



**Theatre Porter**  
**Kilcreene Regional Orthopaedic Hospital**  
**Job Specification and Terms and Conditions of Employment**

<b>Job Title and Grade</b>	<b>Theatre Porter/ Teicneoir Doirseoir</b> <i>(Grade Code: 5363)</i>
<b>Remuneration</b>	The Salary scale for the post is: (as at 01/02/2026)  €36,288 - €37,752 - €39,294 - €39,704 - €40,711 - €41,582 - €42,836 - €44,136 - €45,484  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
<b>Competition Reference</b>	<b>26KROH4003</b>
<b>Closing Date</b>	<b>13.04.2026 at 2pm</b>  <b>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been received.</b>  <b>Applications will not be accepted after this date and time; no exceptions will be made.</b>
<b>Organisational Area</b>	HSE Dublin and South East
<b>Location of Post</b>	<b>Kilcreene Regional Orthopaedic Hospital</b> <i>incorporating University Hospital Waterford, Ireland East Hospital Group</i>  A panel may be formed as a result of this campaign for Kilcreene Regional Orthopaedic Hospital from which current and future, permanent & specified purpose vacancies of full or part-time duration may be filled.
<b>Informal Enquires</b>	<b>Daisy Welsh</b> <b>Support Staff &amp; Admin Manager KROH</b> <b>Tel: 0874483641</b> <b>Email: <a href="mailto:daisy.welsh@hse.ie">daisy.welsh@hse.ie</a></b>
<b>Reasonable Accommodations</b>	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Carmel Carlin, Campaign Lead <a href="mailto:carmel.carlin@hse.ie">carmel.carlin@hse.ie</a>
<b>Details of Service</b>	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.
<b>Reporting Relationship</b>	The post holder will report to the Director of Nursing and Orthopaedic Business Manager.
<b>Purpose of the Post</b>	The provision of high quality porter service to all patients and service users in line with hospital service needs, national standards, national and local policies, procedures and guidelines and cleaning standards.  Support the provision of a high quality, safe and professional customer focussed service.

	Duties assigned to the Theatre Porter staff will vary depending on the requirements of the care setting/Theatre speciality.
<b>Principal Duties and Responsibilities</b>	<p><b>Principal Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintain the confidentiality of all information made available to him / her during the course of his/her work.</li> <li>• The person holding this post is required to work in a Support Service Team within the Theatre department/complex.</li> <li>• Maintain a strict code of personal and general hygiene in the work place as per work schedules, existing policies and procedures and Infection Control guidelines.</li> <li>• Performance management systems are part of role and you will be required to participate in the Group's performance management programme.</li> <li>• Have knowledge of the Health Information &amp; Quality Authority (HIQA) Standards and how they apply to the role, e.g. Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Infections, Hygiene Standards, etc.</li> <li>• Adhere to HSE national and local policy, procedure, protocol and guidelines (PPPG's).</li> <li>• To be aware of Statutory Occupational Health &amp; Safety Legislation under the Safety, Health &amp; Welfare Act, 1989.</li> <li>• Ensure efficient and economical use of materials and equipment.</li> <li>• Ensure proper use of cleaning materials and equipment, reporting any defects for repair to the Supervisor.</li> <li>• Carry assigned bleep/phone and be contactable at all times.</li> <li>• Ensure that duties are carried out as specified.</li> <li>• Be responsible for the general cleaning and decontamination of equipment used in the service area as per cleaning specification and schedules including the completion of relevant checklists and application of 'I am Clean' tags; Staff are expected to familiarise and receive relevant training for all equipment</li> <li>• Ensure completion and maintenance of relevant documentation and records i.e. signing off on work completed.</li> <li>• Be responsible for checking oxygen/medical gas supplies and associated equipment to ensure that oxygen/medical gas supplies are always maintained to meet requirements.</li> <li>• Assist with patient care as required including working with multidisciplinary staff in all areas of the UHW.</li> <li>• To participate in any service developments as may be required from time to time.</li> <li>• To be aware of and comply with policies, directives, guidelines and recommendations from statutory bodies in relation to Health &amp; Safety, Manual Handling, Infection Control,, Environmental Health, HACCP, HIQA and Waste Management.</li> <li>• To present for work in full and proper clean uniform at rostered time</li> <li>• To demonstrate a friendly and co-operative attitude towards visitors/relatives/staff.</li> <li>• Rotate with roster duties when required.</li> <li>• To report to immediate Supervisor on any irregularities that might adversely affect the carrying out of assigned duties.</li> <li>• To prepare such other duties appropriate to this employment as may be assigned.</li> </ul> <p><b><u>Theatre Porter Duties</u></b></p> <ul style="list-style-type: none"> <li>• To undertake/maintain a satisfactory standard of work.</li> <li>• Present a professional approach when dealing with the public, staff and patients, while performing the duties of Theatre Porter.</li> <li>• To perform such duties as may be assigned. These duties include:- <ul style="list-style-type: none"> <li>○ Transportation of patients to and from wards , theatre complex</li> <li>○ Movement of patients on/off trolleys, tables, beds etc.</li> </ul> </li> </ul>

