Isle of Man
Public Service
Careers

manx care
Kiarail Vannin

Facilities Officer

Operations Division

Job Information

MANX CARE

RAMSEY AND DISTRICT COTTAGE HOSPITAL

Job Description

Job Title: Facilities Officer
Pay Grade: Skill Zone 2 / Pay Band 5
Division: Operations Division, Ramsey Hospital (RDCH)
Responsible to: Support Services Manager

Role

It is a multifunctional role undertaking a wide range of duties which support hospital services, both clinical and non-clinical.

The post holder is responsible for all matters relating to Procurement and storage of Clinical and Domestic Stores.

The post holder provides a driven Courier Service between RDCH, Noble's and other Government Agencies.

The post holder is responsible for the Mortuary service at RDCH.

The post holder is responsible for the internal site delivery, transportation and collection of Mail, Pharmaceutical items, equipment and clinical gases.

The post holder is required to make dynamic decisions to meet daily operational service needs.

The post holder will work as a team member or autonomously.

Courier

1. Collect and transport medicines (including Controlled Drugs), medical records, pathology specimens, mail, equipment, Medical stores, cash etc., from/to Hospitals, Government Departments and other sites in accordance with agreed time commitments. This includes Ramsey Group Practice, Community Dental, Prison Services and satellite services.

2. Take responsibility for safe and secure transportation of all items, especially Controlled drugs, pathology specimens, and Sterile Services packs and cash.

3. Contributed to the formulation of work schedules, and implement on completion.

4. Undertaking this work in accordance with appropriate procedures.

5. Take responsibility for the safe use of equipment for use by selves and others. With particular regard to maintenance of the vehicle, identifying concerns and organise repair through DOI Fleet Services.

6. Take responsibility for vehicle cleanliness and security.

7. Ensure mileage sheets, fuel records are correctly completed in accordance with Financial Regulations and forwarded to Manx Care Finance for cross checking with invoices.

8. Liaise with Electro Bio-Medical Department (EBMA) to ensure timely repair/transport of medical equipment. Take responsibility for providing all required paperwork, including record of decontamination in line with associated safety procedure.

Stores and Procurement Duties

1. Ensure that adequate stock levels of clinical, domestic and janitorial stores are maintained according to agreed service levels. Ensuring timely procurement of items to replenish.

2. Ensure stock rotation is practiced.

3. Take responsibility for identifying stock which is approaching use by date and inform appropriate Managers of implications for the service. Where necessary indicate the degree of urgency and initiate any necessary action to include "outsourcing".

4. Provide advice to clinical and domestic services on decisions regarding appropriate stock levels.

5. Provide hospital staff with advice on product ranges/availability, prices, shelf life, purpose and source COSHH data sheets for new items as required.

6. Receive all stores/deliveries into the Hospital and distribute.

7. Authorised delegated signatory, to a maximum approved value of £5,000 per purchase order for Janitorial/Medical supplies using local authorised suppliers and NHS supply chains. Adhering to IoM Government Financial Regulations.

8. Maintain COSHH records and data sheets and co-operate with the Hospital and department Managers in this matter. Participate in annual updates liaising with Domestic Supervisor.

9. In conjunction with colleagues, be responsible for the cleanliness safety and security of the external storage areas on the Hospital site.

10. Using computer skills use Government applications for enquiring, procuring and processing.

Mortuary

1. During Facilities opening hours (8.00 am to 4.30 pm) take responsibility for the RDCH Mortuary Services, ensuring that the hospital mortuary is maintained in a suitable clean, secure state as set out in the hospital policy.

2. Record daily fridge temperatures and maintain all associated equipment and escalate in accordance with the Hospital Policy.

3. Identify and report any faults and maintenance requirements using the approved (FACTS) reporting system, copying in the Support Service Manager.

4. Take responsibility for removal of bodies, on notification, from Clinical areas to the mortuary.

5. Ensure all relevant paperwork is accurately completed in accordance with hospital requirements and take appropriate care of the personal effects of the deceased where a Coroner's Inquest might apply.

