

JOB DESCRIPTION

Job Title: Porter – BANK
To provide cover as and when required.
Must be able to work evenings, week days and weekends.

Responsible to: Operations Manager

Accountable to: Matron/Chief Executive

Overall objective:

Responsible for all portering duties throughout the Clinic and working in close co-operation with all departments.

Main duties and responsibilities:-

1. Collection of all rubbish and clinical waste from each department at regular intervals and disposing of as per UIC policy.
2. Collecting soiled linen at regular intervals and leaving for dispatch to Laundry and delivering of clean linen to Departments.
3. Collecting laboratory specimens and bloods from all units , the safe transportation and delivering same to the RVH or BCH Laboratories and collecting laboratory reports as required.
4. Collection of chemotherapy as ordered by Pharmacist, also blood components.
5. Ward duties as requested by Sister.
6. Assist Theatre or X-ray Department/OPD as requested.
7. Collect newspapers from Main Reception each morning and deliver to Nurses' Station and designated departments. In addition, collect and deliver any flowers and mail to correct department.
8. Hose around bin area during weekend.
9. Complete a litter pick of the Carpark at the weekend.
10. Clean car inside and outside during weekend and complete car safety check sheet .
11. Re-stock first aid travel box if used and complete checklist sheet .
12. Check for messages at Reception (a) before leaving Clinic (b) on return to Clinic and sign log sheet.

13. To complete a daily check of the Clinic's wheelchairs , complete check sheet and report any issues to Line Manager .
14. To deposit cash at the bank as required.
15. To attend to the post and complete deliveries to the post office as required.
16. To complete a collection of confidential waste throughout the Clinic at the weekend for pick up from the Shredding Company.
17. To complete any driving duties required by the Kitchen for Patient requests or delivery shortfalls.
18. To complete any other driving duties as required for the Clinic.
19. To provide cover on the switchboard as required.
20. To assist with the Stores and to cover for the Storeman's annual leave.
21. To provide Porter cover on Night Shift as required.

General Duties

- Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
- Comply with the Ulster Independent Equal Opportunities Policy at all times.
- Attend all mandatory in-service training and lectures.
- Actively participate and contribute to the continuous improvement of the service in own work area.
- Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Communicate effectively with all users of service, being courteous and respectful at all times.
- Participate in annual performance review and maintain own personal development file.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
- Adhere to and abide by professional code at all times (where relevant).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

**Personnel Specification**

CATEGORY	ESSENTIAL	DESIRABLE
Knowledge and Experience	<p>Experience of working in a customer care work environment.</p> <p>Basic computer skills</p>	<p>Experience working within a hospital environment and / or portering services.</p> <p>Experience in driving as part of duties in employment.</p> <p>Experience of using a multi-channel switchboard.</p>
Education/ Qualifications / Training	<p>Basic literacy and numeracy skills, both verbal and written.</p> <p>Full clean and current UK driving licence.</p>	<p>GCSE English Language and Mathematics at Grades A to C (or equivalent).</p>
Other	<p>Understanding of patient confidentiality.</p> <p>Ability to exercise tact and discretion.</p> <p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none">• References• **Evidence of right to live and work in UK• Health screening• Qualification checks• Satisfactory *ACCESSNI clearance.	



Competencies:

- Ability to work as part of a team and also without supervision
- Effective communication and interpersonal skills
- Ability to plan, organise and prioritise own workload.
- Patient focused
- Attention to detail

Information for Applicants

*Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks.

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling and Storage of Information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

** You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.