## NHS GREATER GLASGOW & CLYDE

**Job Description**

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| 1. **JOB IDENTIFICATION**   **Job Title: Theatre Supplies Assistant**  **Responsible to: Theatre Supplies Coordinator/Theatre Senior Charge Nurse**  **Department: Adult Operating Theatres, QEUH**  **Directorate: South Sector** |
| **2. JOB PURPOSE** |
| To deliver an effective and competent level of support to the operating theatre department team  Assist the Theatres supplies Coordinator with sourcing, procurement and maintenance of theatre supplies and instrumentation to meet department requirements often without direct supervision  Processing orders in conjunction with National Distribution Team and GGC Procurement Departments as advised by the Senior Charge Nurses / Theatre Co-ordinator / Theatre Manager and within a budget Interfaces with materials, stores Ward Product Managers Central decontamination unit staff and supplies team. Organising the receipt and onward delivery/dispersal and safe storage of supplies, keeping accurate records. |
| **3. ROLE OF DEPARTMENT** |
| The department provides Perioperative care for patients undergoing surgical procedures in a variety of surgical specialties within Greater Glasgow and Clyde South Sector |
| **4. ORGANISATIONAL POSITION** |
| .  **SERVICE MANAGER**  **Theatre Lead Nurse**  **Theatre Supplies Manager**  **Senior Charge Nurse/ODP Band 7**  **Theatre Supplies**  **Co-ordinator**  **Band 2**  **Theatre Supplies**  **Assistant**  **Band 2**  This Job |
| **5. SCOPE AND RANGE** |
| * The postholder works as part of a team * The post holder is expected to work within standard operating procedures using own initiative on routine decisions and feed back directly to the theatre supplies coordinator senior charge nurses and theatre coordinators * Raise requisitions to order regular “stock “non stock” goods and sterile instruments in conjunction with National Distribution Team GGC procurement and CDU departments * Interface with materials, stores Ward Product Managers, Central decontamination unit satellite store, staff and supplies team. * Organise and participate in the receipt, unpacking , onward delivery/dispersal and safe put away or storage of instruments and supplies, keeping accurate records * Ensure security of supplies following delivery. Reconcile orders and deliveries and apply standard procedures for returns * Assist with the evaluation of current stock, stock volumes, stock rotation, stock reduction ,integrity, expiry dates * Ensures the storage areas are clean, tidy and organised to maximise capacity. Identifies under-utilised supplies and advises on stock shelf life. * Assists with organising new product and alternative sterile supplies sourcing and provides feedback on supply chain to assist with trial and evaluation * Communicate effectively, share information and work to meet teams shared goals * Assist with providing information to advise supplies coordinator and senior charge nurse eg for finance reports ,exception and non compliance reports * Deputises for supplies coordinator or senior charge nurse at local CDU user meetings and NDC User Group: representing the theatre departments (all specialities)   The postholder is required to demonstrate flexibility by working within a service which runs over a 7 day week. The successful candidate will be expected where necessary to engage in multi-site working within NHS Greater Glasgow and Clyde in order to achieve the needs of the service |
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| 1. **MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| PATIENT CARE  * Ensure an adequate supply of stock , non stock products and sterile equipment are available for use ensuring efficient delivery of care for the patient * In accordance with Divisional policy record and store safely accurate records, ensuring all protocols are adhered to.  ORGANISATIONAL On a daily basis -   * Maintain a safe, clean and organised environment in the clinical area to ensure a high standard of Infection Control * Replenish to agreed to stock levels according to procedure and as advised by the Theatres supplies coordinator /senior charge nurses /theatre Coordinator and within a budget * Forecasts efficient, cost effective levels in line with projected patient volumes, Makes any necessary order request adjustments in accordance with the contracted workload volumes as advised by the theatre clinical/management team in association with Ward Product Manager and satellite CDU staff * Regularly discuss with the Theatre coordinators and theatre senior charge nurses issues concerning shortfalls or improvements, which relate to the service needs. * Ensures supplies ordered comply with agreed contracts and be aware of ongoing changes agreed at directorate or organisational level for standardisation, cost effectiveness and patient safety * Maintain a system of work that takes into account delivery/ collection windows , storage, stock rotation, balancing stock expenditure against clinical needs of the department * Unpacks and checks delivered items against delivery/ order information , takes corrective action where necessary and maintains audit records. * Participates in monitoring of stock levels, assists with continuously improving the quality of services provided and reporting identified discrepancies timeously. * Report and take action on issues regarding low stock levels including sterile supplies , orders discrepancies ,deliveries receipt lost/damaged items repairs or returns * Ensure that the environment and stock are well maintained, checked and in a state of readiness for use for the treatment of perioperative patients by surgeons, anaesthetists and other theatre/recovery staff. * Ensures compliance with stock rotation and with checking of expiry dates therefore maintaining sterility vital in the perioperative environment to prevent infections * Assists in the compilation organisation and reconciliation of products and sterile instruments during regular auditing in accordance with GGC requirements, Actively participates in meetings for both new/ existing products as required by Theatre supplies coordinator * Assists with invoice queries working with credit control / dept manager to resolve discrepancies. * Reports to local managers on any unresolved discrepancies encountered. * Initiate and document appropriate action to quarantine stock and secure suitable alternative when notified regarding damage /repair issues ,product recalls and safety action notices * Expected to prioritise at short notice to ensure supplies are available when necessary, or organise loan equipment if necessary. * Ensures supplies are sourced inline with contract agreements and NP. * Source specialist product requirements On adhoc basis (i.e.) pricing, delivery times, availability and company support for introduction of new products * Organise own time. * Work with colleagues in GGC to secure best value and to standardise supplies across GGC. * Contribute to improvement opportunities , contribute to ideas for change and implement product change decisions made by dressings and sundries committee CAP and TUG and CDU operational group * Co-ordinate via telephone and electronic means with other sites regarding organising supplies or equipment required for next day or for special requirements of medical staff..  Promotes and maintains a hazard-free environment. I.e. storage/audit of storage.  * Comply with all GG and C policies eg Standing Financial instructions ,Fraud policy, infection prevention and control ,Health and safety  HUMAN RESOURCES  * Take part in appropriate learning and practice activities that maintain and develop your competence and performance * Keep updated of issues relevant to area of work * Contribute to the provision of an appropriate learning environment * Participate in performance appraisal in line with policy * Demonstrate own development. * Support and contribute to the professional development of other staff eg Demonstrates the use of the requisition or CDU non conformance system to individuals or small staff groups within department * May be required to allocate work to new or junior team members and monitor progress * Your performance must comply with the “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time, which is available within the department (further copies can be obtained on-line at [www.workinginhealth.com/standards/healthcaresupportworkers](#)   or from your Human Resources Department). **Failure to adhere to the Standards or to comply with the Code may result in poor performance measures or disciplinary action and could lead to dismissal** RESEARCH/AUDIT/SERVICE DEVELOPMENT    * Participate in audit standards, protocols, policies and procedures In conjunction with clinical governance standards utilising risk assessment strategies * Support the implementation of research and clinical audit where appropriate * Implement new or revised specialist policies, protocols and procedures into own area.. * Participate in surveys, audits and projects within own department |

