

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

<b>Job Title:</b>	Theatres Stores Assistant
<b>Reports to:</b>	Theatre Stores Officer
<b>Department, Ward or Section:</b>	Surgical and Anaesthetic Directorate, Theatres
<b>Operational Unit/Corporate Department:</b>	Inner Moray Firth Operational Unit, Raigmore
<b>Job Reference:</b>	<b>SSSARAIGTHRR78</b>
<b>No of Job Holders:</b>	1
<b>Dated:</b>	<b>September 2016</b>

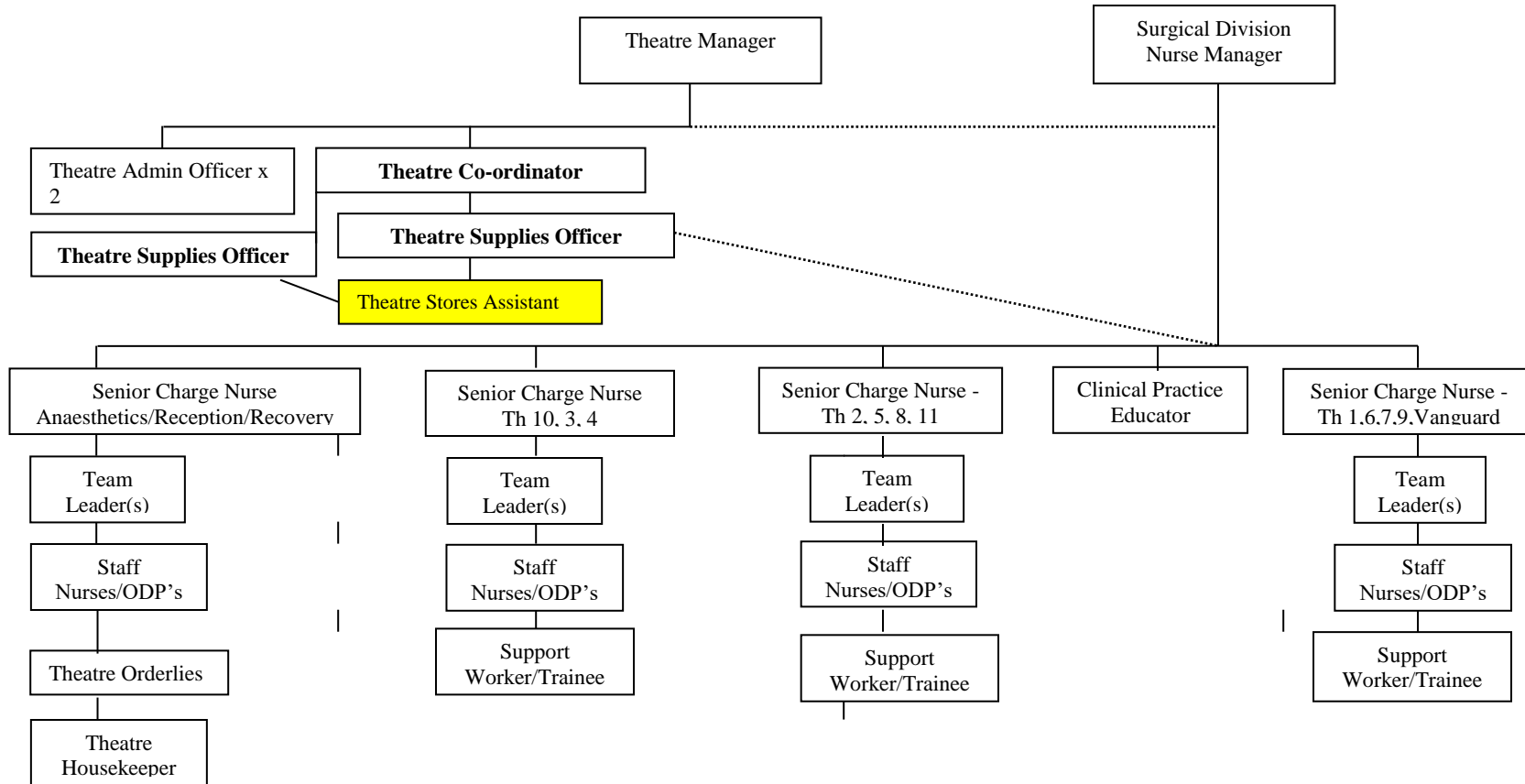
**2. JOB PURPOSE**

1. Ensuring availability at all times of appropriate supplies and instrumentation within agreed levels across the Theatre Department.
2. Ensure good stock management is adhered to, considering the financial constraints.
3. To support the Theatre Stores Officer in achieving standardisation and rationalisation of clinical consumables required for the service provision in Raigmore Theatres.
4. To assist the Theatre Stores Officer to coordinate and facilitate product evaluations and collation of data.

**3. DIMENSIONS**

1. The post holder will work within the theatre suite, there are 11 Theatres catering for Orthopaedic, Obstetric, Gynaecology, Paediatrics, Urology, General Surgery, Trauma, Vascular, Ear Nose & Throat, Maxillofacial, Oral Surgery, Plastic Surgery and Ophthalmology.
2. In excess of 14,700 cases are operated on annually. 50 – 60 cases per day Monday – Friday. 8 – 12 cases per day Saturday and Sunday.
3. The total Theatres supplies expenditure is approximately £3.5million per annum.
4. The post holder is not a budget holder but influences others in the effective management of supplies.

#### 4.a ORGANISATIONAL POSITION



 **This Post**

## **5. ROLE OF DEPARTMENT**

1. Within the Theatre suite all aspects of care for inpatients and day case patients are provided pre, intra and post-operatively.
2. ENT, Head and Neck, Vascular, General surgery including upper gastrointestinal surgery, Colorectal, Upper and lower endoscopic surgery, laparoscopic surgery, Breast, Breast reconstruction, Urology, Gynaecology, Obstetrics, Orthopaedic, Trauma, Oral Surgery, Plastics, Pacemakers, Facio-maxillary surgery for both elective and emergency cases.
