

## **JOB DESCRIPTION**

**POST: STOCK CONTROLLER**

**LOCATION: Theatres - MPH**

**GRADE: BAND 3**

**REPORTS TO: Senior Stock Controller Band 4**

**RESPONSIBLE TO: Sister / Charge Nurse**

### **JOB SUMMARY / MAIN PURPOSE:**

The stock controller has responsibility to assist in the maintaining of service levels for a range of items. The post holder will assist with the daily operational duties of Theatres Stores to include receipt, storage and stock rotation. The postholder will be expected to perform to agreed targets regarding service levels and stock investment.

### ***Main Duties / Responsibilities***

1. Raises orders to facilitate variations in the stock supply chain which includes consignment stock and in conjunction with the Senior stock controller constantly reviews supply chain to ensure most cost efficient way of stock management.
2. Closely monitor stock holding for a selected range of commodity groups to achieve agreed service levels while maintaining target monetary investment in stock.
3. Authorise hard copy and electronically web based orders in line with agreed signatory levels.
4. Assist in the management of receipt discrepancies and investigations and emailing information to supplier.
5. Attend and participate in supplier meetings on performance and delivery requirements.
6. In conjunction with the Senior stock controller liaise with the finance department in resolving invoices both electronically and on manual queries.

7. In conjunction with Senior stock controller and suppliers assist in the identification/ investigation of non-moving/slow moving stock and take appropriate action.
8. In conjunction with the Senior stock controller liaise with Finance in stock checking activity in line with audit requirements and Trust Policy.
9. Ad hoc production of management information to assist in the running of stock management.
10. Participate in perpetual stocktaking on planned ongoing basis.
11. Maintain and update a database of all instrumentation as required.
12. In conjunction with the Senior stock controller ensure instruments and equipment requiring repair/servicing/replacement are processed and recorded accordingly. Ensure new equipment identified and registered as per Medical Devices policy.
13. Provide assistance to and deputise for the senior stock controller as and when required.
14. Participate in individual performance review.

The Job Description is an outline of the post as it is currently perceived by the Trust. It may therefore be subject to change as a result of a changing and developing service.

### **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.
- 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.

## **Records Management**

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, Data Protection Act 1998 and GDPR (2018). Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

## **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 (HCAs) 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.

## **Values**

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centered care by:-

- Working Together
- Excellence
- Openness and Honesty
- Compassion

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

## **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](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.***



# Belfast Health and Social Care Trust

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## PERSONNEL SPECIFICATION

**JOB TITLE AND BAND**

**STOCK CONTROLLER, THEATRES**

**DEPARTMENT / DIRECTORATE**

**MPH THEATRES**

### 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 in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 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

**SECTION 1:** 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 <i>Ideally no more than 6-8 criteria in this section</i>	Method of Assessment
<b>Experience</b>	<i>Must have at least 1 years' experience of managing stock/supplies in a healthcare setting</i>	Shortlisting by Application Form
<b>Qualifications/ Registration</b>	<i>Have RCF, QCF or NVQ Level 2 or above or equivalent or be willing to work towards</i>	Shortlisting by Application Form
<b>Knowledge</b>	<i>Demonstrate knowledge of stock management</i>	Shortlisting by Application Form
<b>Skills / Abilities</b>	<i>Have basic computer/IT skills</i>	Interview / Test

### DESIRABLE CRITERIA

**SECTION 2:** these 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 criteria. Failure to do so may result in you not being shortlisted

<b>Factor</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Experience</b>	<i>Experience of working in the perioperative environment</i>	Shortlisting by Application Form

## **VALUE BASED RECRUITMENT**

\* Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust and incorporating the Healthcare Leadership Model.

It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Belfast Trust.

## HSC VALUES

### What does this mean?



#### Working together

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.

### What does this look like in practice?

- 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.



#### Excellence

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.

- 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?'



#### Openness & Honesty

We are open and honest with each other and act with integrity and candour.

- 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.



#### Compassion

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.

- 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.