

JOB DESCRIPTION

Job Title:	Housekeeper
Base:	Ward 8 Stroke Unit – Wycombe Hospital
Agenda for Change banding:	2
Hours of Work:	37.5
Details of Special Conditions:	
Managerial Accountability & Professional Accountability	Ward Manager

MAIN PURPOSE OF THE POST

To provide and assist wherever necessary, a Housekeeping service, maintaining a clean and healthy environment for patients and staff in on ward 8, Stoke Mandeville Hospital in line with local/national standards and protocols.

RESPONSIBILITIES

- 1.To undertake general housekeeping duties in the ward.
 * making/cleaning beds
 * maintain clutter free bed spaces, bays and clinical areas.
2. Liaise with clinician, dietetic service and speech and language therapy team, patients and/or their relatives ensuring the patient is provided with appropriate nutrition and hydration compatible to their medical needs ensuring accurate information is communicated with patients and colleagues. Undertake nutrition training to assist with patient feeding.
3. Ensure correct use of PPE following IPC Guidelines to prevent exposure to infectious diseases and cross contamination.
- 4.Moving of non-patient equipment, e.g. linen, supplies, waste, deliveries, etc, between departments of the hospital, using the appropriate moving and handling equipment and methods.
5. Assist department with stock management of identified supplies, ensuring all deliveries are put away immediately, stock dates to be maintained and storage areas to be cleaned regularly.
- 6.Report any defective equipment to the appropriate Manager or Supervisor.

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7. Ensure all documentation is completed regarding long term storage items cleaning, mattress and curtain checks completed.

8. The post-holder will need to show compassion and understanding towards service users patients and their visitors especially when in contact with distressing or emotional circumstances, and contact with very ill patients on wards.

GENERAL

9. To ensure monitoring records are maintained and to monitor notes trollies ensuring they are closed at all times.

10. To be aware of how to prevent cross-infection as advised by the qualified nursing staff and to comply with guidelines on safe handling of contaminated articles and hand washing procedures.

11. To meet the requirements of the Health and Safety At Work Act by regularly attending fire, basic food hygiene moving and handling and safety instruction and being aware of the procedure to be followed in own working area.

12. To promote the good name of the Buckinghamshire Healthcare NHS Trust, receiving patients/visitors in a courteous manner, politely referring them to the Ward Manager/Nursing staff and respecting the confidentiality of all matters relating to the hospital.

13. To assist the Nursing staff on the ward with “ Stay in the bay”, to run errands as required such as collecting items from pharmacy, assisting patients to scans via bed or wheelchair, *no moving or handling of patients required*.

14. To adopt a flexible approach subject to the needs of the service in general.

Education and training responsibilities:

Identify own training needs in line with the Trust corporate objective through the PDR process.

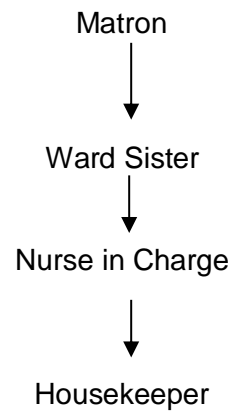
Undertake all mandatory training as required by the Trust.

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ORGANISATION CHART



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ADDITIONAL INFORMATION

Trust Values



Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

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COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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