

## ***POSITION DESCRIPTION***

<b>Position Title</b>	Operating Theatre Supply Coordinator
<b>Business area:</b>	Operating Theatre
<b>FTE:</b>	As per Conditions of Employment
<b>Reports to:</b>	Perioperative Services Manager
<b>Approved by:</b>	Hospital Manager

---

### **Position Objective**

- **To effectively coordinate loan instrumentation requirements for the department and to satisfy external requests.**
- **To accurately track consignment stock issues and replacements.**
- **To establish, foster and maintain key relationships with clinician practices, staff from other hospitals and medical company representatives.**
- **To fully utilise digital systems capabilities to assist in the stock management, ordering and cost recovery process**

### **Functional Relationships**

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"><li>• Hospital Manager</li><li>• Perioperative Services Manager</li><li>• Operating Theatre Coordinator</li><li>• Clinical Nurse Specialists and Charge Nurses</li><li>• Purchasing Manager</li><li>• All St George's staff</li></ul>	<ul style="list-style-type: none"><li>• Other Surgical Hospitals</li><li>• Clinician room staff</li><li>• Medical Company Representatives</li></ul>

## Key Areas of Accountability

Area of Accountability	Expected Results
<b>Management of instruments and equipment</b>	<ul style="list-style-type: none"> <li>• Accurate departmental supply requirements are established with input from CNS, clinicians, CSSD and medical company representatives and items required are sourced using established practices. Relevant information is related to appropriate parties, and recorded using correct practices and concerns are addressed or escalated appropriately</li> <li>• Loan instrumentation is managed to ensure efficient operating theatre time and CSSD recycling times.</li> <li>• Accurate tracking and checking and packaging of equipment and implants into and out of department</li> <li>• Utilises tracking system for instruments and charging of sterilization costs.</li> <li>• Remains current with changes in the OT lists and changes in surgeon preferences / requirements.</li> <li>• Responds with customer focused approach to requests from medical company and local hospitals for loan instrumentation.</li> </ul>
<b>Management of consignment stock</b>	<ul style="list-style-type: none"> <li>• Accurately tracks consignment stock levels ensuring all stock used has been issued to a patient, is invoiced appropriately and re-ordered providing necessary details if required.</li> <li>• Assists with stock taking and notifies medical companies of short dated stock to allow replacement</li> <li>• Receives consignment stock into department using correct process and ensures stock is stored correctly</li> </ul>
<b>Other ordering</b>	<ul style="list-style-type: none"> <li>• Liaises with Purchasing to ensure stock levels are correct for workload and wastage is not occurring due to expired stock.</li> </ul>
<b>Cost recovery</b>	<ul style="list-style-type: none"> <li>• Assists as required with ensuring high cost items are invoiced correctly.</li> <li>• Is proactive and ensures Accounts dept has relevant information for contract procedures.</li> </ul>
<b>Theatre assistance</b>	<ul style="list-style-type: none"> <li>• Provides assistance to clinical staff involved in direct patient care as requested and in accordance with St George's Hospital policy and procedures.</li> </ul>
<b>Interpersonal Relationships/Teamwork is practiced</b>	<ul style="list-style-type: none"> <li>• Appreciates and respects the contribution of others within the team, organisation and external customers.</li> <li>• Communicates effectively, honestly and openly with the team.</li> <li>• Fosters co-operation across clinical, purchasing and administrative groups.</li> <li>• Supports and encourages the professional growth of the team.</li> <li>• Models St George's values.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertakes responsibility for meeting all the mandatory requirements of the Organization.</li> <li>• Ensures performance and development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives.</li> <li>• Identifies own learning requirements/deficits and develops a plan in conjunction with the PCM to redress these.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Actively participates and supports quality improvement activities</li> <li>• Actively participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status.</li> </ul>

Area of Accountability	Expected Results
	<ul style="list-style-type: none"> <li>Documents and reports accidents and incidents accurately in accordance with Hospital policy.</li> </ul>
<b>Organisational Culture</b> A strong and positive image of St George's is supported within the community and with key internal and external stakeholders	<ul style="list-style-type: none"> <li>Promotes harmonious working relationships within the department. Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus".</li> <li>Assists in facilitating positive inter-departmental relationships.</li> <li>Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>Models St George's Values and adheres to St George's policies and procedures.</li> </ul>
<b>Cultural understanding of the Treaty of Waitangi</b> To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> <li>Understands and has knowledge of the Treaty of Waitangi and the implications in hospital practice.</li> <li>Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</li> <li>Displays cultural sensitivity and a willingness to work positively with organizational strategies to improve outcomes for Maori.</li> <li>Respects diversity of cultural and religious beliefs amongst staff and patients.</li> </ul>
<b>Health &amp; Safety</b> To ensure a safe working environment	<ul style="list-style-type: none"> <li>Ensures staff, patient and "user" security, confidentiality and privacy are always maintained.</li> <li>Identifies, documents and reports accidents, incidents and risks accurately in accordance with Hospital policy.</li> <li>Takes reasonable care for personal health and safety and acts that could adversely affect others.</li> <li>Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015.</li> <li>Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>Participates in Health and Safety training as mandated by St George's from time to time.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures as directed by Hospital Manager or Patient Care Manager.</li> </ul>

### Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>		
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Computer literacy</li> <li>Work experience in field that requires organization and planning with an ability to adapt as required.</li> <li>Demonstrated ability to prioritise</li> </ul>	Previous experience in surgical health setting or experience in stock management or logistics planning
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Proven exceptional attention to detail</li> <li>Ability to work under pressure</li> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Can work as part of team</li> <li>• Can work independently</li> <li>• Logical and enquiring mind</li> <li>• Effective and strong communication, organisation, planning and problem solving</li> <li>• Empathy</li> <li>• Physically strong as position involves a lot of lifting</li> </ul>	

**Agreed by:**

Signed: \_\_\_\_\_  
**(Employee)**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
**(Hospital Manager)**

Date: \_\_\_\_\_