#CaringForYourCareer

JOIN OUR TEAM

Job Title: Theatre Porter
Department: Theatres
Location: The Horder Centre, Crowborough
Reporting Manager: Theatre Manager

Job Summary	Appointed to support Theatre staff in the delivery of direct patient care, the Theatre Porter will be responsible for varied duties, with the inclusion of safe transportation of patients to and from wards to operating theatres using wheelchairs, trolleys and beds, movement of equipment, preparation of the theatre suite and equipment prior to and following surgery, and maintaining the standards of cleanliness within the operating theatres and associated areas, as well as stock management for the operating department
Key Duties I Accountabilities	• Assist in the transfer and positioning of patients within the theatre suite. • Undertake safety checks prior to collection of patients from the ward area to ensure the correct patient is requested as per the list order. • Coordination with Ward staff to ensure patient's bed or trolley is taken to recovery ready for transfer of patient from theatre, ensuring correct bed allocation for each individual patient. • 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. • Responsible for the department phone and Crash Bleep whilst on duty, to ensure communication pathways are maintained. • Maintain adequate stock levels in liaison with the Stores department and Theatre Clinical Leads, ensuring theatre utility rooms remain stocked to the required levels. • Regularly monitor deliveries via the stores area for any equipment and prosthesis arrivals and deliver to relevant Theatre department. • Controlled Drugs to be collected and signed for from pharmacy as when required. • Complete and sign that weekly fire checks have been carried out, reporting any areas of non-compliance to Theatre Management. • Correctly identify and dispose of all waste as per HHC Disposal of Clinical Waste Policy • Remain proficient in patient manual handling and constantly being aware of the importance of using the correct techniques when moving patients. • Promote an empathetic and safe space of working, ensuring open communication to all staff, patients, visitors and external agencies, to help actively promote harmonious and co-operative relationships. • Ensure that accidents and complaints are fully documented and that steps are taken to prevent recurrence, informing appropriate senior management staff.

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	• Participate in the provision of "in-house" training sessions to promote best practice within The Horder Centre. • Remain up to date with all mandatory training, whether it be online or in person. • Pro-actively self-assess your own professional needs by setting goals and objectives through relevant processes and committing to review them on a regular basis. • Act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the perioperative professions and The Horder Centre. • Ensure that you working ethic remains aligned to our core values as a group: Caring, Friendly, Quality, Integrity and Pride.
About You	• You will be a passionate and empathetic experienced professional, with excellent communications skills to help build those all-important and respected relationships with our patients and your colleagues. • Good basic education including literacy and numeracy skills. • Proactive and forward thinking, with a passion for continued learning. • Prior experience in a healthcare setting is desirable.

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.
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.

Colleague name: .....
Colleague signature:.....
Date:.....

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The Health Act 2008

You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. For further information, please speak with our Infection Control Specialist.

For clinical colleagues with direct patient contact, this will include (but is not limited to):

- 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.

Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Radar system.

Equal Opportunities

At Horder Healthcare, we are proud to champion and celebrate diversity, equity, inclusion and belonging in all areas of our business. We are committed to creating an environment of mutual respect where equal employment opportunities are available to all applicants without regard to protected characteristics by applicable law.

Safeguarding

You will 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.

Confidentiality

You will 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.