

Stock Control Assistant

Department: Health and Community Services (HCS)

Division: Surgical Care Group

Reports to: Planned Care Lead

JE Ref: HCS1148.1

Grade: CS05

JE Date: 20/04/2023

Job purpose

1. To assist with the efficient stock management of all consumables across the surgical care group. This includes stock replenishment; stock rotation and bi-annual stock takes for consumables across the main surgical departments including theatres, Intensive Care and Radiology.
2. Be the dedicated stock management lead for one of the specialist areas (theatres, intensive care or radiology) within the surgical care group. Develop and maintain in depth knowledge of the department's specialist stock and equipment.
3. Support the ordering and delivery of specialist theatre consumables and loan instruments sets, as well ensuring that all necessary loan instruments have delivered and processed at the sterile services department.
4. To support the ongoing maintenance of the asset register for the surgical care group and organise all equipment requirements for elective procedures and emergency procedures.

Job specific outcomes

1. Ensure all necessary consumables are available across all departments for elective procedures, emergency procedures and diagnostics. Liaising with Hospital Supplies Department regarding consumables and use of Connect Ariba stock ordering system.
2. Ensure accurate data collection of all information concerning loan equipment, consumables and the asset register in order to support the capital replacement programme, bi-annual stock takes and audits.
3. Assist with the reconciliation of invoices for surgical speciality loan equipment and Connect Ariba queries. Ensure that all prosthesis, hire charges and freight are captured.
4. To collaborate with Consultants regarding patient specific loan equipment required. Working closely with consultants in identifying and sourcing new equipment. Liaising with Sterile Services regarding all surgical equipment requirements, turnaround times for loan and new equipment.

5. Assist with activity between theatres & day Surgery, Sterile services and supply chains regarding instrument repairs and purchasing replacement equipment. Working closely with consultants in identifying and sourcing new equipment.
6. Demonstrate the ability to manage and communicate with excellent interpersonal skills and ensure all information is shared with Consultants, visiting Consultants and senior management.
7. Communicates directly with UK companies regarding theatre consumables and loan equipment and equipment replacement.

Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to GCSE Maths and English & a good level of IT skills including Excel.</p> <p>A high level of IT skills including Excel.</p> <p>A good understanding of stock control and stock ordering processes.</p> <p>Good communication skills</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Practical knowledge of how to independently perform a wide range of tasks.</p> <p>A good understanding of stock control and stock ordering processes/management.</p> <p>Knowledge of stock management systems i.e Connect Ariba.</p>	<p>Knowledge of medical terminology</p>

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent relationship building with both internal and external stakeholders, and especially with service users.</p> <p>Able to understand and manage a range of complex facts or situations requiring analysis.</p> <p>Good problem-solving acumen.</p> <p>Excellent communication; verbal and written.</p> <p>Communicates effectively across all levels and media.</p> <p>Ability to adapt personal style in order to influence others and gain support for ideas.</p> <p>Supports the development of and shares learning with other members of staff. Able to remain professional and effective under pressure.</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team.</p> <p>Self-directed and resourceful.</p> <p>Flexible approach to work.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post qualification experience).</i></p>	<p>Experience of working effectively within a multidisciplinary team.</p> <p>Experience of stock management processes and systems</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

Organisation chart

One Government Departments



Organisation chart

