager Email: <a href="mailto:denise.oloughlin@stjohnshospital.ie">denise.oloughlin@stjohnshospital.ie</a>
<b>Post Specific Information</b>	Details on this campaign can be found at <a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a>
<b>Details of Service</b>	<p>St John's Hospital, Limerick is Voluntary Hospital founded in 1780 by the Little Company of Mary Sisters. It is a Model 2S, acute general hospital funded by the HSE and member of University of Limerick Hospitals Group (ULHG). It is a longstanding teaching hospital for medical, nursing and allied healthcare professional staff and is an academic partner of the University of Limerick. The hospital provides a wide range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. The Injury Unit is the busiest in the Midwest region and second busiest Unit nationally after the Mercy Hospital (Source: HSE BIU data October 2022)</p> <p>We are committed to providing the highest quality service to all our patients in a professional, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner at all times with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and to promote patient participation in their care. We encourage good interpersonal relationships and we collaborate extensively with key external stakeholders including the HSE, Voluntary Healthcare Forum and other local healthcare providers. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for both present and future health service staff. The Hospital has a total of 99 beds – 89 In-Patient beds and 10 Day Care beds. The In-Patient specialties are General Medicine, General Surgery and</p>

	<p>Gynaecology. We also have an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. We are a Teaching Hospital affiliated to the University of Limerick.</p> <p>Our 5-year Strategy (2022-2027) includes a key business plan for a new in-patient bed block to be built on site, bringing the total number of beds on site to 200. We are working with the HSE to support our business plan by approving funding for the development and resources needed for the additional bed capacity.</p> <p>Other clinical services provided on site include:</p> <ul style="list-style-type: none"> <li>• Consultant Out-Patient Clinics</li> <li>• Diagnostic Radiological and Laboratory services</li> <li>• Day Surgery</li> <li>• Clinical Nurse Specialists in the areas of Diabetes, Continence Management, Respiratory Care, Tissue Viability, Infection Control, Palliative Care and Pain Management</li> <li>• A Dietetic service providing nutritional assessment, dietary advice, education and evaluation</li> <li>• Occupational Therapy</li> <li>• Speech and Language Therapy</li> <li>• Social worker support</li> <li>• Physiotherapy services</li> <li>• Chaplaincy Service</li> </ul> <p>Clinical Research and Innovation:</p> <p>We have an active Audit, Research and Innovation Committee and access to a Rapid Innovation Unit, which collaborates with clinical staff across UL Hospitals to enhance patient experience, producing many pioneering quality improvement initiatives. This “Science Foundation” sponsored unit uses 3D printing and other engineering pathways to find live patient-centric digital manufacturing solutions to bedside care issues.</p>
<p><b>Service mission, vision and values</b></p>	<p>St. John’s is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p><u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p><u>Aims and Objectives</u></p> <ol style="list-style-type: none"> <li>1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.</li> <li>2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training.</li> <li>3. To monitor, evaluate and continually improve our services.</li> </ol>
<p><b>Reporting Arrangements</b></p>	<p>The post holder will report to the: Patient Services Deputy Manager / Patient Services Manager and/or other Department Head in assigned area.</p>

<p><b>Purpose of the Post</b> <b>Job summary</b></p>	<p>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.</p> <p>The standard working week applying to the post is: <b>39</b> hours delivered on a 5 over 7-day roster including days/nights and weekends. The nature of the post may involve/require attendance at the Hospital outside of scheduled hours.</p>
<p><b>Principle Duties and Responsibilities</b></p>	<p><b>ACCOUNTABILITY</b></p> <ul style="list-style-type: none"> <li>• Take direction and guidance from Patient Services Officer(s) /Relevant Department Head in relation to duties for the most efficient provision of customer care to all the patients using St John’s Hospital.</li> <li>• Report for duty on time and at the designated place of duty as prescribed.</li> <li>• 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/assignments.</li> <li>• Strictly adhere to operational policies and procedures specific to designated area of duty</li> <li>• Always maintain confidentiality of all matters pertaining to the hospital, staff and patients in every way, e.g. electronic, physical paperwork, verbal etc.</li> </ul> <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Deal with customer/staff/patient queries in a courteous, effective and efficient manner.</li> <li>• Collect and dispose of hospital refuse, clinical waste and laundry in line with Hospital policy.</li> <li>• Collection\Transportation of e.g. reports, medical records, instruments, medical equipment, specimens, laboratory supplies etc. as required</li> <li>• Collection/transportation of supplies/equipment within the Hospital.</li> <li>• Assembly/dismantling of supplies/equipment within the Hospital as specified by the Patient Services Officer and within the technical competence of the porter grade.</li> <li>• Assist in the lifting, mobilising, and transportation of patients as per Hospital policy and health and safety guidelines, using the necessary aids/tools as provided.</li> <li>• Assist with the preparation of deceased patients and transfer to the mortuary.</li> <li>• Collection and delivery of internal/external deliveries, throughout the campus.</li> </ul>

