

## ROLE BRIEF

<b>Department:</b>	<b>Theatre</b>
<b>Job Title:</b>	<b>Theatre Porter</b>
<b>Responsible To:</b>	<b>Theatre Manager</b>
<b>Location:</b>	<b>The McIndoe Centre, East Grinstead</b>
<b>Key Duties:</b>	<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>Cleaning, preparation and general care of instruments and equipment.</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>
<b>Key Accountabilities:</b>	<p>To observe and carry out the correct safety standards for care and labelling of specimens.</p> <p>To maintain adequate stock levels in liaison with the Theatre Manager</p> <p>To answer the telephone, recording and relaying messages correctly.</p> <p>To be proficient in safer patient 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>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <p>Good basic education</p> <p>Good 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><b>Nice to Haves</b></p> <p>Experience in a healthcare environment</p>
<b>Health and Safety:</b>	<b>The Health Act 2008</b>

	<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"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <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>
<b>Equal Opportunities</b>	<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>
<b>Confidentiality</b>	<p>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.</p>
<b>Safeguarding</b>	<p>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.</p>
<b>People Managers</b>	<p>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.</p>
<b>Review</b>	<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>
<b>Role Brief Agreement</b>	<p>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.</p> <p><b>Colleague name:</b></p>

	<p><b>Colleague signature:</b></p> <p><b>Date:</b></p>
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