

JOB DESCRIPTION

Job title:	Porter
Grade:	General Porter
Reports to:	Portering Manager/Supervisor
Working Hours:	As Assigned by Portering Manager

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

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.

Principal working relationships

Nursing and Medical staff, Administrative, Catering, Medical Laboratory and Radiology staff.

Key Duties and Responsibilities

The duties of Porters will vary according to rota arrangements, and according to the particular area of assignment. Porters will be required to wear the appropriate uniform and/or protective clothing footwear as specified by the Hospital. Some of the duties of this post are shown below. However, this is not an exhaustive list and duties will vary considerably according to the circumstances. Flexibility must always be exercised in dealing with new situations and with emergencies.

Day Ward Duties include the following;

- Transferring patients and trolleys to relevant areas within the unit.
- Ordering stock and maintaining stock area.
- High cleaning/dusting.
- Maintaining cleaning checklists for the unit.
- Controlling stock - scrubs and linen.
- Delivering medical charts to the medical records dept. and the board room daily.
- Responsible for the deep cleaning of the endoscopy room after each list and after infected cases.
- Collection and transfer of in-patients to the wards.
- Ensuring O2 cylinders on trolleys are checked and changed when required.
- Responsible for disinfecting and dressing trolleys after each use.
- Escort patients to the front hall on discharge.
- Refuse and waste management.
- Decontamination of room when required.

General Porter Duties include;

- The delivery and collection of laundry.
- The collection and disposal of refuse.
- The collection and delivery of post around the hospital complex.
- The changing and movement of oxygen and other gas cylinders.
- Assisting in A&E and Outpatients Departments and with visitors and the admission of patients.
- Lifting and moving patients.
- Assisting in ward areas in the collection, delivery, assembly and dismantling of equipment.
- Transporting goods to departments throughout the hospital.
- Carrying out decontamination work such as wall washing, curtain changes and other cleaning duties as required from time to time.
- Providing a messenger service, delivery and collection of x-ray reports, pathology specimens etc. when required.



- Telephone, Reception & Switchboard duties as required.
- Work in special departments, including:
- Operating Theatres, inside and outside the sterile areas.
 - Pharmacy.
 - X-Ray, Physiotherapy, Pathology etc.
 - Mortuary.
 - Clinical departments.
- Attending to grounds-work and other related duties as directed.
- Other duties as may be requested by your manager/supervisor from time to time.

Person Specification (e.g. Key Skills and experience required)

- Previous experience desirable.
- Be flexible and adaptable as the circumstances require.
- Be a team player with the ability to work closely with others.
- Have good organisational skills.
- Ability to maintain confidentiality at all times.
- Support the use of all new technology and equipment.
- Demonstrate good communication and interpersonal skills.
- Ability to foster good working relationships with all hospital disciplines.
- Ability to demonstrate flexibility of working practise as required.
- Be reliable, punctual, conscientious and must be willing to undergo any and ongoing training deemed relevant to the job, including C.P.R, crisis prevention and manual handling training.

Conditions of Employment:

- Annual Leave Entitlement: 28 days per annum pro- rata (according to criteria in Circular 111/99). Annual leave is calculated January to December of each year
- Sick Leave Regulations: Please refer to contract of employment and attendance management policy.
- Probationary Period: The appointee shall hold office for a probationary period of six months
- The terms of the Voluntary Hospitals Superannuation Scheme (VHSS & SPSPS) and the Voluntary Hospitals Spouses and Children's Scheme will apply to this position
- A minimum of one month's notice of termination of employment is required. Notice of termination of employment must be received in writing
- Uniform Policy must be adhered to at all times.

Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice. All hospital policies are located on the hospital's share drive 'Hospital Policies'.

Confidentiality

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not 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 kept in safe custody when no longer required.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building and the Hospital Grounds is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme
- Access to learning and development opportunities
- Library facilities
- Subsidised staff restaurant
- Subsidised pharmacy
- Access to subsidised Gym Facilities
- Access to health services credit union
- Group discount for health insurance
- Excellent access to public transport including tram and bus routes.
- Tax saver commuter ticket scheme

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

Reviewed: March 2024

Next review: March 2026 or at next appointment, whichever is earliest date.

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 and to contribute to the development of the post while in office.