Porter / Theatre Assistant

Version 1_2017_Job Profile Porter / Theatre Assistant Page 1 of 3

JOB PROFILE

TASK ANALYSIS

Assist with patient movement and coordination under close nursing supervision

- Assist patients on arrival and discharge
- Position patients in their bed
- Assist with patient lifts (e.g. bed to barouche / wheelchair)
- Move patients between wards / departments in a timely and safe manner
- Move deceased patients to mortuary and assist with viewing / release procedures

2. Operate specialised equipment

Operate hoists, wheelchairs, patient beds when performing patient transfers

3. Perform general cleaning tasks in a clinical setting

- Ensure clean equipment and appliances are available at all times
 (e.g. bed accessories, wheelchairs, children's play equipment, gas appliances etc)
- Prepare and maintain beds
- Clean and maintain surfaces in clinical areas
- Store equipment and cleaning agents safely
- Carry out discharge/infectious discharge bed cleaning after hours in accordance with policy and training
- Strictly adhere to infection control policy and procedures

4. Distribute operating theatre items

- Transport operating theatre equipment requiring repair to the Biomedical and Biotechnical engineering services
- Return repaired items to Operating Theatre Suite
- Maintain relevant records in regard to identity, location and progress of items under repair

5. Manage patient-related equipment

- Monitor stock levels and arrange for repair, maintenance and return of equipment
- Maintain relevant records and participate in stock takes

6. Assist with distribution of linen

Collect dirty linen routinely from designated locations and prepare for collection.

Develop/update knowledge and follow company procedures

- Participate in internal training opportunities
- Update skills, knowledge, qualifications and licenses
- Adhere to health, safety and security procedures
- Adhere to infection control, safe manual handling procedures

CRITICAL PHYSICAL DEMANDS

Material/patient handling

- Lifting:
 Patients (e.g. adults, children), theatre equipment
- Push/pull:
 Patient bed, wheelchair, hoist
- Carrying:
 Patients (e.g. adults, children), theatre equipment

Mobility

- Walking: Throughout hospital
- Standing:
 Dynamic standing (possibly long

Posture - Back

Bending: Intermittent bending or forward flexion

Posture - Upper limbs

height under load

- Reaching:
 Sustained below shoulder and chest
- Dynamic movement:

 Dynamic movements of the upper limb

under load Hand activity

- Grasp:
 - Gross grasp patterns
- Hand dexterity:
 Hand dexterity and coordination

Posture - Lower limbs

Squatting/crouching/kneeling: Occasional

CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS

- Maintain personal presentation standards
- Basic reading comprehension skills
- Basic numerical skills
- Organisation and time management skills
- Effectively communicate with peers/customers/patients
- Ability to work in a team
- Capacity to resolve conflicts and negotiate with others
- Follow instructions and take direction
- May be exposed to aggressive customers/patients/residents
- May be exposed to customers/ patients/residents of all ages
- May be exposed to the passing of residents/patients and their mortal remains
- May be exposed to variable patient/resident life situations (e.g. life-threatening emergencies, terminal illness)

ENVIRONMENT/ EQUIPMENT

Environment

- Hospital
- Possible exposure to biological hazards (e.g. blood)
- Patient handling and team lifting
- Roster as per site requirements

Equipment

- Patient bed (powered)
- Wheelchair
- Transfer aids (e.g. Patslide, ceiling hoist)
- Personal protective equipment, as required
 - Gloves
 - Gown
 - Mask
- Trolley





















Version 1_2017_Job Profile Porter / Theatre Assistant Page 2 of 3

Porter / Theatre Assistant JOB TASK MATRIX

PHYSICAL DEMANDS								
		R	0	F	С			
Material handling	Floor to waist (FW) Waist to shoulder WS) Above shoulder (AS)		 ✓ Variable weight (FW, WS) – patients (small children) during transfers, positioning patient (e.g. limbs) ✓ 2kg to 20kg (FW, WS) – linen bags, equipment 					
	Push/Pull			 ✓ Bed, trolley, hoist, wheelchair, with/without patient – variable weight (children, adults) ✓ Using slide sheets/hoists to move/transfer patients 				
	Carrying		 ✓ Variable weight (FW, WS) – patients (small children) ✓ 5kg to 20kg (FW, WS) – linen bags, equipment 					
Mobility	Walking			✓ Throughout hospital, frequently wl push/pulling bed/wheelchair etc.	nen			
	Standing		✓ Intermittent, can be for long periods in theatre (e.g. positioning limbs)					
	Sitting	✓						
Back/ neck	Bending Forward Lateral/twisting		✓ Sustained and repeated forward/ lateral bending at trunk and neck (e.g. patient transfers)					
Upper limbs	Reaching Below shoulder/waist Forward Above shoulder Above head			✓ Repeated below shoulder and forward reach, can be under load—retrieving equipment, patient transfers, linen bags ✓ Sustained reaching — positioning patient (e.g. limbs)				
	Dynamic movement Shoulders Arms/elbow/ wrists			✓ Generally under load – flexion /ex elbow; repeated flexion at shoulde transfers, equipment set-up/distrib	ers (e.g.			
Hand activity	Grasp Power Precision			✓ Precision and power grasp bilaterally for gripping equipmen				
	Hand dexterity Keying/mousing Coordination		✓ Coordination (e.g manoeuvering beds/wheelchairs/operating theatre equipment)					
Lower	Squatting/ crouching/ kneeling		 ✓ Intermittent crouching – adjusting equipment ✓ Intermittent knee flexion/balance (e.g. operating foot controls) 					

COGNITIVE/PSYCHOSOCIAL DEMANDS							
	R	0	F	С			
Communication			✓ Patients and peers				
Decision-making		✓					
Problem solving		√					
Time management			✓ Multiple tasks, requests from supervisor/staff				
Time critical situations			✓ Theatre schedules				
Working in teams			√				
Attention to detail			✓ High quality service				
Literacy/ Numeracy		✓ Basic reading and numerical skills					
Variable patient situations		✓ Passing of residents remains✓ Life-affecting circum					
CONTEXTUAL DEMANDS							
	R	0	F	С			
Indoors			 ✓ Air-conditioned, indoors 				
Dust	✓						
Biological hazards		✓ Bodily fluids					
Vibration	✓						
Chemical exposure		✓ Cleaning products					

KEY										
FREQUENCY		MATERIAL HANDILNG								
DEFINITIONS	% of 8hr working day	Repetitions per day	Repetitions per minute	Repetitions per hour	Repetitions per day					
Rarely = R	1-5%	1–2	1 less than 5	>hourly	1–2					
Occasional = O	6-33%	0-100	1 every 5-15	0 to 12	3–32					
Frequent = F	34-66%	101-800	1 every 1-5	12 to 63	33–200					
Constant = C	67-100%	>800	1 or more	> 63	>200					

















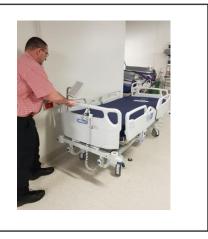


Porter / Theatre Assistant

PHOTOGRAPHS

Version 1_2017_Job Profile Porter / Theatre Assistant Page 3 of 3

TASK 1



Assist with patient movement and coordination

– bed transfers



Assist with patient movement and coordination – operating foot controls



Assist with distribution of linen – collecting soiled linen bags

















