



**Porter/Driver, Kilcreene Regional Orthopaedic Hospital
Job Specification and Terms and Conditions**

Job Title and Grade	Porter/Driver <i>Grade code: 4908</i>
Campaign Reference	25KROHS0811
Closing Date	24.11.2025 at 2pm <i>Application forms received after the above closing date and time will not be accepted.</i>
Proposed Interview Date (s)	To be confirmed
Taking up Appointment	The successful candidate will be required to take up duty as soon as possible.
Organisational Area	HSE Dublin and South East
Location of Post	Kilcreene Regional Orthopaedic Hospital <i>incorporating University Hospital Waterford, Ireland East Hospital Group</i> A panel will be formed as a result of this campaign for Kilcreene Regional Orthopaedic Hospital from which any future permanent & specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Name: Amanda Challoner Orthopaedic Business Manager KROH & UHW Tel: 087 3973560 Email: Amanda.challoner@hse.ie
Details of Service	Kilcreene Regional Orthopaedic Hospital is an elective orthopaedic hospital serving the people of the south east. It is part of the Ireland East Hospital Group – HSE Dublin and South East. It is a 41 bedded hospital and offers a suite of orthopaedic services including major joint replacements. We also provide a rehabilitation service to orthopaedic trauma patients. In partnership with South East Technological University (SETU) pre-registration education and training for nurses is provided.
Reporting Relationship	The post holder will report to the Director of Nursing and Orthopaedic Business Manager.
Purpose of the Post	To deliver portering services to all areas/departments within the hospital and hospital campus.
Principal Duties and Responsibilities	• The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Have a working Knowledge of the health information and quality Authority (Hiqa) standards as they apply to the role for example, Standards for Healthcare, national Standards for the prevention and control of healthcare Associated infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • Ensure accuracy in Patient Identification. • Ensure all patients are dealt with in a dignified and professional manner. • Assist with movement of Patients to all areas within the hospital. • Assist with moving & handling of patients in all wards and departments as requested. • Assist with transfer of patients to all departments. • Collect blood and laboratory specimens and transfer to laboratory in St. Lukes

Hospital.

- Keep patient trolleys clean and prepared with clean linen and supplied with oxygen at all times.
- Keep wheelchairs in each ward/department clean and in good repair.
- Attend for in-service training as required.
- Rotate to 24 hour roster as required.
- Work as part of a team.
- Co-operate and assist with National Audits.
- Checking Oxygen (Medical Gases) levels and changing when required.
- To work in Theatre where cover is required.
- To work on the Grounds where cover is required.
- Perform cleaning duties as required
- Adhere to the colour coding for cleaning as set out in the National Cleaning Manual
- Cleaning of all spillages as they occur.
- Follow the Hospital guidelines in relation to the wearing of appropriate uniform(s). Always present at work in a clean, tidy manner having regard to the highest standard of attire and personal hygiene.
- Any other duties, which may be assigned from time to time by the line manager or any other officer authorised by them. Any other duties as deemed appropriate to this grade. Relevant training in skills required to carry out necessary functions will be given as deemed appropriate by Hospital management.

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures yearly and must observe fire orders.
- All accidents within the Department must be reported immediately and an incident form completed
- Employees must attend hand hygiene education sessions at least every 2 years and adhere to the 5 moments of hand hygiene as stipulated by the WHO guidelines.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- All employees must complete the HSeLand on line Children First programme and report any concerns to their line manager.

