# JOB DESCRIPTION

##### JOB TITLE: Clinical Supplies Assistant

**RESPONSIBLE TO:**  Clinical Supplies Manager (CSM)

**ACCOUNTABLE TO:** Operations Manager

## **JOB SUMMARY:**

Practice Plus Group Hospitals (PPG) are responsible for providing a range of healthcare services across the country. The role of the Clinical Supplies Assistant is to provide support to the Practice Plus Group Hospital in Birmingham.

Sign for deliveries, check against paperwork, distribute goods ensuring good manual handling techniques are adhered to at all times due to the size and weight of the deliveries. Adhere to cleanliness and hygiene regulations regarding the hospital environment.

Replenish stock, keeping sufficient levels for theatres and other departments to run smoothly each day. Participate in quality improvement activities including regular stock takes.

Assist in the development of management information and reporting systems to support managers in the delivery of operational services.

### Principal Duties and Responsibilities

* Re-stock hospital departments so they have sufficient supplies. Record quantities of goods taken from the Main Stores advising CSM of any re-order items required.
* To ensure that all deliveries are verified and match purchase orders, note back orders or errors and advised Supplies Manager of any discrepancies
* Take control of hospital stock and maintain labels on shelves keeping a tidy environment.
* Manage arrival and despatch of Loan Kits
* Ensure Patient Implant sheets are received each day and put implants away in correct location in the Prosthesis Room
* Continually observe stock levels and advise CSM of any items which require re-ordering
* Stock rotation to reduce the risk of expired stock and management within PAR levels
* Participate in Monthly Stock Takes and Reconciliations
* Cover Basic Purchasing / GRNI duties of CSM in their absence
* Dealing with departments in a professional and positive manner.
* To undertake any other tasks in accordance with the nature of the post and as seen fit by line manager and Clinical Supplies Manager required to meet organisational requirements
* Ensure stores operating environment is maintained in a tidy & safe condition in accordance with good working practice and Health & Safety requirements.

**Additional Information:**

**Appraisal**

PPG operates a system of individual performance review/appraisal for the purpose of agreeing performance objectives and discussing development needs in line with requirements of service need in the operational plan.

**Integrated Governance**

To have responsibility for a commitment to maintaining a high quality service to patients by continual development of practice in the light of research evidence and by audit, based against clinical relevant standards.

**Code of Conduct for Professional Group**

All members of staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC, HCPC).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by PPG for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of PPG, unless expressly authorised to do so by PPG. Further guidance on confidentiality, including how to report breaches and incidents is contained within PPG Information Security Management System (ISMS).

**Conflict of Interests**

You may not without the consent of PPG engage in any outside employment and in accordance with PPG Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in PPG. Interests that might appear to be in conflict should also be declared.

**Criminal Records Bureau**

It is a requirement of this position that a Criminal Records Bureau disclosure at the enhanced level is undertaken.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

**Education and Training**

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss CPD and ongoing objectives.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to PPG Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with PPG.

**Philosophy of Care**

We aim to provide a safe and clinically sound environment, where the immediate and urgent need of individuals using the centre is recognised and suitably skilled staff are available to see and treat the users of this service. To ensure that we meet the needs and expectations of the patient we provide a culture of continuing learning and development.

**Health and Safety**

As an employee of PPG, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.

Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Risk Management**

All members of staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

**Name of Post holder: ……………………………………**

**Signature: …………………………………...**

**Date: …………………………………...**

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| **Person Specification – Clinical Supplies Assistant** | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * GCSE English and Maths Grade C/Band 5 or above. |  |
| Experience | * Experience in a similar role would be an advantage. |  |
| **Skills and Knowledge** | * Excellent computer skills including Microsoft office, Excel and word * Good communication and interpersonal skills. * Excellent written and verbal presentation skills. * Ability to manage own workload. * Ability to influence and interact with people at varying levels. * Excellent analytical and numeric skills. * Work well with other hospital staff, patients and members of the public * Be friendly, polite and helpful * Have a good standard of physical health and fitness * Regular reaching, stooping, bending, kneeling, crouching and lifting * Manual dexterity and mobility * Ability to work with interruptions and varying situations * Ability to work under pressure is essential. |  |
| Other Factors | * Ability to provide guidance and mentoring to other staff across a multi-disciplinary environment. * Ability to motivate others to follow a particular action / policy / procedure. * Able to provide advice and information in a polite and courteous manner. * Ability to complete tasks to deadlines and to a specified standard. * Ability to be flexible in approach to work. * Have a positive outlook and a flexible attitude to work * An interest in healthcare and the smooth running of a hospital would be advantageous |  |

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| **HAZARDS:** | | | | | |
| Laboratory specimens |  | Clinical contact with patients / residents |  | Performing exposure prone invasive procedures |  |
| Blood / body fluids |  | Dusty environment |  | VDU use | X |
| Radiation |  | Challenging behaviour |  | Moving and handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory sensitisers |  | Food handling |  | Working in isolation |  |