

27 August 2025

Stock Management in Orthopaedics

1. How many Operating Theatres do you have?

Within Belfast Health and Social Care Trust Orthopaedics service, there are:

8 Operating Theatres plus 1 Day Procedure Theatre in Withers main theatres on Musgrave Park Hospital (MPH) site.

1 Operating Theatre plus 2 Procedure Rooms in the Duke of Connaught building on MPH site.

2. How many procedures were undertaken in Theatres during 01/04/2024 – 31/03/2025?

8 Operating Theatres + 1 Day Procedure Theatre in Withers main theatres in MPH = 5,611 total procedures completed

1 Operating Theatre + 2 Procedure Rooms in the Duke of Connaught building on MPH site = 1,503 total procedures completed.

3. What stock software systems are used for the management of Implants & Consumables?

Up to 5 June 2025: Belfast Orthopaedic Information System (BOIS) and E-Procurement.

From 6 June 2025: Encompass theatre module and E-Procurement.

4. Is the stock management software integrated into any theatres procedure software systems?

As above. Up to 5 June 2025: Belfast Orthopaedic Information System (BOIS) and E-Procurement.

From 6 June 2025: Encompass theatre module and E-Procurement.

5. Can you describe how inventory stock management is managed, and stock items are re-ordered? Is this a manual paper-based task (such as I plant stickers on a form and reordered manually or IT based where scanning is used to ensure stock is reordered to consignment levels?

Stock items are ordered via E-Procurement. This is a manual process where stickers are placed in a book once used and the stock controller reviews and orders the items used via E-procurement

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6. Relating to stock management for your organising how is this managed - dedicated in-house team looking after ordering and deliveries, outsourced by the theatre team or by hospital stores or offsite. If mixture, please briefly summarise specific roles and responsibilities

Trauma and Orthopaedics Service

- In-house theatre team for ordering, storing, stock rotation and receipting deliveries.
- Raise orders to facilitate variations in the stock supply chain, which includes consignment and review of supply chain to ensure most cost efficient way of stock management.
- Closely monitor stock holding for a selected range of commodity groups to achieve agreed service levels, while maintaining target monetary investment in stock.
- Authorise hard copy and electronically web-based orders in line with agreed signatory levels.
- Assist in the management of receipt discrepancies and investigations and e-mailing information to supplier.

Patient & Client Support Services (PCSS)

PCSS response specifically in relation to theatres related duties:

- Scanning of stock and non-stock orders onto procurement system
- Receipting of non-stock goods and storage until collection

7. Could staffing structure be provided for different stock management teams – Theatre Stock Management team, Hospital Stores, or any other stock teams within organisation?

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Stock and Instrument Administrator, Theatres, MPH (Band 4) x 2 WTE's

Stock Controller, Theatres, MPH (Band 3) x 1 WTE

Patient & Client Support Services (PCSS)

Stores Operative, MPH x 1 WTE (Band 2) - Please note banding is currently under review.

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8. In relation to question 6, could the post titles, banding and FTE related to posts for stock management personnel be specified?

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Stock and Instrument Administrator, Theatres, MPH (Band 4) x 2 WTE's.
Stock Controller, Theatres, MPH (Band 3) x 1 WTE.

Patient & Client Support Services (PCSS)

Stores Operative, MPH x 1 WTE (Band 2) – Please note banding is currently under review

NB: only part of the duties of this post relate to theatres.

9. Could the job descriptions be supplied for each post identified in questions 6 & 7?

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Attachment 1: Stock and Instrument Administrator (Band 4)
Attachment 2: Stock Controller (Band 3)

Both the above are for Theatres, MPH.

Patient & Client Support Services (PCSS)

Attachment 3: Stores Operative Band 2 - Please note banding is currently under review.

10. What are the operational days / hours for teams identified in question 6 & 7?

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Monday to Friday: 08:00 to 16:00 for Theatres, MPH.

Patient & Client Support Services (PCSS)

Monday to Thursday, 8am to 4.30pm and Friday 8am to 1.30pm