

Job Description Template

Post Title: Porter (SSD)	Post Reference:	
<p>Summary of the Role:</p> <p>To work as part of a highly skilled, dedicated team maintaining the high standards of an accredited SSD. To undertake duties, as directed, by the SSD leads across all areas of the Department. The primary function of this role is to provide support for the endoscopy service by transporting equipment between SSD and equipment users.</p> <p>The Sterile Services Department is accredited to ISO 13485:2016 which maintains the highest standards of quality and service delivery for the decontamination and sterile service needs of Yeovil District Hospital NHS Foundation Trust and other Healthcare providers,</p> <p>Terms of contract: Substantive Band: Grade A2 Position Number: 28260527</p> <p>Hours: 37.5 Shift Patterns: Monday to Friday 10:00-18:00 There may be a future requirement to take part in a 7-day service</p>		<p>Reports to: Decontamination Manager/ SSD Lead Technicians (Attach Organisation Chart)</p> <p>Base / Location: Simply Serve Limited. Based at Yeovil District Hospital Sterile Services Department (SSD)</p>
<p>Key Responsibilities</p>		<p>Working Relationships & Contacts</p>
<ul style="list-style-type: none"> • Delivery and return flexible endoscopes and other equipment to the clinical service team in SSD. • Collect and transport SSD items to relevant departments. • Performing endoscopy clean room duties. I.e. unloading AER for storage or dispatching to customers. • Assist with all portering duties as necessary. • Carry out collection and safe disposal of all waste products. • To assist with departmental cleaning when required. • Re-stock endoscopy cabinets following track and trace system requirements. • Report any issues of concern throughout the Trust relating to Health and Safety. • Respond to and perform tasks in the time allocated for such a task, working in a professional manner at all times. • Be able to use the endoscopy track and trace system. • To work in a safe manner within the dedicated flexible endoscopy decontamination area – with due consideration for this specialist, delicate 		<p>Decontamination Manager. SSD Lead Technicians. SSD Staff. Service Users. Manufacturers and suppliers. Procurement. Maintenance Staff</p>

<p>patient equipment.</p> <ul style="list-style-type: none"> • Wear a clean and correct uniform when on duty, adhere to personal hygiene regulations. • Report defects and maintenance issues to the SSD senior staff. Ensure that the Trust's procedures are maintained and that policies are adhered to. • To report to SSD Lead immediately any accidents or injuries, and Safeguard in line with Simply Serve Limited Policy. • To always maintain a tidy, clean, and stocked area during the shift and leave area prepared for next shift. • To dispose of all clinical waste according to Simply Serve Limited Policy. • To adhere to and carry out procedures in accordance with Simply Serve Limited & Trust Policy. i.e. Health and Safety & HR Policies • To promote and ensure good relationships, communications and team work with all staff teams who are external to and work closely with SSD. • Participate in training and assist others with training and development needs. • Maintain and respect the privacy and dignity of patients whilst carrying out your duties. Work at all times as a member of the SSD Team. • Attend Departmental meetings and training courses as appropriate to the role. • Carry out such other duties as may be required to ensure the smooth and efficient provision of the sterile services department. • To report sickness as per Simply Serve Limited's Attendance Policy. • Undertake surveys or audits, as necessary to own work. 	
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Person Specification: (Please state Essential (E) or Desirable (D))		
Knowledge & Skills: Essential Basic IT skills	Experience Desirable Previous portering and familiarity with Hospital work.	Qualifications Essential General level of Education Literacy and Numeracy.

Core Behaviours	<p>An enthusiasm to participate in Sterile Services induction on the job training.</p> <p>Following training the ability to demonstrate performance and capability.</p> <p>The ability to demonstrate to work in a methodical and systematic manner.</p> <p>Attention to detail.</p> <p>Ability to work in a busy production facility with tight deadlines whilst maintaining high standards in all aspects of work.</p> <p>Good communication skills both written and verbal.</p> <p>Ability to work on own initiative, independently and as part of a team.</p> <p>Ability to work under instruction, quickly and accurately.</p> <p>Ability to demonstrate a customer focused approach and respond to the demands from the customer and service users to meet their critical requirements</p> <p>An understanding of the requirement to promote equality at all times and respect privacy and confidentiality</p> <p>Ability to work flexibly and able to prioritise work effectively</p> <p>A confident communicator both face to face and over the telephone and via email</p> <p>Able to work under pressure and juggle competing demands</p> <p>Able to work reliably</p> <p>Able to offer advice to others to overcome operational challenges.</p> <p>Concentration required when using equipment.</p> <p>Occasional intense effort for several short periods when working SSD.</p>	
Leadership Behaviours		

