**JOB DESCRIPTION**

**Title:** Supplies Co-ordinator

**Accountable to:** Clinical Supplies Manager

**Job Summary:**

Deliver quality patient care:

* To deliver a best in class clinical supplies service for the Hospital and treatment centre Emersons Green.
* To provide a prompt, courteous service to all patients, administrative staff, doctors and nurses

**Business efficiency:**

* Ensure that contractual standards are met
* Assist the Clinical Supplies Manager with procurement and stock control within the Hospital and Surgical Centre
* Support the Clinical Supplies Manager with driving down costs and ensure savings are made where appropriate.

**Key Relationships**

* Heads of Departments
* Theatre Leads
* Deputy Theatre Manager
* Theatre Manager

**Principal Duties and Responsibilities**

* Ensure comprehensive records are kept and maintained
* Responsible for the onsite clinical stores, safe storage and procurement of medical gases
* Assist replenishment of theatres and Anaesthetic store rooms
* Responsible for relaying information to re-order stock to PAR in main store to ensure safe levels of stock
* Communicate effectively with service users when stock is unavailable giving them the best chance to help us source and alternative product
* The Supplies Co-ordinator must ensure they can demonstrate that he/she has undertaken periodic training to update their skills, knowledge and competence.
* Identify and nurture effective partnerships with suppliers
* Operate a service that is flexible, responsive and non-discriminatory.
* Uphold clinical governance systems
* Receive goods in
* Place orders with suppliers using Agresso, Email and Verified Company portals
* Chase back ordered items with suppliers to gain expected delivery dates – when date has surpassed ask for explanation from supplier
* Delivering clean CSSD equipment to Devizes to aid completion of lists
* Delivering patient notes, daily post & controlled drugs to Devizes
* Returning dirty/clean CSSD equipment to Emerson’s Green site
* Returning patient notes, daily post, OPD samples & controlled drugs to Emerson’s Green site

**Systems and Administration:**

* Contribute to maintaining health and safety aspects of the Clinical Supplies Store and work in accordance with the Health & Safety at work policies.
* Assist Clinical Supplies Manager with maintaining systems and procedures for quality and safety.
* Prepare and provide accurate statistics to the Clinical Supplies Manager within required deadlines.
* Assist in creating an environment that is patient focused throughout the Hospital.

**PERSON SPECIFICATION FORM**

**POST TITLE:** Supplies Co-ordinator

**DEPARTMENT:** Practice Plus Group Hospital, Emersons Green and Surgical Centre, Devizes

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** |
| 1. Physical Requirements | * Satisfactory Occupational health Clearance for the role specified * Good Attendance record * Satisfactory relevant DBS clearance * Ability to comply with manual handling guidelines and instructions. * Full, clean driving license to occasionally drive a Luton van between PPG sites, daily |  |
| 1. Education & Qualifications | * Good level of educational attainment | Previous experience within the NHS |
| 1. Skills/Knowledge and Abilities | * Ability to work under pressure to meet targets and deadlines * Thorough and attentive * Ability to use own initiative * Ability to work autonomously and as part of a team * Ability to prioritise and manage time effectively * Excellent written and verbal communication skills’ - ability to ‘brief’ accurately and convincingly to a range of audiences * Problem solving, influencing and conflict resolution skills * Excellent organisational skills * Ability to build purposeful relationships and command confidence |  |
| 1. Aptitude/Personal Characteristics | * Commitment to personal development * Professional * Polite, friendly and approachable manner * Tidy appearance * Understand the need for and will adhere to Practice Plus Group policies * Willing to learn new skills and gain new or additional competencies * Motivation to provide a high standard of service * Calm under pressure |  |