

Statement of Duties

Position Title: Supplies Coordinator	Position Number: 510539	Effective Date: October 2014
Group and Unit: Tasmanian Health Service (THS) - Surgical Services		
Section: Theatre Nursing	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 3	Classification: General Stream	
Reports To: CNC – Equipment & Materials Coordination Service		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As a member of the Theatre Nursing team; and in accordance with Agency policies, standards and guidelines, the Supplies Coordinator provides a timely and cost effective surgical supply service to ensure stock levels continuously meet operational needs. This includes:

- Coordinating the Theatre Nursing purchasing process through effective ordering, receipt and monitoring of general and specific medical and surgical supply items.
- Supporting Perioperative Services' service delivery needs by working in partnership with the Royal Hobart Hospital's (RHH) Supply and Central Sterilisation Departments, the Day Procedures Unit and related loan equipment staff.
- Performing patient billing administration to maximise hospital revenue under the Private Patient Scheme (PPS) and other chargeable patient categories.

Duties:

1. Support Theatre Nursing service delivery needs, practices and processes to reduce waste and maximise revenue through effective:
 - Ordering, receiving, processing, tracking and monitoring of consumables, specialised medical and surgical items, prostheses and related supplies
 - Recording and maintaining relevant data
 - Stock rotation, tracking and monitoring of all consumables and buy-ins
 - Re-ordering and following-up on back orders as required.
2. Ensure stock inventories and location identifiers are relevant and up to date.
3. Assist the CNC – Equipment & Materials Coordination Service in informing staff of related Materials Management policies and procedures.
4. In consultation with CNC – Equipment & Materials Coordination Service and Registered Nurses responsible for managing clinical portfolios, arrange for the procurement of equipment and non-stock items.

5. Liaise with suppliers to source alternative stock as required to achieve best price outcomes and schedules of delivery that meet hospital requirements.
6. Crosscheck and unpack delivered supplies upon receipt and coordinate the management of receipts and issues relating to stock management systems.
7. Coordinate all freight requirements including emergency orders and troubleshoot issues to ensure strict timelines are met.
8. Implement and maintain systems and databases in compliance with approved systems usage and in consultation with the wider team.
9. Accurately process rebates to ensure maximum revenue opportunities are captured.
10. Liaise with Theatre nursing and purchasing staff, store personnel and suppliers regarding purchasing and delivery issues and processes.
11. Check equipment, prostheses and consignment sets both in and out as required and ensure the appropriate storage of sterile and unsterile stock.
12. Contribute to the in-service training of all operating theatre staff and quality improvement programs regarding purchasing and storage processes.
13. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
14. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Scope of Work Performed:

Under the general supervision and direction of the CNC – Equipment & Materials Coordination Service, the Supplies Coordinator supports the Unit's stores supply objectives and is expected to:

- Exercise independent judgement and initiative regarding practices, methods, standards and timing to be applied to effectively prioritise daily workloads.
- Identify solutions to day to day problems to ensure quality customer service is provided.
- Monitor, maintain and modify supply practices, methods and standards in accordance with established processes, procedures and policies including relevant Agency and Treasury policies, procedures and guidelines and Work Health and Safety (WH&S) legislation.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated understanding of decontamination, sterilisation, handling and storage of sterile equipment in accordance with current Australian Standards.
2. Demonstrated knowledge, or ability to obtain knowledge pertaining to high level medical terminology in relation to surgical equipment, instruments, stock and consumables.
3. Well-developed written and verbal communication skills, including the ability to liaise effectively with surgical staff and suppliers to achieve organisational outcomes.
4. Demonstrated computer skills including experience in using finance and stock maintenance systems and databases, word processing and report production.
5. Demonstrated knowledge and/or experience of contemporary stores procedures including stock management, procurement and inventory control.
6. Demonstrated ability to exercise initiative and judgement in the performance of complex tasks whilst working effectively both as individually and as a member of a team.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.