

JOB IDENTIFICATION

Job Title: Transport Officer - band 2

Responsible to: Service Co-ordinating Manager

Department(s): South East Scotland Breast Screening Programme

Directorate: Acute

Operating Division: Cancer Services

Job Reference: **057121**

No of Job Holders: **6**

Last Update (insert date):

2. JOB PURPOSE

Responsible for the day to day operation and maintenance of the mobile breast screening units in use in the SE Breast Screening Programme. This involves the daily opening and cleaning of the units, ensuring they are mechanically operational, as well as the provision of daily supplies to the unit and removal of clinical waste and transport of other materials and equipment as required.

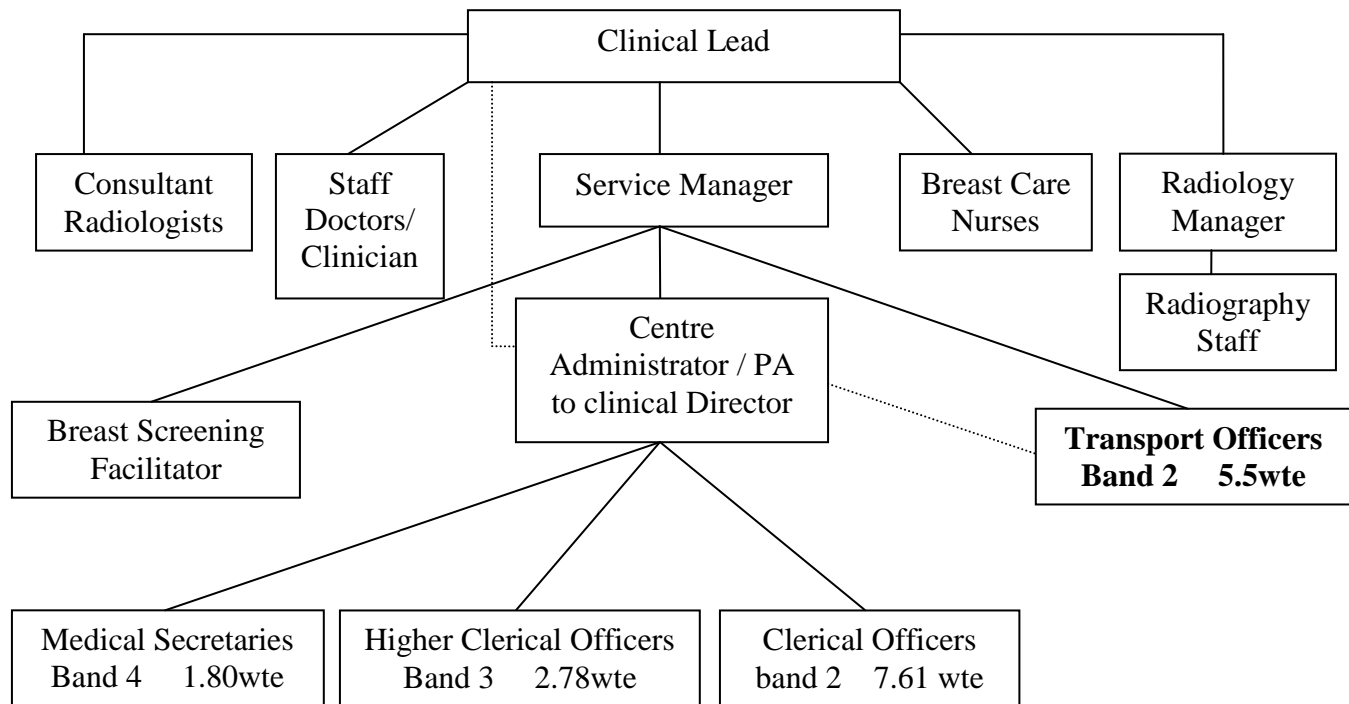
3. DIMENSIONS

The SE Scottish Breast Screening Programme offers breast screening to a population of 205,000 women aged 50 – 70 over a 3 year period. The Centre at Ardmillan House screens women from South, West, and Central Edinburgh and mobile units offer screening to women in East Edinburgh, West, East and Midlothian, Borders, part of Fife and part of Forth Valley. Approximately 50 screening clinics per week are held on the mobile units. Approximately 5% of all women screened will require further assessment at Ardmillan House.

