

JOB DESCRIPTION

Title:	Theatre Porter
Responsible to:	Theatre Manager
Accountable to:	Matron / Chief Executive
Objective:	To act as a support worker to nursing staff whose assigned tasks will be determined by a registered nurse.

Main Duties

1. Transfer patients to the Theatre department under the instruction of Team Leader in accordance with guidelines on transfer from ward to theatre.
2. Assist with the positioning of patients in both the anaesthetic and operating rooms.
3. Hold limbs for prepping procedures.
4. Transfer patients post operation from recovery to ward units.
5. Ensure changing rooms are tidy and well stocked.
6. Undertake the cleaning of all dirty footwear (boots and clogs) set outside at the end of each shift.
7. (a) Dispose of laundry and clinical waste in accordance with unit policies.
(b) Ensure sluice areas are kept free from laundry and clinical waste bags from Theatre Blocks A and B.
8. Receive linen and distribute to changing rooms, Anaesthetic Rooms and Recovery.
9. (a) Maintain kitchen area, keep clean and tidy.
(b) Order domestic and kitchen stores and put away.
10. Assist with the movement of patients in other areas and undertake escort duties.
11. Clean and wash trolleys.
12. Maintain good relations with all disciplines of staff within the hospital.
13. Assist with setting up of Theatres under the supervision of a Registered Nurse.
14. Assist in the cleaning of Theatres between cases and at end of list.
15. Check and sort all deliveries of surgical and sterile goods to appropriate areas.

16. Undertake any educational programmes deemed necessary.
17. Orientate all new Theatre Porters.
18. Weekly re-ordering of Theatre, Recovery and HDSU stock levels in liaison with the Theatre Manager.
19. Bi-annual stocktaking levels in liaison with Theatre Manager and Company Secretary.
20. Co-operates with the off duty scheduling so as to ensure adequate cover and efficient staffing, including weekend cover.
21. Attends and participates in department meetings.
22. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
23. Comply with the Ulster Independent Equal Opportunities Policy at all times.
24. Attend all mandatory in-service training and lectures.
25. Actively participate and contribute to the continuous improvement of the service.
26. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
27. Participates in annual performance review and maintains own personal development file.
28. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines (where relevant).
29. Assist with any other duties assigned.

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

Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
Experience / Knowledge	Manual handling experience Experience of working in a customer facing role. Understanding of patient confidentiality.	Experience working within a healthcare environment and / or portering services.
Education/ Qualifications / Training	Evidence of literacy and numeracy skills.	
Other	The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts. Satisfactory completion of the following checks: - References **Evidence of right to live and work in UK - Health screening - Qualification checks - Satisfactory *ACCESSNI clearance.	

Competencies:

- Teamworking
- Patient Focus
- Effective Communication and Interpersonal skills
- Effective Planning, Organising, Prioritising and Time Management skills

Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

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