

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Clinical Theatre Stores Manager |
| **Reports to** | Clinical Procurement Specialist Nurse / Cluster Manager Critical Care |
| **Band** | Band 6 |
| **Department/Directorate** | PEOC Theatres, Critical Care Directorate |

|  |
| --- |
| **JOB PURPOSE** |
| * To lead the Clinical Procurement team within Critical care. * To plan and manage requisitioning (manually & automatic) of stores including responsibility for stock levels across the entire inventory. * To guide, instruct and support clinical personnel at all levels in the management of stores and supplies and the use of the electronic stock management system (PRM). * The post holder will be expected to meet objectives set out during Personal Development Review. * To work flexibly across Operating Departments of the Trust as directed by the Critical Care Cluster Manager and provide support according to service needs. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
|  |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: (type of work undertaken)  **Care management**   * + To represent and advocate the clinical aspect of change when leading or participating in the procurement of new theatre consumables   + Is responsible for assessment, planning, implementation and evaluation of surgical equipment and products   + Organises time, equipment and staff to deliver effective stock management across the entire inventory and manages the clinical trialling of new consumables.   + Gives skilled support to medical staff and other members of the multidisciplinary team and actively promotes effective communication within Departments and multidisciplinary team.   + Leads the routine stock audit as part of prudent financial management required by the Division and wider Trust.   + Instructs Theatre personnel in the use of PRM and the trialling and effective evaluation of new devices /supplies.   + Recognises situations that may be detrimental to the working environment or utilisation of stores and institutes preventative measures.   + Works closely with all Operating Departments within the RD&E taking a lead role in implementing change to both product range and consumable management processes.  Quality Management  * + To contribute to the implementation of improvements of working methods and practices   + To identify and act on any risk that could affect the safety of patients especially where Theatre consumables are identified as a risk factor.   + To participate in and contribute to changes and improvements within the Directorate and Trust.   + To comply and work in accordance with Trust Policies and Theatre Standards of care.   + To handle complaints regarding consumables from Trust personnel and take appropriate action in line with Trust policy.   + To adhere to Trust policies with regard to Clinical Governance and share responsibility with their line manager for lower band staff’s PDR’s   + To assist in establishing appropriate systems within the department for monitoring of quality standards, facilitate audits of services and risk assessment and act on them accordingly  Financial Management  * + To lead on the monitoring of theatre consumables and control the use of resources within budgetary limits   + To contribute to the analysis of theatre consumable requirements against work load activity   + To assist with developing the financial awareness of the team so that individual staff contribute to the efficient use of resources   + Lead clinical negotiations with company representatives in conjunction with the procurement team on supply contracts to ensure best value for the consumable inventory.  Information Management  * + To manage the clinical interface of the PRM system and assist with the implementation of the My Care program.   + To make use of relevant analytical information in decision making, problem solving and consumables management advising staff on the most appropriate products.  Staff Management  * + To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities   + To provide clear instructions and accurate information to junior staff and monitor and evaluate their work to ensure standards are maintained.   + To provide teaching and instruction to Theatre Personnel across all Operating Departments on the use of PRM including the production of reports for senior staff.   + To continue to develop own supervisory skills and competence.   + To manage disciplinary situations and maintain confidentiality at all times relating to disputes or disagreements  Professional Development  * + Seeks to develop new skills.   + Applies validated research findings to practice.   + Facilitates the professional development needs of the theatre team and facilitates their development through Professional Development Review (PDR).   + Takes responsibility for personal development and education.   + To take part in regular performance appraisal.   + To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.   + To contribute to and work within a safe working environment.   + The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.   No. of Staff reporting to this role: One    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:     |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Clinical Matrons * Clinical Nurse Managers * Surgeons and Anaesthetists * All Theatre team members * Recovery Staff * Medical staff * Procurement Team * Receipts & Distribution Team * Allied health professionals * Clerical staff * Cluster Managers * Departmental Managers * Divisional Managers * Divisional Finance Team * Ward staff * HSDU Team | * NHS Trusts * Other Health Organisations * National Institute for Clinical Excellence (NICE) * Company / Supplier Representatives * NHS Supply Chain * Peninsular Procurement Strategic Alliance | |  |  | |  |  | |  |  | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
| Critical Care Cluster Manager  Clinical Procurement Specialist Nurse  (Line Manager)  Clinical Matrons (Theatres)  Clinical Nurse Managers (Theatres)  **POST HOLDER**  **Clinical Theatre Stores Manager**  **(PEOC Theatres)**  Clinical Theatre Stores Manager  (General Theatres)  Theatre Team  Theatre Assistant – Stores  (General Theatres)  Theatre Assistant – Stores  (PEOC Theatres) |
|  |
| **FREEDOM TO ACT** |
