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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Materials Distribution Assistant** |
| **Band:** | **Band 2 (Subject to formal matching)** |
| **Responsible To:** | **Category Manager Medical** |
| **Accountable To:** | **Head of Procurement & Facilities** |
| **Section/Department/Directorate:** | **Procurement Department** |

**Job Purpose:**

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| To ensure all ward areas at the Acute site and in the community have sufficient PPE to meet their needs.  To perform a daily stock-check of the PPE and record the results on a database.  To co-ordinate and provide physical assistance with moving goods from Trust sites, and within the Trust’s offsite warehouse as and when required.  To actively support in the distribution of non-stock orders/requests to all wards and departments and if required to support the Materials Management function.  To provide support, and cover when required; check and electronically receipt deliveries of both medical and non-medical goods into the Trust.  Under guidance of the receipt point staff organise the delivery of goods to wards and departments in a timely manner.  To undertake all day to day operational work associated with the successful and accurate requisitioning, receipt and distribution of all goods through the Receipt and Distribution point in accordance with agreed procedures and policies  In carrying out these tasks the post holder must use a number of computer applications and work unsupervised to deliver an optimum level of service to user departments.  \*\*\*\* Please note that the JD for this role was created and introduced as a direct result of the pandemic.  Should another pandemic, or similar event occur, that the Trust deems is not business as usual (BAU) then you will be required to adopt this role until BAU status is re-instated. | |
| **Context:** |
| |  | | --- | | To receive, inspect and check all goods delivered to the Receipt and Distribution Point reporting any discrepancies as appropriate; to include the PPE and PUSH stock.  Responsible for the receipt of and onward internal distribution in excess of 25,000 parcels in a year, from up to 15 couriers per day, over a 5 day working week.  Organise the delivery of goods to wards and departments, maintaining cold supply chain control.  Maintain a file of delivery notes and enter information onto the IT system  (Integra-IB Solutions system) on the day of goods delivery.  To action all associated documentation, carry out clerical work and maintain all essential records as directed.  Use and operate mechanical handling aids – pallet truck and flatbed trolley – any other related equipment, reporting any defects or deficiencies promptly.  Work in a tidy manner, keeping all working areas clean and free form clutter.  As directed and when necessary carry out stock-taking duties, reporting any discrepancies and assisting with subsequent investigation.  Assist in maintaining high standards of security within the Receipt and Distribution Point both in terms of staff and goods and working environment.  **Key Working Relationships:**  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare Community, external organisations and the public. This will include verbal, written and electronic media. | |  | |
| **Organisational Chart:** |
| **Communication and Relationship Skills** Communicates with users of the receipt and distribution service. Liaises with Sodexo porters for non-stock distribution of large items  Provides information to procurement finance and all key stakeholders.  Works as part of the Procurement team and exchanges information with other team members to ensure a consistent service is provided to all customers.  **Analytical and Judgement Skills**  To offer advice and guidance to customers on the receipt and distribution processes.  To ensure all records are appropriately and accurately filed and maintained.  To assist the Head of Procurement and wider team as required, in developing service improvements  **Planning and Organisational Skills**  To perform a daily stocktake of the PPE and enter the levels onto a databse  To distribute PPE to the ward areas at the Acute site and in the community  To action and fulfil PPE orders received into the department  The post holder will organise and prioritise own workload and work to defined deadlines.  Identify and promote good practice in relation to job role.  **Physical Skills**  To process stock returns from user departments into internal stock or returned to the supplier, as appropriate.  To distribute PPE to the ward areas at the Acute site and in the community  To action and fulfil PPE orders received into the department  To co-ordinate and physically assist in the moving of goods to, from and within the off-site warehouse  Standard keyboard skills for monitoring and auditing all Trust premises using the appropriate software.  **Responsibility for Patient and Client Care**  To offer advice and guidance to customers on the receipt & distribution at materials management processes.  Incidental contact with patients when undertaking deliveries in clinical areas.  **Responsibility for Policy and Service Development**  To follow all relevant Health and Safety, Environmental and Quality policies and procedures, including any statutory regulations.  To ensure that procedures relating to own work are developed to ensure consistency of role.  To ensure all policies and procedures are adhered to and propose changes.  **Responsibility for Financial and Physical Resources**  To perform a daily stocktake of the PPE and enter the levels onto a database. To support the receipt of products into the Receipt and Distribution area. Support the organisation in their onward delivery to the user departments in a timely manner. **Responsibility for Human Resources**  Maintain and update training relevant to post.  Taking an active part in development review of own work suggesting areas for learning and development in the coming year.  **Responsibility for Information Resources**  Verification of stocktakes undertaken.  Daily use of IT programmes relevant to the work area to produce documents and reports.  Be responsible for the effective inputting, storing and maintenance of information.  **Responsibility for Research and Development**  Undertake compliance audits and survey in line with HTM07-01 safe Management of Healthcare Waste and Sodexo contract specification.  Contribute to the implementation of new and revised documentation and guidance relating to PPE receipt and distribution within the Trust.  **Freedom to Act**  Adhere to Trust and Departmental policies and procedures.  Organise, plan and manage own workload on a day to day basis.  Feedback information on findings from waste audits and ensure action plans are completed and followed up with others.  **Physical Effort**  Undertake frequent site walks and inspections of clinical and non-clinical areas across the Trust.  Moderate physical effort is required when moving equipment such as PPE across the sites.  Loading and storing of PPE.  Frequent use of VDU.  **Mental Effort**  Frequent concentration when undertaking stocktaking, inputting information and analysing data.  **Emotional Effort**  Occasional exposure to emotional or distressing situations when carrying out deliveries in patient areas.  Able to multi task and work under pressure.  **Working Conditions**  Regular travel between sites, working in both clinical and non-clinical areas. Use of PPE as necessary.  Requirements to use VDU/office equipment on a daily basis. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
* 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.

If you are a line manager, in addition to the above, it is expected you will:

* Champion health and wellbeing.
* Encourage and support staff engagement in delivery of the service.
* Encourage staff to comment on development and delivery of the service.
* Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Waste Auditor**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Good standard of education. NVQ 3 or equivalent qualification in relevant subject.  Relevant training/experience in receipt and distribution processes. | D  E | Application form/Interview  Application form/Interview |  |  |
| KNOWLEDGE/SKILLS:  Good written and oral communication skills. Flexibility, Use of Intranet, e-mail, Word Processing and data management skills.  Ability to use own initiative, prioritise and meet deadlines and to work under pressure.  Computer literate in a variety of computer software packages, i.e. database, spreadsheets to advanced level.  Knowledge of Trusts PPE policies and procedures | E  E  D  E | Application form/Interview  Application form/Interview  Application form/Interview  Application form/Interview |  |  |
| EXPERIENCE:  Ability to work on own initiative essential and managing workload as well to work as part of a team.  To present work methodically, accurately and in a professional and clear manner.  Quality stocktaking and monitoring experience.  Tact and diplomacy when dealing with people and providing feedback.  Dealing/working in a clinical environment | E  E  E  E  D | Application form/Interview  Application form/Interview  Application form/Interview  Application form/Interview  Application form/Interview |  |  |
| PERSONAL REQUIREMENTS:  Keyboard skills  Lifting and moving of goods.  Driving Licence and use of own car. | E  E  E | Application form  Application form  Application form |  |  |
| OTHER REQUIREMENTS:  The postholder must be physically capable of spending the majority of their working day on their feet, covering a significant distance.  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 | Application Form/Interview  Interview  Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving | X | Noise | X |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |