

ROLE BRIEF

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| Department: | Theatre |
| Job Title: | Theatre Porter Bank |
| Responsible To: | Head of Clinical Services |
| Location: | The Horder Centre |
| Key Duties: | <p>To actively function as part of the caring team to deliver the highest standard of care and service for patients within the Theatre Suite</p> <p>To maintain a high standard of patient care and safety.</p> <p>To assist in preparation and cleaning of the Theatre Suite and equipment prior to and following surgery.</p> <p>Assist in the transfer and positioning of patients within the Theatre Suite.</p> <p>Assist in circulating duties as directed by the Theatre Manager or her deputy.</p> |
| Key Accountabilities: | <p>To carry Phone and Crash Bleep at all times whilst on duty, to ensure communication pathways are maintained.</p> <p>Undertake safety checks prior to collection of patients from the ward area to ensure the correct patient is requested as per the list order.</p> <p>Ensure patient's bed or patient trolley is taken to recovery ready for transfer of patient from theatre. This must be arranged with the ward staff to ensure the correct bed allocation for each individual patient.</p> <p>Ensure that all specimens have the correct labelling and is accompanied with a corresponding specimen form prior to transfer from the theatre specimen holding area to the specimen room.</p> <p>Daily replenish Theatre's 1 & 2 Utility rooms</p> <p>Daily maintain adequate stock levels in liaison with the Stores department and Theatre Clinical Leads</p> <p>Regularly monitor deliveries via the stores area for any equipment and prosthesis arrivals and deliver to relevant Theatre department.</p> <p>Controlled Drugs to be collected and signed for from Pharmacy as when required</p> <p>Complete and sign that weekly fire checks have been carried out. Report any areas of non-compliance to the Head of Theatre Services.</p> <p>To correctly Identify and dispose of all waste correctly as per HHC Disposal of</p> |

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| | <p>Clinical Waste Policy</p> <p>To answer the telephone, recording and relaying messages correctly.</p> <p>To be proficient in correct safer patient manual handling and constantly being aware of the importance of using the correct techniques when moving patients.</p> <p>To attend all mandatory training sessions.</p> |
| <p>Key Knowledge, Skills and Experience:</p> | <p>Must Haves</p> <p>Good basic education including literacy and numeracy skills</p> <p>Experience of customer facing role and be able to demonstrate appropriate skills</p> <p>Experience of dealing with sensitive information</p> <p>Compassionate and caring skills</p> <p>Ability to prioritise and work under pressure</p> <p>Nice to Haves</p> <p>Experience in a healthcare environment</p> |
| <p>Health and Safety:</p> | <p>The Health Act 2008</p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p> |
| <p>Equal Opportunities</p> | <p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p> |

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| Confidentiality | You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person. |
| Safeguarding | You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately. |
| People Managers | You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures. |
| Review | <p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p> |
| Role Brief Agreement | I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review. |