



Job Description

Job Title	Facilities Porter
Line Manager	Facilities and Contracts Manager
Contracted Hours	(26-hours per week)
Location	Nightingale House Hospice
Key Responsibilities <ol style="list-style-type: none">1. To be responsible for driving patient transport vehicles and other hospice vehicles if required.2. To undertake daily porter duties and general maintenance according to skills and competencies.	

Duties and Responsibilities

- Drive the hospice ambulance and wheelchair aided vehicles when required to transport patients attending Day Services and patients from the Inpatient Unit hospital appointments, other healthcare establishments or to their homes.
- To deliver and collect patient named prescriptions and controlled drugs from the pharmacy department at Wrexham Maelor Hospital or local pharmacies.
- To deliver specimens to the pathology lab as required.
- To collect blood products for transfusions, and attend any necessary training required to do this.
- Deliver parcels/equipment throughout departments in the organisation.
- Assist the facilities team in the maintenance of the hospice, according to assessed skills and competencies.
- Assist the Housekeeping team in their duties according to assessed skills and competencies.
- Ensure that hospice vehicles are maintained in a roadworthy and serviceable condition and are kept clean and tidy.



- Liaise with the Facilities Manager to ensure that vehicles are routinely maintained, and any repairs are dealt with in a timely manner.
- Ensure the three hospice carparks are regularly maintained and monitored and any health and safety risks or inappropriate parking is reported to the Facilities and Contracts Manager
- Assist in fundraising events when available.
- Assist in setting up meeting rooms at the hospice when required.
- To support and assist the Facilities Team with office moves and modernisation works within the hospice
- Engage in the process to identify your own personal development and training needs, attending mandatory and agreed training programmes.
- The post holder may be exposed to sensitive circumstances.

General Requirements

This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook and contract

Competence You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager / supervisor.

Risk Management

It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

Health and Safety Requirements of the Hospice

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and also to report any hazardous situations or defective equipment.

Data Protection and Confidentiality

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary



offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice's disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

Records Management

As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

The post is subject to a disclosure check with the Disclosure and Barring Services (DBS).

Nightingale House require all staff to have up to date Covid vaccinations unless medically exempt



PERSON SPECIFICATION

JOB TITLE: Facilities Porter

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Basic Secondary Education		
EXPERIENCE	Working in a healthcare setting or as part of a facilities team.	Previous experience of undertaking responsibilities in a similar environment. Experience with driving a range of vehicles.	
KNOWLEDGE	Knowledge of hospice care or hospital.		
SKILLS	Ability to work as part of a team and independently. Ability to communicate effectively with staff / patients / families and visitors. Ability to communicate with external stakeholders.		
PERSONAL QUALITIES (Demonstrable)	Excellent interpersonal skills. Professional and hard working. Respectful		
OTHER RELEVANT REQUIREMENTS	Full clean driving licence.	Previous care experience. Able to demonstrate an understanding of the key health and safety issues within a healthcare environment.	

Prepared by: Facilities and Contracts Manager
Reviewed by: Head of Operations
Date: 29.04.22