3. Pre, Intra and post-operative care is provided for major, intermediate and minor surgery and high/low dependency patients, providing a safe and supportive environment to deliver a high standard of care for patients within the Theatre suite.
4. To ensure the 11 theatres are supplied effectively to aid efficient operating services.

## **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES**

### **Health & Safety**

- Responsible for own & others Health & safety by undertaking good housekeeping practices to maintain a safe & clean work area, ensuring compliance with all Health & safety recommendations & follow all relevant standard operating procedures and use of approved working methods and any personal protective equipment provided.
- Ensure work equipment is in good working order and report any defects to the Store supervisor immediately.

### **Corporate**

- Behave in a manner consistent with the vision and values of the Highland Quality Approach (HQA).
- Participate the induction of new members of the Store team as required & help to provide holiday and sick leave cover for colleagues within work area.
- Contribute to own personal development and attend appropriate training as required.

### **Systems**

- Deal in a prompt, courteous, professional and efficient manner with emails, communicating and liaising with procurement department personnel, hospital staff, customers and suppliers as appropriate on stores service matters using NHS mail system.

### **Operational**

- Handling deliveries to Theatre Stores from all suppliers, checking stock and marshalling goods to put away in various locations.
- Be able to operate the necessary store moving & handling equipment.
- Deliver goods to theatre stores within Raigmore Hospital using appropriate mechanical aids where/when required.
- Other relevant duties related to Theatre Stores as directed by Theatre Stores Officers.

### **Clerical/Customer service.**

- Recording pick errors against delivery discrepancies & liaising with Theatre Stores Officers regarding any urgent replacements.