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| **7. Equipment and Systems** |
| On a daily basis:-   * Daily responsibility for managing information compiled by self and others by receiving, inputting and storing onto computerised records. E.g. delivery receipts, NDC non compliance forms, NDC shortage allocation reports and CDU tracking and quality systems * Responsible for compliance with the Data Protection Act, Caldicott Guidelines, Freedom Of Information Act and local policies regarding confidentiality and access to medical records. * Through IT training be familiar with information systems of Data Input eg. Procurement systems .Staff learning modules * Responsible for accurate and legible written documentation of personally recorded data Safely use a range of communication/ IT equipment e.g. email internet/intranet, word documents, spreadsheets, printers, .Telephone Fax Scanners etc |

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| 1. **DECISIONS AND JUDGEMENTS** |
| Frequently works alone within the boundaries of post and clearly defined procedures on a day to day basis using own judgement on routine decisions. Directly reports to Theatre Supplies Co-ordinator. Additional supervision from Senior Charge Nurses available within the department.Assist with planning supplies orders 5-10 days ahead for planned workload. Working within agreed stock levels and agreed level of authorisation. Liaising with clinical personnel/management /CDU / NDC / procurement and Ward Product Manager.  1. Works closely with Theatre supplies coordinator to ensure expenditure for stock is an accurate reflection of stock received and reports deficits directly to the relevant Senior charge nurse theatre manager and Service Manager.  Continual evaluation of existing stock levels with Ward Product Manager based on Clinical requirements.  1. Initiate sourcing of equipment needed for a particular operation e.g. less than 24hours notice. This may require liaising with other hospitals in GGC or other boards or approaching the company rep where practical to obtain the item whilst being aware of cost  Assist with evaluation of new products in consultation with the clinical staff and procurement.  1. Suggest adaptations to existing processes to fit needs and demands of a rapidly changing environment |

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| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| Excellent verbal, non-verbal and written communication with all members of the multi disciplinary team within department and other relevant departments  1. Develops and maintains good relations with supplying company sales specialists within limits of standing financial instructions. 2. Informs clinical staff of relevant product information and liaise on product changes. 3. Promote and develop good relationships with staff, across GG & Clyde with all relevant departments procurement, NDC,CDU suppliers and manufacturers 4. Communicate in a courteous, respectful ,timely and efficient manner with all members of the multidisciplinary team within a dynamic environment   .   1. The post holder does not have direct patient contact but works within the theatre clinical area there fore they will respect the confidentiality of patients and any information obtained in the course of their duties, and refrain from disclosing or discussing such information in line with GGC polices and procedures. 2. Reports accurately any incidents, shortfalls, overspend, suggestions or complaints to theatre coordinator /Lead Nurse as and when they occur. 3. Receives and gives routine /urgent information by telephone and email etc 4. Completes relevant written information in a timely and accurate manner e.g. Spread sheets, cost analysis sheets etc. |

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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| PHYSICAL SKILLS  * Manoeuvre and position equipment and goods packages of varying sizes in confined spaces * Work with automated goods delivery vehicles unloading and loading carts and associated tasks * Able to carry out physical tasks * Perform precision movements using transporters if required * Use steps or safety ladders  PHYSICAL EFFORT  * Moves goods throughout the department and may be expected to move goods within the hospital site * bend, stretch and kneel for short periods of time during the working day in order to check store volumes. * Transfers heavy and awkward items to and from wheeled transportation devices. Items are transferred from location to location also transferred for storage. * Stand in confined positions and spaces for long periods while establishing stock and auditing stock rotation * In emergency situations supply essential products or equipment. * On occasion be required to work extended hours to accommodate departmental stock check or theatre stock shortfall   **MENTAL EFFORT**  Concentration required when checking goods against delivery/order documentation and when counting and calculating stock and determining what is required.   * Ability to rapidly response to service requirements. * Multi tasking and prioritising tasks. * Deal with frequent interruptions to daily tasks due to the nature and unpredictability of the demands of the environment   **EMOTIONAL EFFORT**   * Limited exposure to distressing or emotional circumstances   **WORKING CONDITIONS**   * Exposed occasionally (due to location) to unpleasant smells from uncontained bodily fluids such as blood, vomit, faeces, urine, * Exposure to fluctuating humidity and temperature |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Working across more than one site * Providing a service to multiple surgical specialty teams * Tracking outstanding orders and pursuing delivery. |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **KNOWLEDGE AND EXPERIENCE REQUIRED TO DO THE JOB**  **Essential**   * Good communication skills * Numerate * Experience in working with stores and supplies * Knowledge of stock management, ordering and receipting processes . * IT skills and an ability to use excel spreadsheets * Motivated and highly organised. * Polite with good interpersonal skills * Interest in own personal development & updating skills.   **Desirable**   * Experience in dealing with medical products/equipment. * Knowledge of NHS procurement process and IT system desirable   . **The post holder is expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.** |