- 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, and Switchboard duties as required.
- Carry cordless phone as required.
- Maintain stock levels as required, as directed by the local department supervisor.
- Grounds maintenance/waste duties on Bank Holidays or Weekends as required.
- Closing and locking of the Hospital Main Gate plus the Stores and UCC gates.
- Locking and unlocking of doors as required.
- Liaising and working effectively with the Security Personnel to assist in the provision of a safe and secure hospital environment
- Assist with any other duties within the scope of the role, e.g. Medical Records, Pathways etc.

#### **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 have available to wear any personal protective equipment provided including protective clothing and protective footwear at all times whilst on duty.
- 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. Be aware of chemicals and usage in line with hospital policy and training provided.
- 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

	<ul style="list-style-type: none"> <li>• Be familiar with and comply with lifting and handling techniques, including the use of equipment/aids provided.</li> <li>• Be familiar with the Hospital's Major Emergency Plan and Fire Plan</li> </ul> <p><b>TRAINING AND DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Actively participate and co-operate fully with all training programmes, including effective application of trained skills whilst carrying out everyday tasks.</li> <li>• Co-operate with induction training programmes for new employees</li> </ul> <p><b>POLICIES AND PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• Be aware and comply with all Hospital policies and procedures.</li> </ul> <p><b>CONFIDENTIALITY</b></p> <p>In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required. You will be required to comply with the legislation in respect of the General Data Protection Regulation (GDPR).</p> <p><i>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, to reflect the changing needs of the hospital service. Flexibility and adaptability must be exercised in dealing with new/emerging situations and emergencies.</i></p> <p><i>The incumbent maybe required to establish, maintain, enhance and develop their operational knowledge, skills and aptitudes in order to respond to a developing service situation.</i></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p><b>1. Professional Qualifications &amp; Experience</b></p> <p><b>Each candidate must, at the latest date for receipt of completed applications for the post have:</b></p> <p>Candidates must on the latest date for receipt of applications:</p> <p>have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme</p>

or

have passed an examination of at least equivalent standard

and

Candidates must have the personal competence and capacity to properly discharge the duties of the role

**Desirable**

Working knowledge in word processing, email and electronic systems

Any related course of training including, Health & Safety, Manual Handling, Customer Care etc.

Experience of working in a Hospital/patient care setting is highly desirable

**Ranking/Shortlisting/Interview**

A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.

**3. Age**

The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.

**Public Servants not affected by this legislation:**

Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.

Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

**4. Health**

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**5. Character**

Candidates for and any person holding the office must be of good character.

