

## ROLE BRIEF

<b>Department:</b>	<b>Supplies Dept</b>
<b>Job Title:</b>	<b>Supplies Co-ordinator</b>
<b>Responsible To:</b>	<b>Procurement and Supply Chain Manager</b>
<b>Location:</b>	<b>The McIndoe Centre</b>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• The daily replenishment of consumable stock to agreed levels, using computerised systems to place orders.</li> <li>• Receiving deliveries accurately; checking against delivery documentation, putting away stock received and receipting stock onto computerised system as appropriate.</li> <li>• Picking items from stores locations to meet departmental top-up requisitions.</li> <li>• Arranging the internal distribution of top-up picks and other non-stock items received.</li> <li>• Assist in the daily management of prosthesis stocks to include issue and re-ordering.</li> <li>• Ordering of departmental non-stock requirements.</li> <li>• Tracking overdue and/or urgent orders .</li> <li>• Communicating with departments to ensure they are informed of any delays and stock shortages.</li> <li>• Stock management to include stock rotation and identification of out of date stocks.</li> <li>• Updating computerised stock systems as required.</li> <li>• Assist with month-end stocktake.</li> <li>• To ensure, in so far as possible, that products are standardised throughout the organisation .</li> </ul>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• To support and assist the procurement and supply chain manager in the day-to-day running of the Supplies department.</li> <li>• To ensure order requisitions and all other relevant documents are completed correctly and processed in a timely manner.</li> <li>• To ensure accurate stock management; processing goods-in, internal stock issues and returns.</li> </ul>

<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• Computer literate with good knowledge of Microsoft Word and Excel.</li> <li>• Experience of working in a stores or a warehousing environment.</li> <li>• Able to communicate with a wide range of people, and provide good customer service to internal and external customers.</li> <li>• Experience using stock management systems.</li> <li>• Manual handling ability and experience.</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• Experience working in a hospital environment.</li> <li>• Experience using Compucare 7 (stock management system).</li> <li>• Stock management, IT or Customer Service certificates or qualification (NVQ, City &amp; Guild or other).</li> <li>• Valid UK driving licence.</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>

<b>Confidentiality</b>	You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
<b>Safeguarding</b>	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>