

## JOB DESCRIPTION

Job Title:	<b>Supplies Assistant – Stores &amp; Materials Management</b>
Band:	<b>3</b>
Base:	<b>Queen Victoria Hospital, East Grinstead</b>
Division / Department:	<b>Procurement and Supplies</b>
Reports to:	<b>Clinical Procurement Manager</b>
Accountable to:	<b>Director of Finance</b>

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### 1. Job Summary:

To assist in the provision of an effective and professional supplies service that delivers on-going cost efficiencies and benefits to the Trust. To provide an efficient and reliable receipt and distribution facility for the Trust. To provide a materials management and replenishment service to all wards and departments throughout the Trust.

Materials management is a well-developed, cost-effective system of ordering, receipt and storage of goods. It involves the application of automatic data capture (ADC) using bar code technology via hand held scanners. This process will, if managed effectively, determine and manage stock levels for each product and match as accurately as possible its actual usage between deliveries.

Materials management offers many benefits:

- a) Identifying the best product mix and establishing standardisation where possible
- b) Providing realistic stock levels linked to actual usage and matching service delivery to actual need
- c) Reduction of ordering costs and errors
- d) Release of nursing time back to ward
- e) Consolidated invoicing and subsequent reduction of order and payment processing
- f) Saving on requisition costs, reducing obsolescence and simplifying stock valuation for the Trust.

### 2. Main working relationships

#### Internal Relationships

- Supplies manager
- Financial services
- Trust staff
- Supplies staff
- Portering staff

#### External Relationships

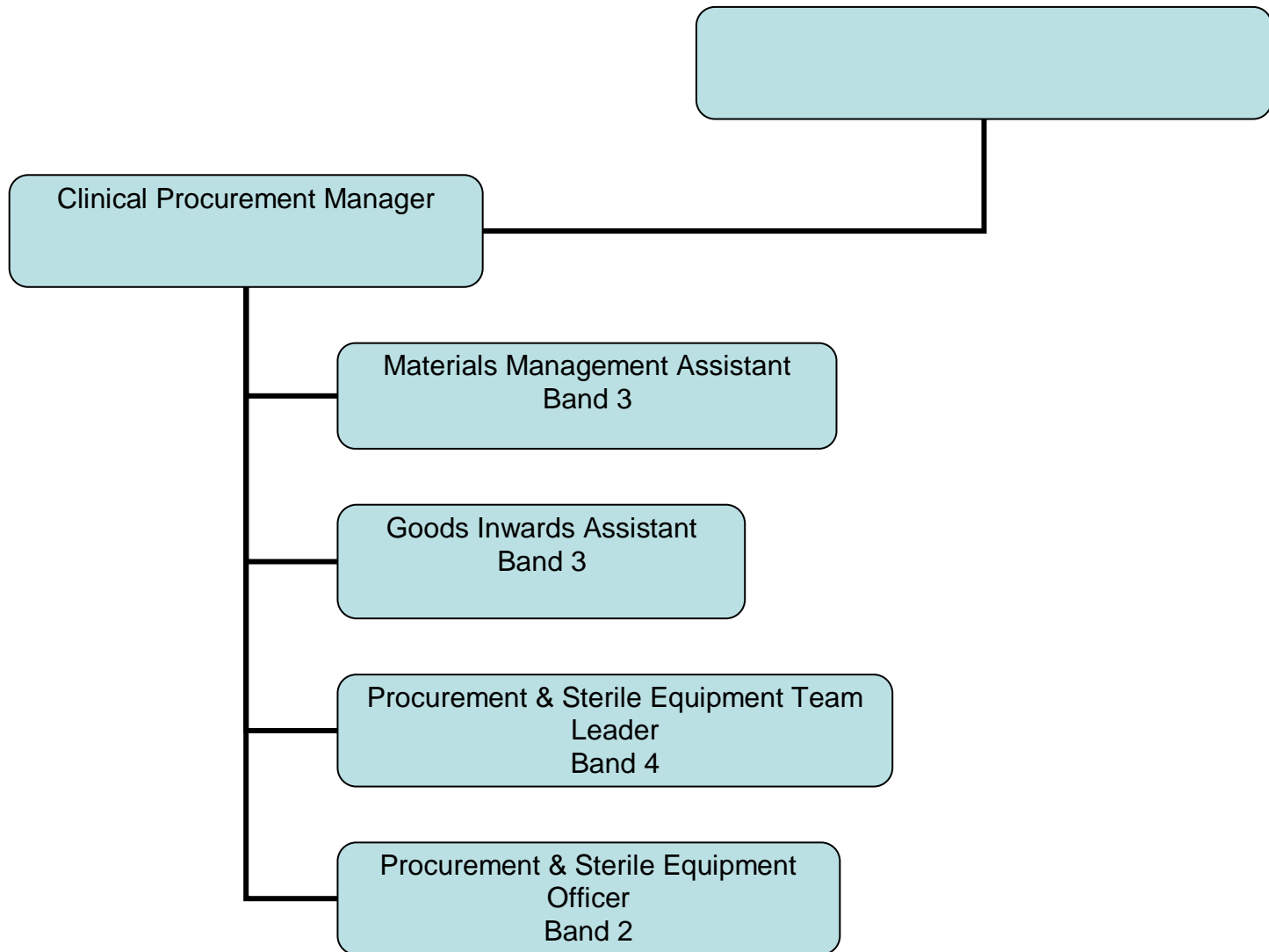
- Suppliers
- Delivery drivers
- NHS Supply Chain

- Auditors

### 3. Budget responsibilities:

- Maintain stock levels

#### Team chart



### 4. Key result areas:

- 4.1 Receive goods into the hospital stores and progress their timely onward transmission to wards and departments using own initiative on routine decisions. Ensure all urgent deliveries are prioritised and that clear and accurate signatures are obtained for all goods delivered.
- 4.2 Frequently work alone within clearly defined procedures. Support available from team members and line manager when required.
- 4.3 Order stock consumable healthcare products for wards and departments on a weekly basis via a bar coded data capture system. Download the data onto computer system and process requirements to Maidstone Distribution Centre.