Staff Responsibility:

Provide a comprehensive support service to the mobile screening units ensuring as far as is practicable the safety and well being of clients and staff.

4. ORGANISATIONAL POSITION - Organisation chart attached



5. ROLE OF DEPARTMENT

The department's role is to provide high quality, efficient and effective breast imaging, assessment and diagnostic service to the designated areas. To provide education and training for Radiologists, Radiographers and other health professionals to post graduate level. To promote research and audit in breast imaging.

The Transport Officer Team's role is to provide a comprehensive support service for the mobile breast screening units to ensure the South East Scotland Breast Screening Service can maintain a 3 yearly screening programme. Including the safe operation of the screening units, and the delivery of supplies and equipment to and from the units to enable daily screening to be carried out.

6. KEY RESULT AREAS

1. Responsible for the daily opening and set-up of mobile units and maintenance of minor repairs to equipment within the unit.
2. Responsible for the cleanliness and safe operation of the mobile unit excluding the imaging equipment.
3. Liaise with the clerical staff on a daily basis with regard to screening clinics and special requirements such as wheelchair appointments.
4. Maintain all essential supplies to the mobile unit as required e.g. washing water, diesel, cleansing agents, fresh drinking water, films, stationary etc
5. Responsible for the operational safety of the wheelchair hoist.
6. Inspect prospective locations for the mobile units for suitability and liaise with external agencies to ensure timely moves of the unit and that as safe an environment as is practicable for staff and clients is provided.
7. Responsible for the transfer of pathology/pharmacy supplies and act as courier for the transfer of clinical information between the screening centre and acute services to aide patient document tracking.
8. Respond to client's queries in the absence of radiography staff.
9. Keep up to date and accurate records for all supplies, reporting all mobile unit breakdowns/repairs required to maintenance company and Scottish Fleet Maintenance Co-ordinator as necessary in order to maintain the mobile fleet.
10. Complete weekly reporting information – timesheets, expenses, mileage documentation etc
11. Exercise personal responsibility and make decisions in complex and unpredictable situations e.g. vandalism, power failure etc
12. Work autonomously within the team utilising all hours within the working day effectively by assisting to ensure all checks on mobile units are complete, service checks are booked timely, units are cleaned externally. Duties at Ardmillan House include access email accounts regularly, carry out mandatory on-line training, access e-expenses and assist with general office duties such as portering and assisting with re-filing at Ardmillan House.
13. Maintain knowledge of technological/technical advances relevant to the job remit to improve service delivery and efficiency.
14. Train new members of the support staff as required

7a. EQUIPMENT AND MACHINERY

Mobile units M32, M31, M29, M28 and M25
Levelling systems on all units
Wheelchair hoists on all units
Security systems on all units
Diesel generators
Diesel transfer pumps
Water pump
Electrical overnight plug in facilities
Air conditioning systems
Remote Monitoring Devices on mobile units
Transit support vehicles.
Mobile Phones

7b. SYSTEMS

SBSP Manual recording systems
E- expenses
Intranet/email/internet

8. ASSIGNMENT AND REVIEW OF WORK

Centre Administrator will be responsible for the duty rosters

Service Manager/Radiology Manager will be available to offer advice and support on a daily basis and delegate other tasks for any spare time (e.g. when mobile units are closer to base) and/or determined by service need.

Service manager will undertake annual appraisal to mutually agree a personal development plan.

