

Job Title: Housekeeper

Band: Band 2

Reports to: Ward Sister

Accountable to: Ward Manager

Job Purpose

The post holder will work as an integral part of the team, responsible for the coordination and maintenance of the supply chain to the ward and to ensure a clean, safe and comfortable environment.

The main elements of the role include the transfer of patient between wards, transferring and setting up dialysis equipment, catering responsibilities, cleaning, ordering of stores, minor maintenance of equipment and re-stocking of areas together with other specified tasks as directed by the shift leader. The post holder will be required to work closely with contractors, support services, monitor quality standards, report deficiencies, and take appropriate action. The post holder will ensure that the tidiness and appearance of the department is conducive to good patient care. Patients' privacy and dignity must be respected at all times.

Main Duties and Responsibilities

Domestic

- To assist in monitoring and maintaining cleaning standards and infection control practices in the theatre area as appropriate.
- Spot cleaning to ensure spillages are dealt with swiftly and efficiently.
- To ensure general and specialist equipment e.g. drip stands, infusion pumps, syringe drivers and patient shared equipment are cleaned as per the cleaning policy.
- To ensure that the ward is safe and tidy at all times, there must be a high standard of cleanliness maintained e.g. remove clutter, keep area tidy.
- To maintain the cleanliness and tidiness of staff changing rooms and equipment storerooms.
- To maintain the cleanliness and tidiness of the staff dining and coffee rooms.
- To identify any problems with cleanliness and liaise with the shift leader and Domestic Supervisor/Team Leader as appropriate.

Patient and Equipment Transfer

- Transfer of patients on hospital beds from ward to the Acute kidney Unit ensuring the timely delivery of the inpatient dialysis service
- Transfer of and set up of Dialysis Machines, and other dialysis equipment to various wards across the Oxford Road Campus ready for delivery of acute and urgent dialysis equipment.

Maintaining the Environment

- To carry out monitoring of service delivery especially related to cleaning, linen and the environment at the agreed frequency.
- Inform the Shift Leader/ Team Leader of outcomes of monitoring and agree action plans ensuring action is taken.
- To be actively involved in equipment maintenance, logging and reporting faulty equipment in the department to the senior theatre practitioners/Medical Engineering department, ensuring appropriate follow up calls are made.
- Responsible for the management of the departments defect call logbook, ensuring all defects are logged, reported, recorded and closed down as appropriate.
- To monitor and co-ordinate other adhoc maintenance. Liaising with support service helpdesk as required for other services.
- To ensure the disposal of clinical, domestic and confidential waste as per the policy e.g. taking waste to the designated disposal area.
- Carry out regular monitoring of faults and service monitoring of equipment in accordance with procedure.
- To respect the privacy and dignity of patients and their relatives whilst carrying out housekeeping duties.
- Ensure adequate stocks of bed linen are available and monitoring and reporting quality of linen provided.
- To ensure storerooms and changing rooms are kept organised, clean, tidy and well maintained.
- To ensure that areas are clean and prepared in conjunction with the nursing team.
- Patients must be cared for in a well-maintained environment which is safe, welcoming, comfortable and reassuring.

General

- Respond to requests for general information.
- Always receive and pass on information to others maintaining patient confidentiality.
- To assist in the resolution of complaints taking appropriate immediate action by escalating complaints to the shift leader.

- To be aware of stock levels in the department for clinical and non-clinical items, ensuring that ward supplies are appropriately stored and that stocks in clinical areas are at appropriate levels.
- To be responsible for ordering the stores and specialist dialysis consumables on a weekly basis and for putting these away.

This job description is an outline of the main role and is not an exhaustive list of duties. Due to the continuing development of the Directorate the job description is likely to change and will be subject to a regular review.

Supervision and Accountability

Supervised by the Ward Manager or in their absence, the senior nurse in charge of the department and accountable to the Ward Manager

Daily contact with the supervisor or their deputy and access at all times throughout working hours.

The post holder will take part in six monthly review assessment/appraisal process.

Health and Safety

The post holder must not wilfully endanger him/herself or others while at work. Safe working practices, safety procedures and COSHH Regulations must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents must be reported, and you must participate in accident prevention by reporting potential hazards.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

Child Protection & Vulnerable People

Ensure that the policy and legalisation relating to child protection and vulnerable adults are adhered to. It is the responsibility of all staff to safeguard children reporting any concerns to the identified person within your department/division or area of responsibility

Security

The post holder has a responsibility to ensure the preservation of NHS property and resource.

Confidentiality

Confidentiality must always be maintained in all aspects of work.

Equal Opportunities

The Trust equal opportunities policy covers all members of staff. All individuals regardless of race, ethnicity and nationality, gender or disability are encouraged to apply for all posts.

No Smoking Policy

The Trust has adopted a no smoking policy. The policy applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will undertake not to smoke in the hospital.

Team Brief

The Trust operates a system of Team Briefing which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening to their organisation and how it is performing. It is expected that all employees will attend the monthly briefing session.

THIS JOB DESCRIPTION IS A REFLECTION OF THE CURRENT DUTIES OF THE POST AND MAY BE SUBJECT TO CHANGE IN THE FUTURE FOLLOWING CONSULTATION WITH THE POST HOLDER.

Manchester University Foundation Trust

PERSON SPECIFICATION

Housekeeper – Cardiovascular

Essential Criteria

Skills

- Excellent time management skills
- Self-motivated and enthusiastic
- Able to deal confidently and professionally with members of the public and staff.
- Good written/verbal communication skills
- Good interpersonal skills
- Ability to recognise own limitations and seek advice from senior colleagues
- Ability to work as part of a team
- Ability to plan and prioritise time and workload
- Able to move and handle patients on hospital beds and dialysis machines according to Trust policy

Education

- Educated to GCSE level or equivalent
- NVQ Level 2 or equivalent qualifications
- Willingness to undertake professional development

Desirable

Knowledge and Experience

- Experience of working in an acute healthcare setting
- Basic computer skills
- Experience of working within a hospitality setting
- Experience of ordering and stock control

Disposition

- Can work well as member of a team
- Can demonstrate good communication skills
- Ability to use own initiative
- Reliable and dependable
- Flexible

- Can demonstrate the ability to prioritise and plan his/her work