

JOB DESCRIPTION

POST: House keeper (Newborn Services)

DEPARTMENT: Newborn Intensive Care Unit

GRADE: Band 2

HOURS: 22.5

RESPONSIBLE TO: Administration Manager/Operational Manager

LIAISES WITH: Matron/Ward Manager

RESPONSIBLE FOR: N/A

WORKBASE: N/A

JOB PURPOSE

The post holder is responsible for stocking up within the Neonatal Unit and ordering supplies and equipment.

The post holder is also responsible for specific tasks in relation to the cleanliness of equipment and the unit environment, working within infection control measures.

The post holder also assist and supports staff, parents and families and assist the Unit team Nursing and Medical in the smooth running of the department.

MAIN DUTIES & RESPONSIBILITIES

Clinical

1. Assist in the ongoing care and support of parents and families during their stay ensuring access to relevant information.
2. Assist with telephone enquiries from parents and families relaying any relevant messages to the appropriate personnel.
3. Ensure adequate supplies of linen. Wash and dry any linen and babyclothes appropriately in line with Infection Control Policies.
4. Ordering supplies and stock control.
5. Ordering supplies from DSD and ensuring adequate supply and stock control, liaise with other departments such as pharmacy, and supplies regarding stock or equipment.

6. Ensuring that all stock is correctly stored, keeping the storeroom tidy in line with Health and Safety Regulations.
7. Regularly check that all requested stock items have been delivered and that stock is rotated accordingly.
8. Liaise with other departments and hospitals regarding equipment issues and relay any appropriate messages to the shift coordinator.
9. Ensure safe disposal of sharps in line with Trust Infection Control and Health and Safety at work policies.
10. When necessary clean spillages of hazardous substances including bodily fluids in line with the relevant Trust policies.
11. Clean unit equipment such as incubators, intravenous and infusion equipment in accordance with infection control policies.
12. Keep the utility rooms clean and tidy.
13. Top up gel dispensers holders in all areas of the Unit as required.
14. Liaise closely with the Unit Infection Control Link Nurse.
15. Remove all equipment from the Intensive Care space once the baby has been discharged including safe removal and disposal of intravenous fluids.
16. Prepare relevant equipment within an Intensive Care space ready for future admissions.
17. Ensure that all trolleys and storage spaces within the clinical areas are fully stocked.
18. Ensure that all the drug fridges are clean and tidy and that fridge items are stored appropriately.
19. Assist the staff within the clinical areas as requested.
20. Emptying laundry and baby clothes bins and disposing of soiled linen in accordance with Trust policy.
21. Assist in ensuring adequate stock levels on the Unit and in the milk kitchen.
22. Assist with the cleanliness of the milk kitchen and fridges ensuring they are clean and tidy and that breast milk is stored according to Unit policies.
23. Ensure that all breast milk freezers are defrosted and cleaned appropriately and that breast milk is rotated by date, disposing of any unused milk safely and in line with policy.

24. In conjunction with the nursing staff assist lactating mothers by orientating them to the areas of the Unit where they can express milk and breastfeed. Ensure they are aware of the infection control issues regarding hand hygiene prior to expressing breastmilk.
25. Support mothers by assisting with the necessary equipment needed to express breastmilk.
26. Assist in demonstrating the correct procedures for the use of microwave for the sterilisation of feeding equipment.
27. Record fridge temperatures and escalate any deviations from normal.
28. Liaise with labs and POCT to collect consumables such as swabs sampling devices.
29. Assist the nursing staff by carrying out any other duties as requested to ensure the smooth running of the Unit, such as
 - assisting with operational support in the absence of the ward clerk.
 - assisting nursing staff with the movement of the transport incubator.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

ORGANISATIONAL CHART

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