

Job Description

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| Job Title | Patient Transporter |
| Reports to | Nursing Administration |
| Date | January 2014 |

Overall Purpose of Job

Our mission is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The overall purpose of this role is to provide assistance to all Hospital Services and In-Patient Wards to include such duties as transporting patients, transporting samples, assisting in the handling of patients and other duties as assigned so that patient flow throughout the Hospital is optimal.

Key Responsibilities and Deliverables

- Transport inpatients throughout the Hospital so that patients are on time for their appointments.
- Collect patients from wards or reception and bring them to the correct location for their examination ensuring that a high level of customer service is displayed to patients at all time.
- Ensure patients complete forms where required.
- Where required, assist patients to undress and get prepared for their examination.
- Inform staff at reception if there are service delays and inform patients if requested to do so.
- Assist in lifting patients where required following manual handling guidelines.
- Deliver and collect samples from the Laboratory according to the correct procedures.
- Any other duties as requested by the coordinator of the service.

A flexible approach is essential in terms of when work is carried out, what work is carried out and how it is to be carried out.

Confidentiality

You will be aware of the confidential nature of work and in particular, the right of patients to confidentiality. To this end you will not discuss workings of UPMC Beacon Hospital or its patients with people outside UPMC Beacon Hospital, save as required to do so in the course of your work.

Person Specification

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| Qualifications | <ul style="list-style-type: none"> ▪ Educated to Leaving Certificate standard. |
| Experience | <ul style="list-style-type: none"> ▪ Previous work experience in a similar role in an acute Hospital is desirable. |
| Job Specific Competencies and Knowledge | <p>Teamwork</p> <ul style="list-style-type: none"> ▪ Demonstrate ability to work as part of a multi-disciplinary team. ▪ Demonstrate strong time management skills. ▪ Demonstrate an ability to prioritise work. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> ▪ Demonstrate effective communication skills. |
| Personal Competencies | <ul style="list-style-type: none"> ▪ Must have strong customer service orientation and understand the concerns and anxieties of patients. ▪ Be able to liaise effectively with all levels of staff. ▪ Capable of taking direction and following instructions. |

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As UPMC Beacon Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of UPMC Beacon Hospital.

Job Description received by employee:

Signature

Date

Name (Block Capitals)