##### JOB DESCRIPTION

**JOB TITLE:** Stock Controller – Theatre Store Practice Plus Group Hospital Ilford (PPG H I)

**DEPARTMENT:** Clinical Supplies Department

**RESPONSIBLE TO:** RegionalClinical Supplies Manager

**ACCOUNTABLE TO:** Finance Manager& General Manager

**KEY WORKING RELATIONSHIPS**

|  |  |
| --- | --- |
| * PPG Managers & Leads * PPG H I – Finance & General manager * PPG H I - Managers * PPG H I - Consultants * PPG Procurement Teams | * Other PPG H I Clinical Team Leaders & members * Pharmacy staff * Visiting clinicians * Suppliers & Representatives |

# Job Summary

* Reporting directly to the Regional Clinical Supplies Manager
* To deliver a best in class Procurement service for PPG H I.
* To manage the procurement process of medical consumable stock items within the Treatment Centre.
* To provide a prompt, courteous service to all patients, administrative staff, doctors and nurses
* The post holder will be an integral member of the Clinical Supplies Team, who forms part of the wider PPG H I Healthcare Services.
* The post holder will implement positive stock management processes with the team of nurses and support workers.
* The post holder may be required to accept certain additional activities in relation to the day to day operational management of their unit and as such must ensure that they are trained and competent to take on these additional responsibilities.
* Ensure that PPG Stock Management Policies are followed particularly the PPG Stock Management and Representatives Policy.

# NELTC Clinical Supplies Team organogram

# Main Duties & Responsibilities

**The post holder will:**

* Support the management of the on-site procurement process within the PPG H I Medical Consumable stores - Theatre
* Stock control for the whole PPG H I Unit including interface with the stock control function in theatres and theatre store. Includes dead stock monitoring, performing and capturing of monthly stock counts and daily stock control reports.
* Contribute to the production of accurate month end reports for the Clinical Supplies manager to submit to the finance management team of PPG H I.
* Issuing and control of all medical consumable items to theatres.
* Placing orders with suppliers for all consumable and non-consumable stock items for the PPG H I theatre store.
* Monitoring all back orders from suppliers.
* Returning any stock incorrectly delivered or over stocked to suppliers.
* Receiving, unpacking and packing the stock received into the unit, according to the PPG stock management protocol.
* Ensuring all stock received in packed neatly onto the store room shelves according to a FIFO or FEFO system.
* Receipting all delivery notes for theatre stock items received onto the ERP BW computer system. Monitoring invoices for price discrepancies and errors when returned from AP.
* To actively demonstrate commitment to the development of the centre through professional and personal contribution.
* To contribute to own personal development by participating in internal training events and annual appraisal. To be able to identify a personal development plan.

**Workforce**

**The post holder will:**

* Report into the Regional Clinical Supplies Manager.
* Work alongside the General Store Stock controller to deliver best practice stock management across the treatment centre.
* Prioritise workflow on a day to day basis to ensure efficient and appropriate service delivery of medical consumable items to the theatre departments and removing unwanted stock items for return to the theatre main store.
* Co-operate with colleagues in arranging holidays and absence to ensure continuous service delivery
* Assist in the induction of all new PPG H I staff members working with the Clinical Supplies Team ensuring cost effective stock management is promoted to all new staff members.

**Cost effectiveness initiatives**

**The post holder will:**

* Work closely with the Regional Clinical Supplies Manager to deliver a cost effective medical consumables management service sharing ideas and using procurement opportunities whenever they present.
* Improve the quality of care to patients by providing an efficient stock control system.
* Ensure correct and appropriate storage of medical consumables throughout the PPG H I.
* Ensure that orders for medical consumables are placed and receipted correctly minimising out of stock situations.
* Ensure all stock paperwork is kept up to date to ensure that invoices are paid timely making sure that PPG’s credit rating is not compromised and valuable discounts lost.
* Assist in completing monthly / quarterly stock counts.
* Internally withdraw all high value items/consigned stock consumed.

# Educational Activities

**The post holder will:**

* Attend statutory training-which may include on-line training modules.
* Provide regular, up-to-date training undertaken and completed to HR.
* Assist in ensuring that the service has a learning culture and the ability to train nursing staff in the working environment, with the intention of raising skills and competencies in relation to the assessment and treatment/care of the client group,
* Promote regular learning with colleagues in the Nursing team to ensure that staff are briefed and trained in the latest evidence-based practice, PPG stock control manuals and protocols.
* Participate in training initiatives as required both within PPG and the wider partnership community.
* Be willing to develop own skills / academic knowledge further
* Undertake the required training courses as specified by the PPG for Clinical Supplies Team members.

# Improving the Patient Experience

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the ‘experts’ in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients’ experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

**The post holder will**:

* Ensure that all communications are effective with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care.
* Work to promote effective patient, carer and public involvement in all elements of services.
* Escalate any aspect of patient care that raises concern to their line manager.
* Any counselling given to a patient must be within the post holder’s area of expertise.

## **Freedom to Act**

The post holder will work autonomously in order to carry out duties which will include:

* Departmental workload management.
* Individual workload management.
* Working within Standard Operating Procedures.

Guidance is achieved by consulting peers within PPG or external reference points when necessary.

# Infection Control

Compliance with all infection control policies and procedures (including hand hygiene, personal hygiene, environmental and food hygiene) will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with Infection Control Policy. Staff must keep up to date with new policies and subsequent implementation in practice and undertake annual training/updates in infection prevention and control.

Clinical Supplies staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk, at the same time informing their line manager.

**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.

**Clinical 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.

**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.

**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 Care UK 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 is contained within PPG Information Security Management System (ISMS).

**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 authorised persons or organisations as instructed.

**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.

**Health and Safety**

As an employee of PPG, the postholder 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.

**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.

**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 Postholder …………………………………..

Signature …………………………………..

Date …………………………………..

**Supplementary Information – Clinical Supplies Stock Controller-General Store**

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| --- | --- |
| **Location:** | Practice Plus Group Hospital Ilford |
| **Salary:** |  |
| **Hours:** | 37.5 hours per week –flexible according to departmental activity |
| **Length of Contract:** | Permanent |
| **Leave:** | 25 days |
| **Pension:** |  |
| **Uniform:** | Provided |

**Person Specification – Clinical Supplies – Stock Controller General Store**

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| --- | --- | --- | --- |
|  | Essential | **Desirable** | **How Tested** |
| **Education and qualifications** |  | Member of the institute of purchasing supply. | Application / References |
| **Experience** | 3 year’s relevant experience | Knowledge of health and safety requirements  Experience gained in a similar setting  Healthcare experience | Application / Interview/  References |
| **Knowledge**  **And Skills** | Good communication both verbal and written  Customer care  Varied “life skills”  Good interpersonal skills  Demonstrates common sense  Sensitivity and empathy with people  Ability to work without close supervision  Ability to work as part of a team  Ability to work under pressure  Ability to prioritise workload | Evidence of personal goals  Willing to develop personally and professionally | Application/Interview/  References |
| **Personal** | Smart appearance  Approachable/friendly  Adaptable and flexible  Good general health | Opportunity for career development. | Application / Interview /  References |
| **Other** | Self-starter  Highly motivated |  | Application / Interview / References |