

Position Description

Position Title: Operating Theatre Supplies Assistant
 Business area: Operating Theatre
 FTE: As per Conditions of Employment
 Reports to: Operating Theatre Manager



<p>Our Mission :</p> <p>Excellence in health care within a culture of caring</p>	<p>Our Vision :</p> <p>To be an innovative centre of excellence, where people choose to receive health care and people love to work.</p>	<p>Our Values:</p> <p>Four core values:</p> <ul style="list-style-type: none"> ○ Do the Right Thing ○ Aim for Excellence ○ Caring for All ○ Work Better Together
---	---	---

Position Objective

- To assist the effective coordination of loan instrumentation requirements for the department and to satisfy external requests.
- To assist with accurately tracking consignment of stock, issuing and replacing.
- To utilise all appropriate digital systems to assist in the stock management, ordering and cost recovery process.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none"> • OT Supply Coordinator • Clinical Nurse Specialists and Team Leaders • Anaesthetic Technician Coordinator • Theatre Services Manager • Perioperative Services Manager • Infection Prevention and Control Coordinator • Other Theatre colleagues • Sterile Services Department team • All other St George’s colleagues 	<ul style="list-style-type: none"> • Other Surgical Hospitals • Clinician room staff • Medical Company Representatives

Key Areas of Accountability

Area of Accountability	Expected Results
Assists with accurate and effective management of instruments and equipment.	<ul style="list-style-type: none"> • Assists with meeting the accurate departmental supply requirements from CNS, Clinicians, SSD and medical company representatives and items required are sourced using established practices. • Relevant information is recorded using correct practices and concerns are addressed or escalated appropriately. • Loan instrumentation is coordinated to ensure efficient operating theatre time and SSD recycling times. • Equipment and implants into and out of department is accurately tracked, checked and packaged. • Utilises tracking system for instruments and charging of sterilization costs. • Remains current with changes in the OT lists and changes in surgeon preferences / requirements. • Responds with customer focused approach to requests from medical companies and local hospitals for loan instrumentation.
Assists with the management of consignment stock.	<ul style="list-style-type: none"> • Post procedure, stock is re-ordered, and details are provided if required. • Assists with stock taking and notifies medical companies of short-dated stock to allow replacement. • Assists with receiving and correctly storing consignment stock into the department using correct process.
Other ordering	<ul style="list-style-type: none"> • Liaises with Purchasing to ensure stock levels are correct for workload and wastage is not occurring due to expired stock.
Cost recovery	<ul style="list-style-type: none"> • Assists with accurately tracking consignment stock levels and ensures every patient procedure; <ul style="list-style-type: none"> ○ Records all stock used, ○ is checked to ensure high-cost items are assigned, ○ is invoiced appropriately. • Provides the Accounts department with all the relevant information for contract procedures.
Theatre assistance	<ul style="list-style-type: none"> • Provides assistance to clinical colleagues involved in direct patient care as requested and in accordance with St George's Hospital policy and procedures.
Interpersonal Relationships; Teamwork; Values.	<ul style="list-style-type: none"> • Appreciates and respects the contribution of others within the team, organisation and external customers. • Communicates effectively, honestly and openly with the team. • Fosters co-operation across clinical, purchasing and administrative groups. • Behaviours always align to St George's values; Do the right thing, Air for Excellence, Caring for All, Work Better Together.

Area of Accountability	Expected Results
Professional Development.	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the Organization. • Ensures performance and development is undertaken according to hospital policy. • Participates in an annual performance review and the setting of performance objectives.
Quality Improvement.	<ul style="list-style-type: none"> • Actively participates and supports quality improvement activities. • Actively participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status.
Cultural safety, understanding and Te Tiriti o Waitangi.	<ul style="list-style-type: none"> • Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi. • Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability, or beliefs.
Health & Safety	<ul style="list-style-type: none"> • Complies with and supports all health and safety policies, guidelines, and initiatives. • Ensures all incidents, injuries and near misses are reported in our H&S reporting tool.
Other Duties	<ul style="list-style-type: none"> • Performs other duties relevant to the role or area in a timely, accurate manner and in accordance with St George’s Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications		
Experience & Knowledge	<ul style="list-style-type: none"> • Advanced Computer literacy - able to use and develop Excel formulas. • Work experience in a field that requires organisation and planning, with an ability to adapt as required. • Demonstrated ability to prioritise. 	Previous experience in surgical health setting or experience in stock management or logistics planning
Personal Attributes	<ul style="list-style-type: none"> • Proven exceptional attention to detail. • Ability to work under pressure. • Ability to work in a team and also autonomously. • Logical and enquiring mind. • Effective and strong communication – written and oral • Ability to problem solve. • Empathy. • Physically capable of lifting heavy equipment or instruments 	