

JOB IDENTIFICATION	
Job Title:	Relief Porter/Driver
Department(s):	Portering Services
Location:	Aberdeen Royal Infirmary
Hours:	37.5 hours per week
Grade:	Band 2
Salary:	£23,362- £25,368 (pro rata) per annum
Contract:	Permanent
Job Reference:	LR149487

1. JOB PURPOSE

The provision of a general portering service to all wards and departments and general public for the delivery of goods, meal trolleys, medical gases and the transportation and movement of patients, the job includes the uplifting of dirty items, linen, clinical/domestic/recycling waste etc.

2. ORGANISATIONAL POSITION - See Attached

3. SCOPE AND RANGE

Delivery of a general portering service to all hospitals, wards, departments, NHS Grampian Health Centres and clinics within the city and surrounding area.

4. MAIN DUTIES/RESPONSIBILITIES

Patient Movement

To transport patients to wards and department by bed, wheelchair, trolley and ambulance on a routine and ad hoc basis according to the demands of the service.

Specimens

The collection, delivery and transportation of routine and emergency specimens to laboratories within an agreed timescale.

Blood Products

Collect blood products from BTS and refrigerators and deliver to wards and departments.

Deceased Patients

To uplift, delivery and transport deceased patients from wards to onsite mortuary with dignity and respect.

Clinical Waste

Collect clinical waste from wards and departments and take it to the clinical waste storage area. Responsible for ensuring this area is tidy and secured.

Landfill Waste

Collect household waste from all wards and departments and dispose of in onsite compactor, skips/storage containers. To ensure segregation of all household waste from clinical waste. Segregation of recyclable materials; confidential waste and removal of the same to the appropriate areas

Recycling

Collect recycling from all wards and departments and sort/segregate in appropriate receptacles.

Linen

Deliver clean linen to wards and departments also uplift dirty linen from same and take to dirty linen storage area.

Security

Provide on site security duties by locking/unlocking of doors, setting security alarms and undertaking site security patrols.

Medical Gases

To undertake the delivery and connection of medical gases from storage area to wards and departments.

Medical Records

Deliver medical records to wards and departments.

Stores Deliveries

Delivery of general, surgical, stationery and catering stores to all wards and departments.

Pharmacy

To deliver pharmacy boxes and drug bags to wards and departments and to receive a signature on delivery of drug bags.

Mail

To collect, sort and deliver internal/external mail and reports to wards and departments including the receipt of signatures for recorded mail and the franking of mail.

Meal Trolleys

To collect meal trolleys from kitchens/delivery vehicles and delivery areas and deliver to wards and departments, also uplift and return of same when empty.

Car Parking

To undertake the blocking off of roadways and parking areas and the distribution of parking notices.

Ad-Hoc Duties

To undertake miscellaneous and ad hoc duties received from portering supervisor within agreed timescales.

Driving Duties

To drive vehicles safely when carrying out duties and to undertake other driving duties on request.

5. SYSTEMS AND EQUIPMENT

The postholder has regular communication with the portering supervisor, portering staff and departments by face to face, telephone and bleep system.

To undertake the day to day routine and ad-hoc duties the postholder is required to use the various types of equipment supplied.

Roll pallet cages, goods trolleys, meal trolleys, clinical waste bins, compactors/skips, electric tugs and vehicles.

Some postholders operate and use franking and fax machines and photocopiers.

6. DECISIONS AND JUDGEMENTS

The postholder works as part of a team with work being generated on a day to day basis consisting of routine and ad-hoc duties.

The postholder is required to work on their own initiative and where required prioritise tasks in order of priority.

7. COMMUNICATIONS AND RELATIONSHIPS

Regular communication exists on a daily basis between the postholder and the portering manager, portering supervisor, portering staff, ward and departmental staff, patients, visitors and other staff within the logistics and facilities teams.

8. PHYSICAL DEMANDS OF THE JOB

The postholder performs daily routine tasks with additional ad-hoc duties being generated on a day to day basis by wards and departments.

The physical demands of the job requires the postholder to work as part of a team and requires manual and physical handling skills in the lifting and handling of linen, stores, patients, clinical/household waste, mail and boxes of medical records and other equipment.

The possession of a current driving licence is essential, as the postholder is required to drive as part of his job or on an ad-hoc basis.

9. MOST CHALLENGING/DIFFICULT PARTS OR THE JOB

To participate in the smooth operation of the portering service by prioritising routine and ad-hoc duties by providing an efficient service delivery to our customers.

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

No formal qualifications are necessary, as the postholder will be given the necessary training to undertake the job.

- Possession of a current driving licence.
- Ability to work as part of a team or on own initiative.
- Ability to follow instructions.

Training

- Manual Handling Skills
- Safe use of equipment
- Knowledge of Health & Safety Policies and Work Procedures.
- Patient Handling Skills

11. JOB DESCRIPTION AGREEMENT

This page will be removed before submission to the Matching Panel.

All Job Holder(s) Signature:

Date:

Head of Department Signature:

Date:

**NHS GRAMPIAN
PERSON SPECIFICATION**

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below.

POST/GRADE: Relief Porter – Band 2

LOCATION: Aberdeen Royal Infirmary

Ward/Department:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Full Driving Licence	
Experience	Driving Experience	
Special Aptitude and Abilities	Ability to use initiative Basic literacy & numeracy skills Flexibility Ability to handle delicate equipment with care	Experience within a health service environment Understanding of health & safety
Disposition	Team working Commitment to ensure deliveries made on time and handled with care Ability to work on own Positive attitude	
Physical Requirements	Concentration Manual handling	
Particular Requirements of the Post	Good verbal communication skills Positive attitude	

MAJOR RISKS IN DOING THIS JOB

*Please indicate the major risks the job holder could face in doing this job e.g. lifting patients/objects, working with hazardous substances, dealing with violence and aggression..
Lifting, bending and pushing goods:*

Due to the nature of this post there is a great deal of manual handling involved along with contact with clinical waste products

If there are no major risks for the job holder please tick this box