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| |  |  |  | | --- | --- | --- | | **Huron Perth Healthcare Alliance** | | | | **Position Descriptions** | Original Issue Date: | April 01, 2009 | | **Porter** | Review/Effective Date: | February 11, 2016 | | **Approved By: Manager, Peri-Operative Services** | Next Review Date: | February 28, 2018 | |
| https://intranet.hpha.ca/myalliance/imgs/spacer.gif |
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| POSITION SUMMARY: The OR Porter is a member of the peri-operative care team and is assigned to work with the physicians, nursing staff; SPD staff and housekeeping staff to provide support to patients and patient care staff.  The OR Porter is responsible for providing support within the peri-operative area, including the Operating Room (O.R.), Day Surgery, Endoscopy and SPAC, for various housekeeping, portering duties and the maintenance of supplies and equipment in an aseptic environment.  The Porter will carry out responsibilities as assigned by other clinic areas according to the job description.  REPORTS TO:   Manager, Peri-Operative Services & CPD  QUALIFICATIONS: Education: - Minimum Grade 12 Education - First Aid Course (preferred) - Back Lifting Program (preferred) - CPR Course - WHMIS  Abilities: - Heavy lifting and transporting of patients, machinery and supplies  Physical Demands: - Pushing/pulling of equipment and patients - Large amount of walking and standing  Responsible for: Maintaining a neat, clean, safe environment while assisting with portering needs of the patient within the scope of practice for OR Porter.  Assisting other members of the patient care team in preparation and maintenance of the peri-operative environment before, during and following the surgical procedures. Transporting people, equipment and information throughout the hospital.  RESPONSIBILITIES:  HPHA Safety Culture – Patient and Staff Promotion of safety and prevention of injury must be the first consideration of every employee in all actions.  To this end, individual employees must: - Know and follow policies and procedures applicable to assigned duties - Use sound judgment and demonstrate awareness of potential hazards before acting - Promptly report errors/events or situations of actual or potential events or harm - Maintain knowledge and skill base required to perform duties of job safely and participate in annual reviews, training and education activities where required - Support and maintain commitment to patient safety Rounds as appropriate - Support and educate patients about their role in patient safety - Know and follow Infection Prevention and Control Policies as they relate to assigned duties  Patient Outcomes It is the responsibility of every HPHA employee to ensure that the Patient/Customer has the best possible experience.  It is expected that every HPHA staff member will conduct their duties with the understanding that the Patient/Customer experience is as important as the outcomes.  Patient Focused Activities: - Assist patient to and from OR table - Assist RN and ORT in preparing necessary supplies of surgery - Assist with preparation of patient, i.e., tourniquets, holding limbs for prepping - With direct supervision, assist team in positioning patient for surgery as required - Assist team as required, i.e., retrieve extra supplies, etc. - Assist in organizing for emergency cases - Ensure equipment, supply carts, cribs and stretchers are available for transport including: 02 tanks, special post-op beds, etc. - Ensure supply cart is outside door (i.e., joint implants outside Rm. 4) - Set up rooms for ureteroscopies, cataracts, DHS, cystoscopies, as required - Install trapeze on patient beds as ordered - Anaesthetic Machine – change filters & elbow, wipe down leads and place them on the bed.  Replace laryngoscope blade, K basin, ensure work surface has airways stylet, McGills.  Check masks in drawer, airways, ETT’s and restock anaesthetic drug cart (not drugs).  Put ECG leads on table. - Change green towels on arm boards, reposition and level the bed, put arm boards on beds.  Make bed with lifter sheet, pillows, sheets and draws sheets).  Environment Activities: - Assist in preparing equipment for cases including monitoring towers, positioning equipment, etc. - Place doctors gowns, instruments, and prep sets in correct location in rooms (on weekend shift) - Check oxygen masks, tanks, nasal prongs on stretchers - Change suction equipment following cases – change tubing, etc. - Take used equipment/instrument to soiled utility area or appropriate storage area - Maintain inventory of supplies and equipment and linen.  Stock cleaning supplies as required - Replace empty 02/Nitrogen tanks as required.  Check 02 tanks throughout the hospital (Mon., Wed., Fri.)  - Check stretchers in day surgery and ER - Place stretchers (cribs or wheel chairs) outside of rooms - Stock formalin (2 flats white top, 2 large pails, 2 small pails, 12 medium sized yellow top pots) - Take lab specimens to the lab (match specimen to requisition form, 3-4 x a day)  Patient Assistance Activities: - Greet and orient patients to and from pre-operative units - When transferring a patient to the OR, check identity by verifying name, armband, and chart - ask patient to remove dentures, jewelry, contact lenses, glasses, etc. - Assist with transfer of patient to wheelchair, stretcher or bed as directed by RN or delegate - Perform errands related to patient requests - Maintain a safe, therapeutic environment.  Observe fire and safety regulations and infection control policies - Use Hoyer Lift for 2-man lift to move patients from wheelchair to stretcher - Use electronic surgi-lift with 2 staff for obese patients  Transportation Activities: - Transport patients throughout the hospital to and from peri-operative procedure areas as required (SAC, Endoscopy, Stress Test, Chemotherapy, CT’s, etc.) - Collect and deliver supplies, equipment and specimens - Escort patients from the department to unit - Assist with patient discharge from nursing unit - Accompany professional staff when transferring critically ill patients to other areas of the hospital - Porter deceased patients to the morgue - Bring equipment, instrumentation to/from as needed - Runner (labs, supplies, stretchers, blood work, etc.) - Put laundry supplies away (sheets, towels, uniforms) - Keep warming cupboards filled with blankets (H20, irrigation fluids, saline, glycine, prep solutions)  Communication: - Utilize effective communication skills with team members - Provide feedback to nursing staff of patient requests/needs - Communicate changing work priorities to co-workers - Establish positive rapport with patients/families and team members - Attend and participate in staff meetings, team meetings, and unit in-services - Collaborate with centralized departments to obtain services, i.e., Housekeeping/Linen, Maintenance, Materials Management (complete work orders)  Team Support and Participation: - Anticipate the needs of team members and seek to provide assistance, minimize or eliminate problems - Provide meaningful orientation and assistance to new team members and students - Recognize personal responsibility to maintain skills and utilizes new procedures demonstrating support and awareness of change - Contribute to a positive work environment - Respond to emergency calls and code yellows (missing person) \* See Emergency Preparedness Manual  Other Activities: - Adhere to hospital and departmental policies and procedures - Embrace hospital mission, vision and values - Participate in quality assurance activities as required - Respond to order duties as requested by OR Manager, CRN or Delegate - Adhere to uniform dress code for this role - Evidence of satisfactory attendance  Specific Areas of Responsibility: See OR policies OR-IV-115 & OR-IV-117 |