

ROLE BRIEF

Department:	Porter/Drivers
Job Title:	Porter/Driver
Responsible To:	Senior Porter, Support Services Manager
Location:	Horder Centre Crowborough
Key Duties:	<p>On site porter duties: movement of patients, luggage, stores. Selling/providing patient newspapers. Sorting and franking of post. Wheelchair cleanliness . Replenishment of Oxygen bottles. Set up seminar rooms.</p> <p>Transport: Movement of patients, medical samples, medical notes, equipment on behalf of Horder Healthcare.</p>
Key Accountabilities:	<p>Provide onsite porter services to meet the Centres requirements for Patients, Goods, Equipment.</p> <p>Provide a Transport service to meet Horder Healthcares requirements for Patients, documents, medical samples, equipment and general items.</p>
Key Knowledge, Skills and Experience:	<p>Must Haves</p> <ul style="list-style-type: none"> ● A full, clean driving licence (manual licence required) ● A passion for great customer service ● Good communication skills ● A pro-active approach ● Aged 25 or over (for motor vehicle insurances purposes) <p>Nice to Haves</p> <ul style="list-style-type: none"> ● Previous experience in health environment.
Health and Safety:	<p>The Health Act 2008 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</p>

	to your line manager and record them on the Datix system.
Equal Opportunities	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.
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	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. 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.