- Assist with positioning of patients intra-operatively
- Assist with positioning of props/equipment
- Store and stock management
- Washing and cleaning of Theatre area
- Preparing cleaning solutions
- Cleaning equipment and fittings
- Moving equipment and furniture within the theatre complex and other departments as required
- Delivery/collection of laundry packs, stores and other items as required
- Removal of used linen/scrubs
- Removal of waste
- Ensure adequate supply of suits, fresh linen and laundry bags
- To provide proper care and attention to all patients
- Transport specimens to laboratory as requested
- Collection/return of blood/blood products from laboratory to place in satellite fridge or into theatre as required, as per blood tracking guidelines and procedure

**THIS JOB DESCRIPTION IS NOT TO BE REGARDED AS EXHAUSTIVE OR RESTRICTIVE AS SERVICE NEED MAY DICTATE ADDITIONS OR MODIFICATIONS FROM TIME TO TIME.**

#### **Health & Safety**

- In accordance with Health and Safety at work policy, it is each staff members responsibility to observe all rules relating to Health and Safety and Conduct at Work.
- To use all equipment provided in a safe and responsible manner and in line with manufacturer guidelines.
- Understand and adhere to all relevant HSE policies, comply with health and safety, infection, prevention and control and risk management procedures and comply with statutory obligations.
- Report any risk, incident or potential incident which may compromise the health and safety of patient/ clients/residents, staff or visitors and take appropriate action.
- Report any accidents or near misses to the person in charge and ensure completion of incident / near miss forms.
- Report any equipment faults/defects to person in charge (e.g. department manager/Supervisor) and ensure all equipment is stored safely.
- Undertake duties related to patient/ client / resident care for which he/she is trained.
- Attend training courses as required e.g. Cleanpass, HACCP, Manual Handling, Fire Prevention, IP&C, medical gases, etc.
- Conduct his / herself in a manner that ensures safe patient/client care.
- Support. Promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service amongst staff.
- Adhere to the Public Health (Tobacco Amendment Act 2004), smoking within the Hospital Building and grounds is not permitted.

#### **Education & Training**

- Attend induction and mandatory in-service education.
- As directed participate in the induction of new staff.
- Maintain continuous personal and participate in team based development, education, training and learning.
- Participate in appraisal and the development of a personal development plan in conjunction with his / her line manager.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder will 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.**