| * To represent and advocate the clinical aspect of change when leading or participating in the procurement of new theatre consumables * Is responsible for assessment, planning, implementation and evaluation of surgical equipment and products * Organises time, equipment and staff to deliver effective stock management across the entire inventory and manages the clinical trialling of new consumables. * To lead on the monitoring of theatre consumables and control the use of resources within budgetary limits * Leads the routine stock audit as part of prudent financial management required by the Division and wider Trust. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Instructs Theatre personnel in the use of PRM and the trialling and effective evaluation of new devices /supplies. * To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities * To provide clear instructions and accurate information to junior staff and monitor and evaluate their work to ensure standards are maintained. * To provide teaching and instruction to Theatre Personnel across all Operating Departments on the use of PRM including the production of reports for senior staff. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To make use of relevant analytical information in decision making, problem solving and consumables management advising staff on the most appropriate products. * Applies validated research findings to practice. * To lead on the monitoring of theatre consumables and control the use of resources within budgetary limits |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Leads the routine stock audit as part of prudent financial management required by the Division and wider Trust. * Organises time, equipment and staff to deliver effective stock management across the entire inventory and manages the clinical trialling of new consumables. |
| **PATIENT/CLIENT CARE** |
| * Instructs Theatre personnel in the use of PRM and the trialling and effective evaluation of new devices /supplies. * Recognises situations that may be detrimental to the working environment or utilisation of stores and institutes preventative measures. * To contribute to the implementation of improvements of working methods and practices * To identify and act on any risk that could affect the safety of patients especially where Theatre consumables are identified as a risk factor. * To assist in establishing appropriate systems within the department for monitoring of quality standards, facilitate audits of services and risk assessment and act on them accordingly |
| **POLICY/SERVICE DEVELOPMENT** |
| * Leads the routine stock audit as part of prudent financial management required by the Division and wider Trust. * Works closely with all Operating Departments within the RD&E taking a lead role in implementing change to both product range and consumable management processes. * To participate in and contribute to changes and improvements within the Directorate and Trust. * To comply and work in accordance with Trust Policies and Theatre Standards of care. * To handle complaints regarding consumables from Trust personnel and take appropriate action in line with Trust policy. * To adhere to Trust policies with regard to Clinical Governance and share responsibility with their line manager for lower band staff’s PDR’s |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To lead on the monitoring of theatre consumables and control the use of resources within budgetary limits * To contribute to the analysis of theatre consumable requirements against work load activity * To assist with developing the financial awareness of the team so that individual staff contribute to the efficient use of resources * Lead clinical negotiations with company representatives in conjunction with the procurement team on supply contracts to ensure best value for the consumable inventory. |
| **HUMAN RESOURCES** |
| * To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities * To provide clear instructions and accurate information to junior staff and monitor and evaluate their work to ensure standards are maintained. * To provide teaching and instruction to Theatre Personnel across all Operating Departments on the use of PRM including the production of reports for senior staff. * To continue to develop own supervisory skills and competence. * To manage disciplinary situations and maintain confidentiality at all times relating to disputes or disagreements |
| **INFORMATION RESOURCES** |
| * To manage the clinical interface of the PRM system and assist with the implementation of the My Care program. * To make use of relevant analytical information in decision making, problem solving and consumables management advising staff on the most appropriate products. |
| **RESEARCH AND DEVELOPMENT** |
| * Seeks to develop new skills. * Applies validated research findings to practice. * Facilitates the professional development needs of the theatre team and facilitates their development through Professional Development Review (PDR). * Takes responsibility for personal development and education. * To take part in regular performance appraisal. * To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling. * To contribute to and work within a safe working environment. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection. |
| **PHYSICAL SKILLS** |
|  |
| **PHYSICAL EFFORT** |
|  |
| **MENTAL EFFORT** |
|  |
| **EMOTIONAL EFFORT** |
|  |
| **WORKING CONDITIONS** |
|  |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DSE) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Clinical Theatre Stores Manager |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered General Nurse/ C&G 752/Diploma or Degree Level ODP or Relevant recent experience in operating theatre environment  Procurement or similar recent relevant experience | E | D |
| **KNOWLEDGE/SKILLS**  Full understanding of the role and its limitations as stated in job description  Supervisory/ Leadership Skills  Effective written and verbal communication skills  Ability to use evidenced based practice  Experience of EROS, PRM and Agresso | E  E  E  E  E |  |
| **EXPERIENCE**  Experience in Theatres  Evidence of mentoring /facilitating learners  Good understanding of theatre procedures in different Theatre specialities  Procurement or purchasing experience | E  E  E | D |
| **PERSONAL ATTRIBUTES**  Good team member  Ability to prioritise and organise own work load  An understanding of Trust and relevant NHS issues  Reliable and good attendance record  Enthusiastic and motivated | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Flexible approach to work and routine shift patterns  Adaptable to changing needs of the service  Willingness to undertake skills training related to the speciality  Shows evidence of ongoing professional development  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  E  E  E  E | D |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N | Y |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y/N |  | Y |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y | Y |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N | N |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | Y |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N |  |  |  | Y |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y/N |  |  | Y |  |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N | Y |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y/N |  | Y |  |  |