

## JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	THEATRE PORTER
Band/Grade:	Band 2
Hours of Work:	37.5 a week
Accountable to:	Anaesthetic Lead Practitioner
Responsible:	Theatre Manager
Department:	Theatre
Job Reference:	
Last Update (insert Date):	23 August 2018
Disclosure and Barring(DB) Check Required:	Yes <span style="float: right;">Level:</span>

2. JOB PURPOSE
To perform non-clinical tasks to assist trained theatre staff in the smooth running of the department in accordance with hospital policies.

3. ORGANISATIONAL STRUCTURE

4. ROLE OF DEPARTMENT
To provide surgical services to Consultants To provide care of patients undergoing surgery admitted to the hospital;

## 5. RESPONSIBILITIES OF THE POST

1. Assist in transport of patients to and from theatres, ensuring hospital policy is adhered to.
2. Assist in the transport of equipment to and from theatres/HDU as required
3. Assist in maintaining high standards of cleanliness in the department.
4. Complies with health and safety at work/fire regulations.
5. Report any accidents concerning staff, patients, or visitors to the Theatre Manager or Sister/Charge Nurse coordinating shift.
6. Assist in turnover of theatres between cases and/or lists i.e. cleaning equipment and floors, changing equipment, and transferring patient to and from recovery and the anaesthetic rooms.
7. Report any faulty equipment to the person coordinating the shift.
8. Check linen stock every morning and inform linen porter of what is required.
9. Unpack and store linen when it arrives.
10. Every morning check and prepare all patient trolleys ensuring the stock complies with the stock list on display in Recovery.
11. Clean and check stock levels on each patient trolley including the O2 cylinder between each patient.
12. All gas cylinders need to be checked every morning and changed as required
13. Check the gas cylinder bank stock also between patients.
14. In consultation with anaesthetic and recovery, staff collect beds from floors.
15. Ensure all empty boxes are removed from storage areas and corridors and put in the compressor.
16. Remove all waste bags from TSSU on a regular basis.
17. Transport all specimens and blood products between Theatres and the Lab or ITU.
18. Collect and store Pharmacy drugs/ fluids as requested.

## 6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

### 6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

### 6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the

confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

**6.3 Health and Safety:**

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.

**6.4 Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

**6.5 Equal Opportunities and Diversity**

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

**6.6 Codes of Conduct**

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

**6.7 Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

**6.8 Management of Hospital Values**

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

**This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.**

**7. CREATED BY: Elaine Spence**

**SIGNATURE:**

## PERSON SPECIFICATION

**Post Title: THEATRE PORTER**

Criteria		Essential	Desirable	Assessment
<b>Qualifications</b>	Good Command of Written and spoken English	✓		Interview & CV
<b>Experience</b>	Previous Portering experience in the hospital setting Previous Theatre Porter Experience	✓	✓	
<b>Skills and Knowledge</b>	Good Customer Service Skills Good Team working skills	✓ ✓		
<b>Attributes and Qualities</b>	Motivated to learn new skills Helpful and Polite	✓ ✓		