<p><b>Eligibility Criteria, Qualifications and Experience</b></p>	<p><b><u>Professional Qualifications, Experience, etc.</u></b></p> <p>(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.</p> <p style="text-align: center;"><b>Or</b></p> <p>(ii) Passed an examination of at least equivalent standard</p> <p style="text-align: center;"><b>Or</b></p> <p>(iii) Satisfactory relevant experience which encompasses demonstrable equivalent skills</p> <p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p>
<p><b>Post specific Requirements</b></p>	<p>Demonstrate depth and breadth of previous experience as a porter / attendant working directly with patients in an acute hospital setting.</p>
<p><b>Additional eligibility requirements:</b></p>	<p><b>Citizenship requirements</b> Eligible candidates must be:</p> <p>(i) EEA, Swiss, or British citizens</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p> <p>Read more about <a href="#">Department of Enterprise, Trade &amp; Employment Work Permits</a></p>
<p><b>Knowledge, Skills, and Competencies</b></p>	<p><b><i>Demonstrates the following:</i></b></p> <p><b><u>Professional Knowledge and Experience</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of knowledge of HIQA, National and Local standards and the requirement in this role to adhere to same.</li> <li>• Demonstrate knowledge to carry out the duties and responsibilities of the role.</li> <li>• Demonstrate an understanding of the importance of transferring materials and equipment safely and maintaining sterility where necessary.</li> <li>• Demonstrate knowledge of policies and procedures relevant to the role of Theatre Porter.</li> <li>• Demonstrate an ability to apply knowledge to best practice.</li> <li>• Demonstrate a commitment to continuing professional development.</li> <li>• Demonstrate a commitment to assuring high standards and strive for a patient centred service.</li> </ul> <p><b><u>Teamwork Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to work independently as well as part of a multi-disciplinary team building and maintaining relationships and understanding and valuing individuals and their respective professional roles.</li> <li>• Demonstrate motivation and an innovative approach to job.</li> <li>• Demonstrate ability to maintain open communication channels with team members and others as appropriate.</li> <li>• Demonstrate ability to react constructively to setbacks and is able to receive feedback.</li> </ul>

	<p><b><u>Planning and Organising Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of ability to plan and organise work effectively and efficiently.</li> <li>• Demonstrate flexible approach to working hours, rostering, e.g. unsocial hours/shift work, night duty, on call, attitude to work.</li> <li>• Demonstrate the ability to co-ordinate and schedule activities and ability to manage unexpected scenarios when they arise</li> <li>• Demonstrate ability to work under pressure.</li> </ul> <p><b><u>Commitment to Providing Quality Care/Customer Focus</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to providing a quality service.</li> <li>• Demonstrates a meticulous approach to work and pays attention to detail in order to ensure high quality results</li> <li>• Demonstrate evidence of proactively uses quality standards and procedures, and monitors and reviews his/ her own work, to ensure its quality and accuracy</li> <li>• Demonstrate motivation to fulfil the role and contribute to improving the service.</li> <li>• Demonstrate the ability to maintain confidentiality.</li> </ul> <p><b><u>Communication &amp; Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>• Demonstrate ability to communicate with colleagues in a professional and respectful manner.</li> <li>• Demonstrate ability to communicate with patients in a compassionate, respectful and dignified manner.</li> <li>• Possess a competent level of spoken and written English to compile HACCP and other documents.</li> <li>• Demonstrate ability to listen openly, using questions to check understanding/avoid misinterpretation.</li> <li>• Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></p>	<p>A ranking and or short-listing exercise may be carried out on the basis of information supplied 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.</p> <p><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></p> <p>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.</p>
<p><b>Code of Practice</b></p>	<p>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".</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.hse.ie/eng/staff/jobs">www.hse.ie/eng/staff/jobs</a> in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>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.</p>	



**Theatre Porter  
Terms and Conditions of Employment**

<b>Tenure</b>	<p>The post is pensionable. A panel may be formed from which all permanent and specified purpose Theatre Porter vacancies may be filled for the UHW.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<b>Working Week</b>	<p>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.</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
<b>Superannuation</b>	<p>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 01<sup>st</sup> 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 31<sup>st</sup> December 2004</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* Public Servants not affected by this legislation:</b> Public servants joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
<b>Probation</b>	<p>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.</p>
<b>Protection of children guidance and legislation</b>	<p>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.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons.</p> <p>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 <a href="#">Schedule 2</a> 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.</p> <p>Visit <a href="#">HSE Children First</a> for further information, guidance and resources.</p>

<b>Infection Control</b>	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.
<b>Health &amp; Safety</b>	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are managed appropriately and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

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

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