

**Porter, Head (Transport Department)**

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | **Porter, Head (Transport Department )**  *(Grade Code: 420Y)* |
| **Campaign Reference** | HBS06793 |
| **Closing Date** | Thursday, 23rd May 2019 at 12 noon |
| **Proposed Interview Date (s)** | Week commencing 24th June 2019 |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | Initial assignment will be to the Transport Department, Merlin Park University Hospital. The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be created from this campaign for **Merlin Park University Hospital**, from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | **Name:**  Margaret O’Toole, Business Manager, Medical Directorate, Merlin Park University Hospital  **Tel:** 091 – 775685  **Email:** margaret.otoole@hse.ie |
| **Details of Service** | Saolta University Health Care Group is one of seven new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:   * Letterkenny University Hospital * Sligo University Hospital * Mayo University Hospital * Roscommon University Hospital * Portiuncula University Hospital * Merlin Park University Hospital Galway * University Hospital Galway   The Group has one overall Group Management Team, turnover of €863 million and operates with 1,986 beds and 8,936 WTE (10,135 headcount in June 2018) staff.  The objectives of the groups are to:   * Achieve the highest standard of quality and uniformity in care across the group * Deliver cost effective hospital care in a timely and sustainable manner * Encourage and support clinical and managerial leaders * Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.   There is an evolving Group governance structure with 5 Clinical Directorates which manage the clinical specialities across each site:   * Medicine * Perioperative * Laboratories * Radiology * Women and Children’s   Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.  The Group provides a range of high quality services for the catchment areas it serves and Galway University Hospitals (GUH) is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.  Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.  **Vision**  The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Group will deliver:   * Higher quality service * More consistent standards of care * More consistent access to care * Stronger leadership * Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda   Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | Report to Business Manager, Merlin Park University Hospital |
| **Purpose of the Post** | To manage the existing service of transporting patients on site, food / pharmacy / stores / clinical waste/ rubbish/ laundry / samples and other deliveries and collections as required.. To assist with the booking of private ambulances and taxis etc as required. This post is a management role. |
| **Principal Duties and Responsibilities** | The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.  *The principal duties and responsibilities of the Head Porter include:*  **Professional**  The Porter, Head (Transport Department) will:   * Be responsible for all internal transport service in Merlin Park University Hospital- both scheduled and non scheduled service * Liaise with heads of departments in relation to transport needs and feedback to line manager to agree changes etc. * Managing transport staff duties to include rostering arrangements, workloads, assign daily duties, etc. * Carry a bleep and/or mobile phone while on duty and to organise appropriate hand over arrangements for all transport staffs mobiles and bleeps * Arrange for collection of all blood supplies from blood bank for MPUH and returns if required. * Arrange for collection of all specimens, blood urine swabs etc from wards/OPD etc and delivery via shuttle bus /or designated van to the Laboratory as required. * Arrange collection and delivery of agreed bulk charts to units in MPUH and to UHG * Arrange internal post deliveries as required, post across site to and from UCHG via shuttle and internal distribution to Units and departments. Arrange cross cover for postal porter as required. * Arrange cross cover for postal porter for annual leave, sick leave as and when required. * Assist with the booking recording and handover to night staff of private transport as required. * Arrange delivery of supplies from stores to the wards (dry stores, nappies, towels etc) * Arrange deliveries of medical gases to wards * Arrange collection and delivery of soiled laundry to Laundry at UHG and return with clean laundry to all wards. * Arranging delivery of food from the kitchen to all wards and return of containers at agreed timeframes. Ensure transport of food is within HACCP guidelines. * Arrange patient transport on site (x-ray, Imaging ctr, Physio etc). Ensure necessary documentation is recorded daily as per procedure. * Ensure staff attend relevant training courses, manual handling, health and safety, waste management, ADR training, online training etc, and keep up to date record of same * Responsible for ensuring Mandatory training is attended within the correct timeframe * Organise the collection of clinical waste and rubbish from the various units * Arrange collection of samples and post from SATU * Arrange for cutting of grass during the summer months * Arrange delivery of equipment on site and between sites as required * Update Transport Staff on new Policies & Procedures. * Check and record mileage on vehicles, and monitor fuel usage and have efficient an appropriate payment and monitoring system in place. Ensure completion of daily vehicle checklist at the end of each day for each vehicle and other check lists as required. * Ensure change of oil in vehicles, servicing and maintenance of vehicles, DOE / Tax on vehicle etc. * Complete daily and weekly activity report * Attend weekly meeting with Business Manager providing daily and weekly activity report * Schedule monthly team meetings with transport staff   **Administration**  *The Porter, Head (Transport Department) will:*   * Organise work schedules for transport staff * Record, monitor and approve all leave types * Convening return to work meetings for staff following absenteeism. * Completion of salary returns for staff in area * Preparing risk management forms for all incidents. * Keep up to date Health and Safety file * Team building   **Education & Training**  *The Porter, Head (Transport Department) will:*   * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme.   **Health & Safety**  *The Porter, Head (Transport Department) will:*   * Complying with Health & Safety Legalisation and other policies and procedures in relation to transport of patients and services. * Liaise as required with infection control in relation to hand hygiene, infection control issues in relation to transporting patients, cleaning of vehicles etc. * Reporting immediately in writing to Management any accidents involving transport vehicle or misappropriate use of vehicles, and to report on necessary repairs required on vehicles, or any incidents that occur. * Use protective clothing and equipment as necessary during the course of duty in accordance with the Health and Welfare at Work Act 1989 and 1985 and observe all other safety procedures currently in force. S/he shall carry out such duties as may be assigned to him/her from time to time by the Chief Executive Officer or nominated officer. * Have a working knowledge of Health & Safety Legislation, including the Safety, Health & Welfare at Work Act (2005), Safety, Health & Welfare at Work (General Application) Regulations (2007) and a good level of knowledge regarding all other health and safety legislation. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must on the closing date:  **1. Professional Qualification and Experience**   1. Possess a Junior Certificate or equivalent qualification.   **OR**   1. Possess and equivalent qualification from another jurisdiction similar to (i) above.   **AND**   1. Have relevant experience within a healthcare setting within the last 5 years, which includes demonstrable experience in the management and supervision of staff including management of rotas.   **AND**   1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative ability), for the proper discharge of the duties of the office.   **2. Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **3. 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.  **4. Character**  Each candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience as relevant to the role |
| **Other requirements specific to the post** | To work Public Holidays if required |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  *Demonstrate:*   * Sufficient knowledge & expertise to carry out the functions of the post. * Comprehensive skill in IT and communications to effectively manage deadlines and prioritise accordingly * Demonstrate effective analytical and decision making skills.   **Planning & Managing Resources**   * Demonstrate effective planning and organising skills. * Demonstrate the ability to implement work schedules. * Demonstrate an understanding of the importance of value for money in the performance of work. * Demonstrate an ability to manage deadlines and handle multiple tasks effectively. * Demonstrate experience in working effectively under pressure.   **Leadership & Teamwork**   * Demonstrate evidence of experience of working with multidisciplinary teams. * Demonstrate the ability to work independently and on their own initiative, as well as part of a multi disciplinary team.   **Problem Solving & Decision Making**   * Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner. * Demonstrate the ability to work within a multi disciplinary team to resolve problems and implement solutions.   **Commitment to Providing a Quality Service**   * Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, the general public, medical and non-medical staff.   **Communication & Interpersonal Skills**   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal. * Demonstrate the ability to receive and implement instructions in an effective and efficient manner. * Demonstrate the ability to communicate with other staff members to coordinate works and update on progress of works. * Demonstrate evidence of computer skills e.g. email etc., as relevant to the role. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting/ Interview** | A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Porter, Head (Transport Department)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel will be formed from this recruitment campaign and future permanent or specified purpose vacancies of full time or part time hours will be filled from this panel. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The salary scale for the post as of 01/01/2019 is  €32,770 - €33,729 - €34,753 - €35,736 -€36,786 - €37,868 - €38,984 |
| **Working Week** | The standard working week applying to the post is **39** hours  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage |
| **Superannuation** | Membership of the HSE Employee Superannuation Scheme applies to this appointment.  Existing Members who transferred to the HSE on 1st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those to which they were entitled at 31st December 2004.  Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)