<b>Post Specific Requirements</b>	Candidates must have a demonstrable competence and capacity to properly discharge the duties of the role
<b>Essential Skills, competencies and/or knowledge</b>	<p><b><u>Professional Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate sufficient knowledge to effectively carry out the duties and responsibilities of the post.</li> <li>• Demonstrate the ability to work effectively within guidelines and procedures.</li> <li>• Demonstrate knowledge of Infection Control Policy / Hand Hygiene Policy/Moving &amp; Handling Policy/Health &amp; Safety/Managing Complaints and Managing Challenging Behaviour.</li> <li>• Demonstrate professionalism at all times in dealing with patients, staff and the public and demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect</li> <li>• Demonstrate experience of working in a healthcare setting.</li> </ul> <p><b><u>Planning &amp; Organising Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of effective planning and organising skills.</li> <li>• Demonstrate an organised, methodical and structured approach to work including the ability to meet deadlines and effectively handle multiple tasks.</li> <li>• Demonstrate experience in working under pressure.</li> </ul> <p><b><u>Team Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to work independently as well as part of a multidisciplinary team and make positive contributions to that team.</li> <li>• Demonstrate a flexible approach to work.</li> </ul> <p><b><u>Commitment to Providing a Quality Service</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user.</li> <li>• Demonstrate motivation and an innovative and appreciate the importance of the need to provide quality service for patients/relatives/public.</li> <li>• Demonstrate the ability to undertake the physical demands of the role.</li> </ul> <p><b><u>Problem Solving &amp; Decision Making</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner.</li> </ul> <p><b><u>Communication / Interpersonal skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate excellent communication skills including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.</li> <li>• Demonstrate effective interpersonal skills.</li> <li>• Demonstrate an interest in caring for people.</li> <li>• Demonstrate ability to present a neat and tidy appearance</li> <li>• Demonstrate the ability to work on own initiative, prioritise and manage a number of issues simultaneously.</li> <li>• Demonstrate experience in dealing with people.</li> </ul>
<b>Other requirements specific to the post</b>	The successful applicant will be required to work flexibly in response to changing local/organisational requirements.
<b>Competition Specific Selection Process</b>	Applications should be submitted by completing the hospital's standard job application form. Application forms and full particulars relating to the post are available on St. John's Hospital website, Details on this campaign can be found at

<p><b>Short listing / Interview</b></p>	<p><a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a> or contact the HR department St. John's Hospital.</p> <p>Applications to Human Resources Department, St. John's Hospital. <a href="mailto:recruitment@stjohnshospital.ie">recruitment@stjohnshospital.ie</a></p> <p><b>Closing date for applications is Friday 2<sup>nd</sup> June 2023 at 12 Noon</b></p> <p><b>Ranking/Shortlisting/Interview</b> A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p>The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. It 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 and to contribute to the development of the post while in office.</p>	





**Porter**

**Terms and Conditions of Employment**

<p><b>Tenure</b></p>	<p>The appointment will be Permanent, whole time and pensionable.</p> <p>A panel may be formed from which permanent and/or temporary, whole-time posts may be filled.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<p><b>Remuneration</b></p>	<p>The salary scale for this post is in accordance with HSE approved salary scales.</p> <p>01/03/2023: €31,486; €33,312; €34,409; €35,160; €35,810; €36,652; €37,166; €38,041; €38,940;</p>
<p><b>Working Week</b></p>	<p>The standard working week applying to the post is: 39 hours delivered on a 5 over 7-day roster including days/nights and weekends. The nature of the post may involve/require attendance at the Hospital outside of scheduled hours.</p> <p>HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<p><b>Annual Leave</b></p>	<p>The annual leave entitlement is in accordance with St. John's Hospital approved leave entitlements.</p>
<p><b>Superannuation</b></p>	<p>All pensionable staff become members of the pension scheme.</p>
<p><b>Probation</b></p>	<p>Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.</p>
<p><b>Mandatory Training and Health and Safety at Work Act</b></p>	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health &amp; Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.</p>
<p><b>Children First Act</b></p>	<p>Schedule 2 of the Children First Act 2015 specifies that this post falls under the classes of persons as "Mandated Persons" for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard</p>

<b>Uniform</b>	<p>The appointee will be required to comply with and actively promote the existing dress code regulations.</p> <p>The appointee will also be required to wear an identity badge in line with existing conditions.</p>
<b>Sick Leave</b>	<p>There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospital's absence management procedures.</p>
<b>Place of residence</b>	<p>The person appointed will be required to reside within a reasonable distance of the Hospital.</p>
<b>GDPR</b>	<p>The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.</p>
<b>Infection Prevention and Control</b>	<p>The post holder is obliged to adhere to Hospital policies and procedures relating to Hand Hygiene and Infection Prevention and Control and to assist in undertaking hand hygiene audits as required.</p>
<b>Proficiency in the English Language</b>	<p>Fluency in the English language is a requirement of this role.</p> <p>Proficiency in spoken English is assessed during the interview process.</p>
<b>Termination of Employment</b>	<p>One months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1<sup>st</sup> January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26<sup>th</sup> December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p>