

SINGLE CORPORATE SERVICES

ESTATES & FACILITIES

Job title:	Patient Supplies Driver	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Travel, Transport and Car Parking Manager	
Accountable to:	Travel, Transport and Car Parking Manager	
Pay Band:	2	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

The Transport Department is based at Queen Alexandra Hospital and as a driver for Portsmouth Hospitals University NHS Trust (PHU), you will be assisting in providing a cost effective and efficient non-patient transportation service for the service users of the Department driving one of the Trust's small fleet of various vehicles, from a small van to a 7.5 tonne lorry.

Job summary

- a) Make scheduled collections and deliveries of clinical notes, post, pharmacy, clinical specimens, instrumentation, consumables etc. to/from PHT at off-site locations, GP surgeries, medical units, and health centres etc across the local community and across the south coast region.
- b) Cover ad hoc collections and deliveries as and when necessary (medical equipment, furniture etc.)

Specific Core Functions

1. Carry out tasks, deliveries, and collections as per schedules, or as directed by the Transport Manager or Responsible Person, on Trust vehicles, and liaise with all colleagues to ensure an efficient service is provided.
2. Drivers will be expected to be multi-skilled, to carry out multiple deliveries and collections and be able to cover all the various Transport schedules, as necessary for the benefit of the Trust.
3. Must operate within the current legislation, Road Traffic Acts and Laws.
4. Must maintain paperwork to meet legislation and Trust requirements (i.e., signing out /in vehicle Keys and fuel cards, daily entries of Domestic Logbooks, Tachographs, accident reporting, defect reporting, timesheets etc.)
5. Must report all accidents, and any damage however minor, and complete accident report forms.
6. Must carry out daily vehicle safety checks before using the vehicle and report all vehicle defects.
7. Must ensure no unauthorised passengers are carried in any trust vehicle.
8. Must keep assigned vehicle clean, inside, and out, at all times.
9. To wear the uniform provided and clearly display identity/security badge, and wear issued protective clothing when required whilst carrying out duties.
10. Be physically fit and able to assist in the movement of some heavy items, furniture, and equipment.
11. To respect Trust and Patient confidentiality.
12. To transport clinical notes, post, pharmacy, clinical specimens, and consumables in a safe and correct manner as and when required.
13. Be prepared to turn out, when available for driving duties, in the event of a Major Incident, or Major Incident exercise.
14. To ensure adherence to Transport Department and Trust policies and procedures
15. Must complete regular staff training and awareness programmes.
16. The postholder to take positive action to gain an understanding of sustainability and climate change and how the Trust is responding and lead on demonstrating a commitment to reducing the carbon and energy footprint for soft FM services.
17. To undertake any other reasonable duties as requested, this may include responsibilities not normally covered on a day-to-day basis.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally to assist in undertaking own job. Communication is mainly with work colleagues.

Analytical and Judgement

- Judgements involving straightforward job-related facts or situations.

Planning and organising

- The post holder organises own day-to-day work tasks or activities.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

Information Resources

- The post holder records personally generated information.

Research and development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

Physical effort

- There is a frequent requirement for light physical effort for several short periods during a shift.

Mental effort

- General awareness and sensory attention; normal care and attention; an occasional requirement for concentration where the work pattern is predictable with few competing demands for attention.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	• Good standard of education (educated to GCSE Level C and above or equivalent). • Clean, valid driving licence • Licence must include full entitlement categories C1 (HGV 3 up to 7.5 tonnes) • Driver Certificate of Professional Competence (CPC) • Computer literate	• Dangerous goods awareness	
Experience	• Vocational driving experience • Previous experience in scheduled deliveries • Experience in moving and	• Experience of working in a healthcare environment • Experience in managing and moving dangerous goods.	

	handling inanimate loads • Experience of using manual handling equipment. • Experience in prioritising work schedules according to task and risk.	• Experience in using tachographs.	
Knowledge	• Numerate and literate with the ability to complete paperwork to meet all legislation and Trust requirements (signing out /in vehicle Keys and fuel cards, daily entries of Domestic Logbooks, accident reporting, defect reporting, timesheets etc.) • Able to work independently whilst recognising the importance of teamwork • Able to prioritise and plan workload • Able to liaise with staff at all levels • Strong customer service skills • Ability to achieve high levels of accuracy ensuring deadlines are met		

	• Confidentiality and discretion must always be maintained • Ability to juggle multiple schedule priorities whilst remaining calm • Must be self-motivated • A willingness to be flexible and adaptable as part of a team • Excellent communication, interpersonal and organisational skills • Must always demonstrate discretion and trustworthiness		
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.

- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.