6. When viewing is requested ensuring that, as per hospital policy:

    a. the room is appropriately arranged
    b. remove the body from the mortuary fridge onto trolley
    c. transport to viewing room
    d. prepare bodies for viewing

7. Co-operate with Police/medical staff/ambulance personnel/Funeral Directors/Coroner's Officers when access is required to the Mortuary, whilst ensuring that log books and other documentation are in order and available.

8. Be responsible for releasing the body from Mortuary to authorised parties ensuring all paperwork meets policies and laws.

General Facilities Duties

1. Provide assistance in the moving and handling of patients in wards and departments as required.

2. In accordance with the hospital protocol, handle, transport, store, and change medical gas cylinders and Liquid Nitrogen Dewar's safely.

3. Clean and remove body fluids in the immediate external vicinity of the Hospital in accordance with the specified procedure, and with due regard for own safety.

4. Liaise with Clinical waste management company to ensure Hospital waste is collected efficiently and safely and adequate bins are available.

5. Following arrival of Courier, undertake a forward delivery service of hospital notes, pharmaceutical items (including Controlled Drugs),

equipment, stores, cylinder gases, etc., to wards, departments and satellite services including RGP and Community Dental.

6. When requested "police" the hospital premises and undertake other miscellaneous security duties.

7. React to requests from hospital management or ward staff in assisting in the search for missing patients as set out in the hospital policy.

8. Wash and deodorise external clinical and domestic bins, and internal laundry skips.

9. Carry out pharmacy and domiciliary waste collection as per service/patient weekly requirements.

10. Remove and transport all laundry from Wards and Departments, Clinical and domestic waste from Wards and Departments to associated collection/disposal areas.

11. Carry out Ad-hoc small general maintenance tasks at the request of the Support Services Manager.

12. During adverse weather conditions and/or seasonally keep Hospital site pathways and entrances clean and clear of debris and general rubbish, clear drains/grids. Clear snow and spread road salt where required.

13. Postal delivery to Ramsey Group Practice.

14. Participate in the recruitment process for department staffing including job description reviews, sit on interview panel, participate in the decision making process in relation to interviewees.

Education

1. Utilise the eLearn Vannin Education system for planning and undertaking training.

   Attend and/or undertake mandatory training e.g. Financial Regulations, Fire, Health and Safety, Moving & Handling and other demonstrations/training as required to undertake the role of Facilities Office.

   In association Support Services Manager, identify personal education and training requirements.

2. Deliver operational task training of new recruits, local induction shadowing/mentoring.

3. Ensure familiarity and compliance with all Government, Manx Care and RDCH existing and new policies.

Health and Safety

1. Report any accidents and untoward incidents using the approved system "DATIX", also informing appropriate Manager's.

2. Co-operate with the Hospital Management/Senior Nurse on any safety matters and act in such a way as not to endanger the health, safety and welfare of yourself or others.

3. Work within, the statutory Health and Safety at Work Act 1974, and local Health and Safety Policies as they apply to this establishment and ensure compliance of others.

4. Liaise on Health and Safety matters with the Support Services Manager and others as necessary and contribute to policy review and evaluation of work programmes.

This job description is not exhaustive and will be subject to periodic review. It may change with service needs in consultation with the line manager and post holder.

Employee's Signature: ……. Date: ……..

RAMSEY AND DISTRICT COTTAGE HOSPITAL

Personal Specification – Facilities Officer

Attribute	Essential or Desirable	Method of Assessment
Previous experience of working in a hospital environment or a service that delivers patient care	D	CV/Interview
Punctuality and reliability	E	Interview
Adaptability and Flexibility	E	Interview
Well-developed interpersonal skills and written and verbal communication skills	E	CV/Interview
Computer literate with good knowledge of Microsoft office	E	CV/Interview
Ability to work as part of a small team, taking responsibility for ensuring work is delivered to a high standard	E	CV/Interview
Physically able to carry out the requirements of the role	E	Pre-employment checks
Strong customer focus – able to maintain good relations with members of the public and a number of external and Government contacts	E	Interview
Resilient – able to deal effectively with difficult situations	E	Interview
Isle of Man Worker	D	Application
Full, valid driving licence	E	Pre-employment checks
Satisfactory police check	E	Pre-employment checks