9. DECISIONS AND JUDGEMENTS

- The postholders work autonomously within the team and are not directly supervised as are out of base the majority of the day. They are required to use their own initiative to make decisions regarding:
 - Evaluation and availability of locations for the mobile units.
 - Assistance with the planning of routes for the mobile units to maximise efficiency and effectiveness.
 - Decision upon the most effective time/route for relocating mobiles when changing screening location
 - Advice as to ceasing screening as a result of equipment malfunction or vandalism etc
 - Decision when to call in the external maintenance team for breakdowns/vandalism etc
 - Utilising their working day effectively and managing time appropriately
- Line manager and/or clinical team are available to advise on more complex matters or clinical issues.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- On a daily basis drive alone to distant locations, at times in adverse weather conditions
- Meeting the expectations of the various disciplines within the screening team
- Prioritising the many varied and unpredictable demands of the service
- Working autonomously and managing time effectively
- Communication with wider team

11. COMMUNICATIONS AND RELATIONSHIPS

Clients

- Provide clear and concise information in a friendly manner to clients who may be angry and upset when they attend the mobile out of hours or on a day screening is not scheduled.
- Provide reassurance and support for clients who require the use of the wheelchair hoist

Relatives/Carers

- Provide reassurance, give and receive information
- Take advice should the client requiring the hoist be unable to or have difficulty in communicating directly.

Mammography Staff (internal/external)

- Consult with the mammographers on a daily basis at the centre and mobile units
- Provide advice/directions on mobile locations
- Inform of status with repairs/breakdowns/vandalism etc

Radiography Assistants

- Liaise re delivery of supplies to units.

Internal SBSP Staff

- Liaise with admin staff re daily screening clinics, wheelchair appointments and delivery of clinic bags to the service.
- Liaise with pathology/pharmacy staff re the collection and delivery of supplies

Support staff - external

- Liaise with Estates re supply of diesel
- Liaise with Transport Manager/Haulage company re schedules for the moving of mobiles from site to site.
- Liaise with SBSP Fleet maintenance coordinator at the NHS National Services Division re repairs/maintenance etc
- Liaise with maintenance contractor re general maintenance repairs/breakdowns, routine servicing to mobiles/generators and annual servicing.
- Liaise and assist physics/imaging equipment engineers in the event of breakdown and servicing on the mobile units.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**Physical Skills:**

- Have the expertise to handle and operate expensive, specialised equipment
- Have the expertise to carry out minor repairs/modifications at the centre and mobile units.

Physical Demands:

- Maintain a level of fitness to work in demanding conditions
- Drive alone on a daily basis to and from the centre and mobile units and also between mobiles in all road/weather conditions
- Lifting and bending to transfer equipment of varying weights and dimensions
- Set up the mobiles daily – this may involve the lifting of the access/emergency steps and handrails in all weather conditions. Securely power down, close and secure mobile units on occasion.
- Carry loads of varying weights and dimensions on a daily basis between centre, support vehicles and mobiles.

Mental Demands

- Maintain concentration levels and driving skills while driving alone and in all road/weather conditions on a daily basis.
- In the event of equipment malfunction/breakdown or vandalism initiate appropriate action to reduce the down-time as far as is practicable.
- Continue to provide an acceptable level of service in unpredictable travel or weather situations.
- In the event of an accident, report incident to Police, vehicle leasing company, management, completion of incident form as appropriate .
- Advise on changes to the screening routes as part of an ongoing review process to maximise efficiency and effectiveness

Emotional Demands:

- Work flexibly to meet service demands
- Meeting the expectations of the public and other staff disciplines
- Communicating with women who attend the mobiles when unit is not scheduled to work

Working Conditions:

- Working outside in all weather conditions
- Driving alone every working day
- Restricted access to toilet facilities while driving to and from mobile locations

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Full driving licence
Able to work autonomously
*Knowledge of general maintenance procedures for Mobile units etc
Team player
Good interpersonal skills
Able to work under pressure
Able to work flexibly
Initiative
Articulate
Accuracy in record keeping.
* full training would be given as part of the induction course.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: