



**University Hospitals of
Morecambe Bay**
NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Patient Environmental Services Assistant
Department/Ward:	Patient Environmental Services
Band:	2
Division:	Estates and Facilities
Responsible to:	Patient Environmental Services Supervisor
Accountable to:	Patient Environmental Site Service manager
JOB SUMMARY:	<p>The post holder is required to undertake routine portering and domestic activities, which are task driven, and which require a basic level of competence within a limited amount of time under the direction of the Patient Environment Services at the University Hospitals of Morecambe Bay NHS Foundation Trust. These need to be in line with the National Cleaning Standards, department standing Operational Procedures and Trust Policies.</p> <p>To ensure a timely and efficient patient movement whilst providing excellent levels of customer care.</p> <p>To ensure a high standard of cleanliness/hygiene and housekeeping in clinical areas, offices and public areas.</p>

KEY WORKING RELATIONSHIPS:

MAIN DUTIES

- Communicate effectively and in a timely manner with a range of hospital staff, the public and colleagues across the Trust and attend monthly staff meetings.
- Carry out safe Patient Movement.
- Wear correct uniform and PPE in line with Trust Policies.
- When requested carry out cleaning duties in a hospital environment in line with the relevant skills of BICS or equivalent training matrix.
- Report and removal of any damaged furniture, fittings, equipment and décor.
- Carry out mortuary duties in line with Standing Operating Procedures.

- Change, handle and replace medical gas cylinders in line with Trust Policy.
- Removal and disposal of waste in accordance with the Waste Disposal Policy.
- Observe safe working methods under the Health and Safety at Work Act 1974, using relevant risk assessments and standing operating procedures.
- Delivery and collection of meal trolleys and provisions.
- Undertake terminal or deep cleans when requested including where there has been any Infection.
- Collect and deliver of appropriate blood products in line with standard operating procedures.
- Make sure all equipment is in a good clean order and report any faults.
- Required to attend any relevant training courses including all mandatory training, applicable to the position.
- Cleaning of internal and external windows, doors and glazing when requested.
- Maintain professional standards in behaviour and attitudes at all times.
- Perform assigned duties in the event of a major incident in line with Trust Policy.
- Provide appropriate equipment and assistance in the event of fire, trauma and cardiac arrest with minimal delay through association with emergency response teams.
- Carry and participate with communication devices.
- Perform all Helipad duties in line with standard operating procedures.
- Delivering and collection of stores and cages. Ensure safe and secure handling of stores, items using appropriate equipment. Collection and delivery of samples, specimens, mail, provisions, pharmaceutical products
- Appropriate driving duties and safe storing and possession of vehicle keys, In line with Trust policy.
- Safe collection and delivery of notes containing patient records to the relevant department as per Caldicot guidelines.
- Ensure that the buildings which come under our designation are secure overnight, in line with lock up/down Trust wide policy where appropriate
- Safekeeping and timely delivery and collection of mail and confidential paperwork throughout the site.
- Daily checking and maintenance of vehicles in line with Standing Operating Procedure.

- Periodic changing of curtains.
- Any other duties which are requested by your Supervisors/Managers as appropriate to the band of the post

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

TERMS AND CONDITIONS

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

SAFEGUARDING & PROTECTING CHILDREN

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

ENVIRONMENTAL IMPACT

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use and it is safe to do so, minimising water usage and reporting faults promptly.

HEALTH AND SAFETY

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

INFECTION CONTROL

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

MANUAL HANDLING

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

NO SMOKING POLICY

A No Smoking Policy operates across all Trust sites.

QUALITY OF SERVICE

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

TRAINING AND DEVELOPMENT

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.