

JOB DESCRIPTION

POST:	STOCK AND INSTRUMENT ADMINISTRATOR
LOCATION:	THEATRES, MUSGRAVE PARK HOSPITAL
BAND:	4
REPORTS TO:	THEATRE MANAGER
RESPONSIBLE TO:	THEATRE MANAGER

Job Summary / Main Purpose

The Stock and Instrument Administrator will be responsible for the day-to-day supervision of stock management following all relevant policies and procedures. The post holder will have direct responsibility for agreeing and maintaining service levels for a range of critical supply items. The post holder will be responsible for the management of loaner kits and the maintenance of surgical instruments and equipment.

Main Duties / Responsibilities

The post holder will:

- Maintain appropriate stock levels in line with demand and financial management criteria.
- Closely monitor stock holding for a selected range of goods to achieve agreed service levels while maintaining target monetary investment in stock.
- Produce and analyse stock reorder level reports and raise hard copy and electronic orders to suppliers.
- Authorise hard copy and electronic web based orders in line with agreed signatory levels.
- Carry out stock receipt discrepancies and investigations and implement adjustments in accordance with agreed procedures.
- Liaise with Central Decontamination Unit on availability of stock and ensure a speedy return of essential stock to prevent delays that would prevent surgery.
- Ensure twice daily exception reports are actioned to minimise stock outs.
- Liaise with Regional Supplies Services contracting section and Trust Finance Department to ensure efficient utilisation of stock contracts.
- Liaise with RSS to maintain accuracy of pricing, completion of estimates, returns and supplier performance to meet the operational requirements of stock management.

- Cooperate with Finance in monitoring and auditing the failed invoice file and manual invoice enquiries.
- Identify and investigate the levels of non and slow moving stock and take appropriate action.
- Participate in perpetual stock taking and stock rotation on a planned ongoing basis.
- Liaise with Finance in stock checking activity in line with audit requirements and Trust policy.
- Ad hoc production of management information to assist in the efficient delivery of stock management.
- Liaise with suppliers to ensure appropriate and timely availability of stock items.
- Arrange and participate in supplier meetings on performance and delivery requirements.
- Liaises with key personnel in Regional Supplies Services/Medical Companies/Suppliers/Couriers and Central Decontamination Unit.
- Ensure all instrument loaner kits are ordered in a timely manner and meet PPQ standards.
- Maintain and update record/database for all instrumentation and equipment as required and ensure repair/replacement of same.
- Carry out checks on Theatre instrumentation trays returned to CDU to ensure quality and safety, identify damaged or broken instruments and source replacements

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- The post holder will promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with Belfast Trust's Whistleblowing Policy and their professional code of conduct, where applicable.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are

public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: *This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.*

PERSONNEL SPECIFICATION

JOB TITLE / BAND: STOCK AND INSTRUMENTATION ADMINISTRATOR

DEPT / DIRECTORATE: THEATRES, MUSGRAVE PARK HOSPITAL

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	<ul style="list-style-type: none"> • A minimum of 2 years' experience in a Supplies/Finance environment at Band 3 or above. 	Shortlisting by Application Form
Knowledge Skills Abilities	<ul style="list-style-type: none"> • An ability to communicate effectively. • An ability to work on own initiative and with others in a team. • Basic IT skills. 	Interview

DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> • Awareness of Supplies/Finance systems 	Shortlisting by

	used within the Health and Social Care system in Northern Ireland.	Application Form
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NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

INCLUDE the following section *Only Where Relevant for Senior Posts* i.e. Band 8a or above

Healthcare Leadership Competencies

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at:

<http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model>.

Particular attention will be given to the following:

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Sharing the vision
- Engaging the team
- Holding to account
- Developing capability
- Influencing for results

HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role

What does this mean?	What does this look like in practice?
 <p>Working together</p> <p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none">• I work with others and value everyone's contribution• I treat people with respect and dignity• I work as part of a team looking for opportunities to support and help people in both my own and other teams• I actively engage people on issues that affect them• I look for feedback and examples of good practice, aiming to improve where possible.
 <p>Excellence</p> <p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.</p>	<ul style="list-style-type: none">• I put the people I care for and support at the centre of all I do to make a difference• I take responsibility for my decisions and actions• I commit to best practice and sharing learning, while continually learning and developing• I try to improve by asking 'could we do this better?'
 <p>Openness & Honesty</p> <p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none">• I am open and honest in order to develop trusting relationships• I ask someone to help when needed• I speak up if I have concerns• I challenge inappropriate or unacceptable behaviour and practice.
 <p>Compassion</p> <p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none">• I am sensitive to the different needs and feelings of others and treat people with kindness• I learn from others by listening carefully to them• I look after my own health and wellbeing so that I can care and support others.