

Portering Department

PORTERING SERVICES MANAGER/DEPUTY

FUNCTION/ROLE: To:

- Assist with the movement of patients as required
- Ensure that all portering issues are appropriately managed.

ACTIVATION PROCEDURE:

- You will be informed by the Switchboard – Alert level 1.

08.00 hours – 20.00 hours

1. Arrange additional Portering Services for:
 - (1) Emergency Department
 - (2) X-Ray Department
 - (3) Theatre
 - (4) Wards.
2. Runner to alert Senior Nurses on Ward Block, GF, Acute Medical Unit, CRC and Main Reception. (Provide Porter Runner with a written message prepared by Switchboard).
3. Alert Housekeeping Services Manager: **Patricia Lee Kiely**
4. Alert Chair of Support Services Board: **Ms. Tricia Diamond**

NIGHT PORTER AT MAIN RECEPTION

20.00 hours – 08.00 hours

1. Contact Deputy Portering Service Managers:
Eamonn Murphy
John Cahill
Tom Browne
2. Allocate Portering Services staff as follows:
 - a. Porter on cleaning duties to Theatre – Bleep 586
 - b. Porter on cleaning duties as runner to Ward Block, GF, Acute Medical Unit, CRC, Main Reception
 - c. Porters on ward duties to Emergency Department – Bleep 588, 585, 587
 - d. Porter on (Bleep 599) to X-Ray Dept.
3. Contact Housekeeping Services Manager:
Ms. Patricia Lee Kiely
Ms. Ger Creedon
Ms. Breda Kelly
4. Alert Chair of the Support Services Board: **Ms. Tricia Diamond**