

**JOB DESCRIPTION**

**Title:** Hospital Porter

**Hours: 37.5hrs per week** (5 hours per day)

**Managerially Accountable to:** Theatre Manager

**Purpose of Role:**

Under the supervision of the Theatre Manager, be responsible for distribution of deliveries to relevant Departments. Removal of the packaging to the Waste Compound and generally keep all areas of the Hospital tidy. Manual Handling and portering duties throughout the Hospital.

**Scope of role:**

To provide a professional and focused supplies and portering service, supporting the clinical teams within the Hospital.

**Key tasks/Result areas**

**General Portering Duties**

* To transport patient beds and trollies to relevant areas
* To provide portering duties across the Hospital and within the Theatre Department
* To work closely with the sterile services department collecting and delivering instruments for use in Theatres
* To keep the Sluice area tidy

**STORES**

* BOC Gases weekly stock checks and reordering
* Toner Cartridge and Battery Recycling Control
* Escort Shred-It on weekly collections
* Deliver all Goods Inwards to Departments – unloading and ‘building’ and appropriate
* Keep corridors clear of rubbish regularly
* Any Ad Hoc Manual Handling Duties requested by Heads of Departments
* Keep areas outside of building including Car Park clear of rubbish
* Cover Supplies Assistant role during their absence to mainly stock up Theatre Storeroom.

**ADDITIONAL INFORMATION**

**Education and Development**

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group Hospital, Shepton Mallet (PPG) policies and procedures.

**Professional**

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

**Regulatory Framework**

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to PPG policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

**Infection Control**

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with PPG’s responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

**Conflict of Interest**

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

**Confidentiality**

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and PPG business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**Health & 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 for patients, employees and visitors.

**Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**Privacy, Dignity and Respect and Equality of Opportunity**

The hospital is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour.

**Equal opportunities**

Practice Plus Group is an Equal Opportunities employer. The Hospital is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in PPG are recognised.

The Hospital will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature........................................ Date.............................

Signature of

Head of Department............................ Date..............................

**PERSON SPECIFICATION FORM**

**POST TITLE:** Hospital Porter

**DEPARTMENT:** Stores

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| **FACTORS** | **Essential** | **Desirable** |
| 1. Physical Requirements | * Satisfactory Occupational Health clearance for the role specified
* Good Attendance record
* Satisfactory relevant DBS clearance
* Ability to lift, carry and tidy supplies and packaging to relevant area
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| 2. Education/Qualifications | * Good general education to GCSE/O’level standard including English or equivalent
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| 3. Previous Experience | * Experienced team worker
 | * Working in a Stock room environment
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| 4. Skills / Knowledge / Abilities | * Computer skills
* Ability to organise work and use own initiative
* Attention to detail and high degree of accuracy
* Excellent written and verbal communication skills
 | * Conversant with Microsoft Office packages
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| 5. Aptitude/Personal Characteristics | * Polite, friendly and approachable manner
* Tidy appearance
* Understands the need for and will adhere to C policies
* Willing to learn new skills and gain new or additional competencies
* Motivation to provide a high standard of service
* Calm under pressure
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 **Appendix 1**

**Waste Officer Role and Responsibilities**

# Introduction:

Each Registered Manager (Responsible Person) has a compliance obligation to manage their waste and their waste documentation for hazardous and non-hazardous waste in line with UK legal requirements and industry best practice.

Waste management also falls within the scope of Practice Plus Group’s (PPG) Environmental Management Systems (EMS).

To enable the management of waste function to be undertaken competently on behalf of the Registered Manager, the appointment of a PPG employee as a local Waste Officer is recommended.

The function and activity levels of a PPG Waste Officer will vary depending on the volume of waste generated locally i.e. waste arising from a GP practice will be much less than that generated within a hospital. This is due to the volume of waste types and volumes generated daily and therefore associated records etc will be much less in most PPG services than that of a hospital.

The function of a Waste Officer is an important role in helping each service demonstrate compliance with our health & safety, environmental regulators, as well as demonstrating PPG’s commitment to protecting the environment.

The role of a Waste Officer should have a direct line to the Registered Manager and a dotted line to the Head of Health, Safety & Environment for adequate communication and support.

# Key Duties:

The key duties of a Waste Officer (WO) can be summarised as follows:

1. To advise the Registered Manager of any key waste management failings, which could lead to a significant issue or PPG policy, legal or industry non-compliance.
2. To be responsible for the management and upkeep of the PPG Waste Licence Register (WLR) document, which contains the details of all approved waste carriers, local hazardous waste producer records and permits associated with local waste practices and suppliers.
3. To manage, file and record all Consignment Notes (CN’s) for the facility for a rolling three-year period continuously. If waste is managed by an appointed facilities management provider then an audit on their records is equally required periodically.
4. To reconcile all Consignment Notes (CN’s) against quarterly returns and identify waste volumes in total and as per hazard code / method of destruction (this data is accessed via supplier website, so access only required to enable sight of information). A report should be generated quarterly to feed into local Health, Safety and Environmental (HSE) Committee meetings (and to their sub-committee the ‘Green Team’). If a supplier utilises ‘Bin-Sheets’ then this should be included as part of this process and records. All errors on completed consignment notes should be recorded and remedied with the supplier and any party signing off the consignment note (legal document) on behalf of PPG i.e. porters, security, domestics etc.
5. Manage all Waste Transfer Notes (WTN’s) and associated documents i.e. Annual Transfer Notes (ATN’s) on behalf of the Registered Manager and ensure records for a rolling two-year period are maintained and filed locally, with any discrepancies and errors highlighted to the Registered Manager. Annual Waste Transfer (ATN’s) notes will be maintained in the Waste Licence Register to ensure they remain current and controlled. Note some ATN’s may double as the service contract and identified as an ATN on the document simultaneously.
6. Manage and audit all contractor’s waste documentation records and licences regularly and inform the Registered Manager of positive practice and areas of improvement. Note: contractors should use their own waste pathways (methods/carriers) and not contaminate PPG waste streams with their waste.
7. To assist with the Waste Pre-Acceptance Audits (WPAA) and aid the Registered Manager remedy all findings or recommendations therein. The WPAA will be issued to PPG approved waste suppliers (WLR) upon request. Only approved waste auditors advised by the Head of Health, Safety & Environment (HSE) are authorised to undertake the WPAA on behalf of PPG and its diverse services.
8. To undertake any reasonable requests with regard to the management of waste within the service i.e. duty of care audits, queries with suppliers etc, at the Registered Managers discretion to meet industry/legal requirements, or corporate/local improvement plans.