

## **JOB DESCRIPTION**

**POST:** Acute Kidney Unit Porter  
**DEPARTMENT:** Acute Kidney Unit  
**BAND:** 2  
**HOURS PER WEEK:** 37.5  
**REPORTS TO:** Acute kidney Unit Ward Manager  
**RESPONSIBLE FOR:** (N/A)  
**WORK BASE:** Manchester Royal Infirmary

### **Job Summary**

The post holder is responsible for participating as part of the Acute Kidney Unit team. They will assist in general care duties as specified below, under the overall guidance/supervision of the delegated by a Registered Practitioner. It is expected that some of the activities undertaken by the post-holder will be complex and non-routine, which require him/her gaining corresponding levels of responsibility and/or autonomy as competence is achieved.

The post holder will be expected to participate fully in their personal development and review process in order to achieve the knowledge and skills required for the post.

### **Main Duties and Responsibilities.**

#### **Direct Care**

**Clinical:** under the delegation of a registered Nurse in charge the post holder will:

- Ensure patients are fully prepared for transfer to The Acute Kidney Unit, including phoning the wards if required to check patients are fully prepared.
- Provide the safe escort of patients between the wards and theatres and accompany patients into the anaesthetic room whilst undergoing anaesthesia and act as a chaperon.
- Prepare individual patients and the environment to ensure effective movement and/or handling procedures. Participate in Moving and Handling activities.
- Actively support and assist in alleviating distress and anxiety of patients or carers, consistent with their personal beliefs and preferences.
- When necessary, initiate and assist with basic cardio-pulmonary resuscitation.
- At the delegation of the registered practitioner, and according to Trust Policy, transfer the patient from ward to the Acute Kidney Unit. After treatment transfer the patient back under the supervision of a registered practitioner.
- At the delegation of the registered practitioner assist with mealtimes, providing beverages and distributing meals if required.

- Preparation of equipment and Acute Kidney Unit for clinical procedures.

#### **Indirect care.**

- Assist with the cleaning and setting up of the equipment, operating tables, trolleys and beds.
- Maintain cleanliness in the work environment in line with Trust Health and Safety policies.
- Stock up and clean stores, and unit as required.
- Ensure that the kitchen area and staff rooms are maintained in a clean and orderly fashion.
- Record fridge and warming cabinet temperatures and report any anomalies to the registered practitioner.
- Contribute in the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.
- Be responsible for self and others through identifying risks, undertaking work activities in a safe manner.
- Organize the supply and maintenance of materials and equipment. Ensuring they are placed in the correct area and present no hazard to staff, patients and visitors.
- Clean, prepare or dispose of as appropriate, equipment utilised in procedures and treatments.
- Ensure stock rotation is undertaken to minimise the risk of equipment becoming out of date.
- Assist in the transfer of materials and equipment as requested, including the maintenance of equipment as appropriate.
- Liaise with materials management to ensure adequate levels of stock items are available.
- Assist in the collection and returning of blood products, and transport specimens to and from the laboratories.

#### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

#### **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE Grade A-D in English &amp; Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Evidence of being able to work on own initiative without supervision whilst recognising limitations.</li> </ul>	
<b>TRAINING AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Willingness to undertake training necessary to the role.</li> <li>Previous experience in working in customer services or patient focused role</li> </ul>	<ul style="list-style-type: none"> <li>Former NHS Experience</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communication skills – both verbally and written.</li> <li>Ability to multi-task.</li> <li>Ability to follow instructions.</li> <li>Ability to communicate on all levels with</li> <li>patients/parents and health professionals.</li> </ul>	<ul style="list-style-type: none"> <li>IT skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work in a busy environment.</li> <li>• Evidence of strong organisational and time</li> <li>• management skills.</li> <li>• Able to work individually or part of a team as</li> <li>• required.</li> <li>• Team player and motivated to deliver high</li> <li>• standards of patient care.</li> </ul>	
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Fitness to undertake the duties of the post.</li> <li>• Approachable.</li> <li>• Enthusiasm with ability to motivate others.</li> <li>• Always communicates in a polite and respectful manner putting the needs of the patients first.</li> <li>• Positive and flexible attitude to meet the needs of the department/service.</li> <li>• Team Worker.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Respond to the changing needs of the service in an appropriate and timely manner.</li> <li>• Treats everybody equally regardless of diversity, culture, or religion.</li> </ul>	
<b>OTHERS</b>		