

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Porter
Reports to:	Team Leader
Accountable to:	Facilities Manager
Grade:	Band 2
Unit/Department:	Estates and Facilities
Location:	Bradford Royal Infirmary and St Lukes Hospital

2. JOB PURPOSE

To support patient experience and patient flow by undertaking undertake all portering related duties, which includes primarily the transportation of patients to and from wards and departments, the movement of goods, including but not limited to post, pharmacy, gas cylinders, specimens, bloods, furniture and stores items, supplies, waste and linen and any other duties appropriate to the grade, which may be assigned from time to time.

3. JOB DIMENSIONS

The scope of the job is to work as part of a Portering team which provide a fit for purpose, timely and patient focussed Portering service to all wards and departments within the BRI and St Lukes sites.

4. ORGANISATIONAL CHART

Available on request.

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See Person Specification

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

The safe and efficient transportation of patients including any personal belongings or required equipment, using trolleys, beds or wheelchairs. Transferring patients and equipment to and from all wards and departments throughout the hospital sites.

Transportation of goods, stores, furniture, notes, x-rays, and any other items on request.

Transportation of bloods and specimens to the appropriate labs and from labs to appropriate wards and departments.

Transportation of deceased patients from wards, departments and A&E to the mortuary. Assist with Mortuary viewings when requested.

Exchange and movement of oxygen and other medical gas cylinders from gas cylinder storage areas across sites

Utilisation of communication devices such as ipods and radios to receive jobs and communicate with Team Leaders and or Resource Allocator.

Run the post room during opening hours. Ensure the safe acceptance, delivery and transfer of post items to external companies from across the sites. Ensure the safe acceptance, delivery and transfer of post items internally

Deal with Visitors, staff and patients queries in a courteous, effective and efficient manner.

Report in a timely manner any Health and Safety issues or incidents

Be aware of Infection control issues.

To attend both Mandatory training and service specific training as and when required.

Health and Safety/Risk Management

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

Patient and Public Involvement

All staff will be expected to comply with S.242 of the NHS Act 2006.

Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that

all our business is conducted in a sustainable manner

Infection Prevention and Control

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

Safeguarding Children and Adults

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages.

8. COMMUNICATION & WORKING RELATIONSHIPS

The post holder must be able to communicate effectively with their colleagues and other members of staff within the wider BTHFT team. Excellent communication skill are required with patients, their relatives and members of the general public.

9. SPECIAL WORKING CONDITIONS

Travel

This role involves working at both the BRI and St Lukes sites, the postholder must be able to work at either site.

Physical effort

The Porter role can involve periods of frequent strenuous physical activity and walking long distances, the must holder must be capable of undertaking such duties.

Emotional effort

The job can involve the transportation of patients who may have suffered major trauma, be critically ill or deceased patients. Furthermore the job can entail encountering patients relatives who maybe in a distressed, uncooperative or unpredictable condition.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

10. JOB DESCRIPTION AGREEMENT

Jobholder's Signature: _____ Date: _____

Head of Department's Signature: _____ Date: _____

Head of Department's Job Title: _____

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1. Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2. Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate.

Contribution rates can be found at

www.nhsbsa.nhs.uk/member-hub/cost-being-scheme

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

3. Annual Leave

The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).

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| 4. Health Screening | The post is subject to health screening, as appropriate to the post. |
| 5. Special Conditions | The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post. |
| 6. Sickness Absence | Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet. |

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.