- Reporting and recording complaints regarding products supplied via the NDC, seeking advice from the Theatre Stores Officer if the complaint is complex.
- Deal in a professional, confident and tactful manner with all telephone & personal callers to the department, ensuring that they are dealt with promptly and courteously.

### **7a. EQUIPMENT AND MACHINERY**

- Telephone.
- Computer.
- Photocopier.

### **7b. SYSTEMS**

- Email.
- Microsoft Office package.

## **8. ASSIGNMENT AND REVIEW OF WORK**

1. Is line managed by the Theatre Stores Officer.
2. Works with all members of the multi-disciplinary team to assist with the smooth running of the Theatre Suite.
3. Is expected to anticipate problems and requirements for the effective management of stock in the department.
4. Workload is generated by the work of the Theatre Suite and as delegated and reviewed by the Theatre Stores Officers.

## **9. DECISIONS AND JUDGEMENTS**

1. Review, monitor and maintain stock levels
2. Stock existing items required and gain agreement by Senior Charge Nurses for new items.
3. Consider cost, quality and appropriate levels.
4. Prioritise own workload with input from Theatre Stores Officer.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

1. To be cost effective yet deliver a quality service.
2. To move large amounts of stock on a daily basis.
3. Post holder constantly deals with conflicting demands and is therefore expected to prioritise tasks appropriately within existing deadlines.
4. Ability to work under pressure of continual interruption from telephone and enquiries.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

1. Communicates verbally, fax, email and written.
2. Liaises with all members of the multi disciplinary theatre team.
3. Communicates with suppliers, medical representatives and other hospitals.
4. Communicates with Hospital Stores regarding orders.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical Skills**

- Limited computer keyboard skills, reading information and responding to electronic messages.

### **Physical Effort**

- Physical effort is required daily & frequently throughout the day in the form of the manual handling of heavy or awkward sized packages with or without mechanical aids. A reasonable level of fitness is required to enable the post holder to carry out daily duties.
- Lifting and carrying of boxes ranging from 1kg to 10kg per box frequently during each day.
- The majority of the day is spent standing/ walking with often continuous handling of goods.
- Standing photocopying/scanning documents.

### **Mental Effort**

- Concentration, decision making and problem solving skills to cope with the competing demands of the service.
- Frequent interruptions both face to face and by telephone.
- Reacting to changing needs of the service.
- Work requires to be completed to strict deadlines.
- Concentration when undertaking repetitive tasks.
- Working in a clinical environment and being aware of the needs of clinical staff and patients.

**Emotional Effort**

- Working in a clinical environment where distressed patients /relatives may be present.
- Observing injured patients who are awaiting treatment.
- Pressure associated with a busy department with very frequent interruptions, often requiring immediate responses.

**Environmental**

- Pressures of working in a shared workspace with other team members e.g. ringing phones and other distractions.
- Working conditions can vary between the main storage areas Hazards associated with handling goods which may have been damaged in transit.

**Working in a clinical environment where noxious odours may exist and unpleasant activities (disposal of clinical waste) may be undertaken by theatre staff.**

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- Good basic standard of education to standard grade level including good literacy and numeracy skills.
- Minimum of 2 years previous experience in a stores environment or similar with basic clerical/administrative experience is essential.
- Understanding of stock control and manual handling procedures.
- Computer literate with keyboard skills and proficient in the use of Microsoft Office packages.
- Ability to meet deadlines and work under a degree of pressure.
- Able to use manual handling equipment.
- Previous experience / knowledge of Pecos or other e-procurement system is desirable.
- Good English language competency and communication skills are necessary to perform this role effectively.
- Good customer care skills with previous customer service experience desirable.
- Attention to detail.
- Aptitude for problem solving.
- Confident, ability to deal tactfully with staff and visitors, pleasant helpful attitude to all internal and external customers.
- High standard of organisational and housekeeping skills.

**14. JOB DESCRIPTION AGREEMENT**

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Manager's Signature:

Date:

Date: