

**JOB DESCRIPTION**

<b>POST</b>	<b>DRIVER</b>
<b>PAY BAND</b>	<b>BAND 2</b>
<b>RESPONSIBLE TO</b>	<b>Logistics &amp; Waste Officer</b>
<b>ACCOUNTABLE TO</b>	<b>DEPUTY LOGISTICS &amp; WASTE MANAGER</b>
<b>BASE</b>	<b>DIANA, PRINCESS OF WALES HOSPITAL / SCUNTHORPE GENERAL HOSPITAL</b>

**ABOUT US**

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLAG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLAG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

**ABOUT THE POST**

Drivers are part of the Facilities Logistics Team providing a service throughout North Lincolnshire and surrounding areas. The post holder would be expected to support the logistics service by taking responsibility of a given route, however we reserve the right to amend or change routes as per the needs of the organisation. They are required to be flexible so they can provide cover for sickness and holidays etc., at short notice. To achieve this there will be a requirement to train for additional routes. Delegated work and duties will be arranged and performed under the direct supervision of the Logistics & Waste Officer. The duties outlined within this document are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas.

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

### Main Responsibilities

Driving duties include the collection and delivery of post, stores supplies, stationery and equipment, Pharmacy supplies and Pathology specimens obtaining signatures as necessary, to and from the 3 hospital sites, GP surgeries and community locations. Transporting staff between sites.

- Attention to detail is required to ensure that delivery and collections are made in a timely and accurate manner.
- Driving duties include the collection and delivery of post, stores, supplies stationary, and equipment obtaining signatures as necessary. The collection of Pathology specimens from surgeries, hospitals and clinics. Pharmacy supplies, controlled drugs, and medical records complying with all relevant guidelines and documentation.
- Collection of Clinical waste from patient's homes and clinics
- Disposal of clinical waste as per Trust policy and guidelines
- Decontamination duties including the routine disinfection of pathology boxes
- To keep the vehicle clean inside and out, to prevent dirt and cross contamination.
- To be responsible for the safe loading and unloading of goods, observing associated Health and Safety guidelines including training to prevent injury to self and other persons. Ensure the vehicle is safe and road worthy by Carrying out a daily vehicle inspection of the fuel, water, oil, tyres and lights.
- Responsibility for keeping vehicles clean and free from hazards. Compliance with safety procedures at all times; be able to recognise potential hazards to themselves and others, and rectify or report these in a timely manner.
- Reporting of accidents / incidents to the correct person in a prompt and accurate manner as per trust guidelines
- Perform administrative tasks by keeping accurate daily vehicle log sheets and proof of delivery forms.
- Staff must comply with health and safety regulation, Trust and departmental H&S Policies. It is the duty of the post holder to ensure that they attend mandatory training sessions
- Staff are to be familiar and adhere to Trust policies and guidelines

## OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

## Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

## Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). this duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

## Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.