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
 - Continuous Quality Improvement Initiatives
 - Document Control Information Management Systems
 - Risk Management Strategy and Policies
 - Hygiene Related Policies, Procedures and Standards
 - Decontamination Code of Practice

	○ Infection Control Policies ○ Safety Statement, Health & Safety Policies and Fire Procedure ○ Data Protection and confidentiality Policies • The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. • The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. • It is the post holders' specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	<u>Professional Qualifications, Experience, etc.</u> (i) Obtained at least grade D (or pass) in Higher or Ordinary Level in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme or Leaving Certificate Applied. Or (ii) Passed an examination of at least equivalent standard Or (iii) Satisfactory relevant experience which encompasses demonstrable equivalent skills And (iv) You must hold a full unendorsed Drivers Licence Category B. Driving Tests passed after the closing date of this campaign WILL NOT BE ACCEPTED. Please note that the HSE will not accept candidates who have incurred over 6 penalty points on their license. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Character Each candidate for and any person holding the office must be of good character
Post specific Requirements	1. Candidates must demonstrate previous experience in One of the following: a. <i>Demonstrate previous portering experience in a healthcare or hospitality setting</i> <i>Or</i> b. <i>Demonstrate previous security experience in a healthcare setting</i>

Other requirements specific to the post	• Flexibility regarding working hours as role will include working unsocial and flexible hours including evenings and weekends and night duty as this is a 24/7 service • Patient Manual Handling certificate will be required prior to commencement of employment
Skills, competencies and/or knowledge	<u>Professional Knowledge</u> • Demonstrate sufficient knowledge to effectively carry out the duties and responsibilities of the post. • Demonstrate Computer literacy i.e. Microsoft Word, Excel, Outlook • Demonstrate the ability to work effectively within guidelines and procedures. • Demonstrates the ability to maintain own and others health, safety and security in the workplace • Demonstrate commitment to own personal development within the workplace • Customer Service • Demonstrates an awareness of the importance of person centeredness and focusing on customer care. • Demonstrate an awareness of the importance of adherence to standards, procedures, legislation, quality and customer focus • Remaining calm in testing circumstances • Demonstrate an interest in caring for people • Demonstrate a commitment to providing a high level of customer service. • Demonstrate knowledge of Infection Control Policy / Hand Hygiene Policy/Moving & Handling Policy/Health & Safety/Managing Complaints and Managing Challenging Behaviour • Demonstrate the ability to undertake the physical demands of the role <u>Planning & Organising Skills</u> • Demonstrate evidence of effective planning and organising skills. • Demonstrate an understanding of the importance of value for money in the performance of work. • Demonstrate an organised, methodical and structured approach to work including the ability to meet deadlines and effectively handle multiple tasks. • Demonstrate experience in working effectively under pressure. • Demonstrate the skills required for a multi-skilled role. <u>Problem Solving & Decision Making</u> • Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner. • Demonstrate the ability to work within a multi-disciplinary team to resolve problems and implement solutions. <u>Teamwork</u> • Demonstrates effective team working skills, including an understanding of own role within team and roles of other team members and other relevant disciplines. • Demonstrate the ability to work on own initiative as well as part of a team. <u>Communication / Interpersonal skills</u> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal. • Demonstrate effective interpersonal skills. • Demonstrate an ability to receive and implement instructions in an effective and efficient manner. • Ensure confidentiality when sharing information within the working environment, at all times maintaining client confidentiality and ensuring HSE Data Protection • Guidelines are observed. <u>Commitment to Providing a Quality Service</u> • Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, general public, medical and non-medical staff. • Demonstrate motivation and an innovative approach to job and service developments.
Campaign Specific	A ranking and or short-listing exercise may be carried out on the basis of information supplied

Selection Process Ranking/Shortlisting/Interview	in your application form. The criteria for ranking and or short-listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates". Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on www.cpsa.ie.
The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	



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Terms and Conditions of Employment

Tenure	A panel may be formed as a result of this campaign for Kilcreene Regional Orthopaedic Hospital from which future, permanent & specified purpose vacancies of full or part-time duration may be filled. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	The Salary scale for the post is (01/08/2025): €35,547 €37,409 €38,528 €39,294 €39,958 €40,816 €41,340 €42,233 €43,150
Working Week	The standard weekly working hours of attendance for your grade are 39 hours per week. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.
Annual Leave	The annual leave associated with the post will be confirmed at job offer stage
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. * <u>Public Servants not affected by this legislation:</u> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of children guidance and legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a

	Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources. .
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training need assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are managed appropriately and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.