- 4.4 Prepare, pack and despatch goods for return to suppliers. Liaise with suppliers to ensure that all necessary information /documentation is available. Regularly chase suppliers who do not collect returned items.
- 4.5 Receive and accurately check stock deliveries to wards and departments. Replenish stock to agreed levels.
- 4.6 Process supplementary ad-hoc stock orders in a timely and efficient manner.
- 4.7 Generate non stock (direct to supplier) orders as required. Ensure correct pricing applies.
- 4.8 Liaise with Trust management accounts to ensure all product codes are correctly linked to financial codes.
- 4.9 Maintain regular audits on stock "use by" dates. Ensure all stock is rotated efficiently and waste kept to a minimum.
- 4.10 Monitor all discrepancies, returns and uplifts and process the relevant paperwork to ensure all credits are received.
- 4.11 Communicate regularly with end-users and NHS Supply Chain to ensure that all queries are dealt with in a timely and efficient manner.
- 4.12 Agree stock levels with budget holders and implement regular review process to enable stock levels to accurately reflect current activity patterns.  
This process to include:
  - a) Production of ward/department specific usage.
  - b) Analysis of data to highlight slow moving stock items and/or stock levels which require adjustment.
  - c) Consult with budget managers to agree amendments/additions to stock held.
  - d) Produce new stock level report (fully costed).
  - e) Ensure all amendments implemented and any savings recorded.
- 4.13 Liaise with budget holders regarding the introduction and trialling of new products. Recognise and implement cost saving initiatives.
- 4.14 Actively promote the benefits of the materials management system and seek opportunities to extend the service where possible.
- 4.15 Maintain comprehensive and accurate records of all materials management activity.
- 4.16 Ensure the security of stock in the wards and departments during the order and replenishment process.
- 4.17 Investigate and resolve both internal/external problems, which might affect service delivery.
- 4.18 Maintain accurate records and filing systems.
- 4.19 Routinely process goods received data, reconcile delivery notes with orders and ensure all financial information is recorded in an accurate and timely manner.
- 4.20 Responsible for the security of the hospital stores and contents. Also to ensure the stores is kept clean and hazard-free.
- 4.21 Collection and distribution of daily mail deliveries.
- 4.22 Offer help and cover for other supplies staff as and when required.

- 4.23 To be aware of and comply with the Trust's Equal Opportunity, Data Protection and Health and Safety policies.

## **5. Materials Management**

The post holder will be expected to persuade ward or department staff to maximise cost-effectiveness where conflicting priorities, and use appropriate procedures or paperwork, liaises with suppliers regarding delivery commitments/returns.

## **6. Personal and Professional Development**

6.1 Participate in the Trust's annual appraisal system designed to identify objectives and personal development opportunities.

6.2 Ensure that all mandatory training is up to date

6.3 The post holder will be responsible for continually maintaining their working knowledge of local practices, policies and procedures and highlight ongoing training and development needs to their manager.

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## **Health and Safety**

The postholder must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these at all times, including ensuring that they act in line with all policies and procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

## **Equality and Diversity**

The postholder is required to promote equality in service delivery and employment practices. All employees must comply with all the Trusts equality and diversity policies, procedures and initiatives.

## **Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times.

## **Safeguarding Children, Young People and Vulnerable Adults**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with the NHS Employment Check Standards and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

## **Smoke free Trust**

Queen Victoria Hospital NHS Foundation Trust is a smoke-free Trust covering Trust premises, grounds and any Trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

**PERSON SPECIFICATION**

Title of post: **Band 3 Supplies Assistant – Stores & Materials Management**

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 3/ Chartered Institute of Purchasing &amp; Supply (CIPS) foundation stage or equivalent experience</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous stores/procurement experience gained in a hospital or commercial organisation.</li> <li>Work in a customer focused environment.</li> </ul>	<ul style="list-style-type: none"> <li>Previous NHS experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good understanding of receipt and distribution processes.</li> <li>Knowledge of materials management theory and implementation.</li> <li>Knowledge of manual handling techniques</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good standard of literacy and numeracy</li> <li>Willingness to undertake work related training and development.</li> <li>Good computer skills</li> <li>To plan regular delivery schedules.</li> <li>Able to plan regular review meetings.</li> <li>To plan for irregular service delivery schedule i.e. bank holidays</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Able to provide basic on the job training for new staff</li> <li>Able to plan and organise own workload to meet required deadlines.</li> <li>Good communication skills.</li> <li>Flexible approach to work and positive attitude.</li> <li>Responsible attitude toward safety and working environment.</li> <li>Able to contribute to the work of a multi-functional team.</li> <li>Accurate and methodical approach to work.</li> </ul>	

<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Good physical fitness.</li> <li>• Able to manoeuvre and unpack roll cages and parcels.</li> <li>• Required to occasionally move hazardous substances.</li> <li>• To transport goods outside in inclement weather.</li> </ul>	
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**Version control (HR use only):**

<b>Version number:</b>	<b>AfC panel:</b>	<b>Clustered:</b>	<b>Consistency check:</b>	<b>Lead initials:</b>
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