

ST. JAMES'S HOSPITAL

<u>Job Title:</u>	Porter
<u>Grade:</u>	Porter
<u>Area Of Assignment:</u>	Facilities Management: Portering Services
<u>Reporting Relationship:</u>	Concourse & Portering Services Manager
<u>Salary Scale:</u>	€ 34,195 - € 41,723
<u>Closing Date:</u>	Sunday, 15 th December 2024
<u>Ref:</u>	000902

FACILITIES MANAGEMENT DIRECTORATE

The primary role of the porter is to respond to all services users to ensure that patients, clinical items and information, and other items are transported throughout the hospital as quickly, efficiently and as professionally as possible.

REQUIREMENTS

Required:

- Possess a Full Manual Irish Driving Licence
- Be available to work a flexible roster 5/7
- Excellent team player

Desirable:

- An operational knowledge of Microsoft Office
- Excellent communication skills
- Flexibility
- Willingness to work on own initiative
- Possess a full knowledge of the campus

MAIN ROLE, DUTIES AND RESPONSIBILITIES

Under the general direction of the Concourse & Portering Services Manager, Porters will report to the Portering Services Manager or her nominated Deputy and the on duty Supervisor. The duties of Porters will vary according to the particular area of assignment. Among the duties appropriate to the employment are the following:

1. To assist in the reception of patients
2. To move patients to, from and between all wards and departments throughout the Hospital.
3. To transport patients by Patient Transport Vehicle throughout the campus. This will include the driving of the Patient Transport Vehicle.

4. To remove remains by Transport Vehicle from ward to mortuary, including the driving of the transport Vehicle, adhering to the End of Life policy
5. To assist in the movement/transport of patients as required e.g. transport of patients to and from service areas, removal of patients from patient transport vehicles, transport of patients from concourse to ward areas etc.
6. Any transfer/transportation/handling of patients may also require the porter assisting with patients as appropriate as part of the transportation of patients.
7. To collect and deliver letter and parcel messages.
8. To collect and deliver Pharmacy product including Chemotherapy and TPN.
9. To transport specimens and bloods etc., between various buildings within the hospital and within buildings.
10. To take, record and deliver telephone messages.
11. The collection and disposal of refuse from identified areas.
12. Transportation duties i.e.
 - a. Providing cover for the Food & Food van deliveries
 - b. Providing cover for the Pharmacy van deliveries
 (*Both of which will require the porter to leave site at certain periods of the day*)
13. Providing cover for the Post Room duties when required
14. Providing cover for the PTS (Patient Transport Service) when required
15. To assist in maintaining security of Hospital, Patients', Staff and Visitors' property.
16. To assist in security of Hospital premises.
17. To observe precautions against fire and accidents.
18. To assist in controlling visitors.
19. Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare Act 2005 and the Hospital Safety Statement.

PARTICULARS OF OFFICE

1. The appointment to these posts will be **Permanent, Full-time and Pensionable**.
2. Annual Leave allowance is **23 days per annum**.
3. The person appointed must not give less than **one month's notice**, in writing, of intention to resign.
4. Normal working hours will be up to **39 hours per week**.
5. You will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement
6. Incremental credit is normally granted on appointment, in respect of previous relevant experience in the Civil Service, local authorities, health service, public service bodies and other agreed relative experience.

GENERAL

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.

5. St James's Hospital is a Tobacco Free Campus. The use of Tobacco or Electronic Cigarettes is not permitted within the Hospital Buildings or on the grounds.
6. In the event that we receive a large number of applications and while you may meet the eligibility requirements of the competition, it may be decided at shortlisting to reduce the numbers being invited to interview. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

PROFICIENCY IN THE ENGLISH LANGUAGE

A level of proficiency in the English language is a requirement of all roles within St. James's Hospital. Proficiency in spoken English is assessed during the interview process.

HEALTH

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

INFECTION CONTROL AND HYGIENE

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

CONFIDENTIALITY

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

ENQUIRIES

Mr. John Hennessy, Concourse & Portering Services Manager; Phone: 01 410 3915;
Email: johennesy@stjames.ie

Application Procedure:

To apply for this position, please complete the relevant online application form no later than **Sunday, 15th December 2024.**

A panel may be formed from which future vacancies will be filled

St. James' Hospital is an Equal Opportunities Employer