

POSITION DESCRIPTION

POSITION: Supply Chain Coordinator – Nelson Theatres

RESPONSIBLE TO: Nurse Manager Perioperative / Endoscopy (District Wide) / Day Stay / Preadmission (Wairau),
 with daily functional direction from the Charge Nurse ACNM Perioperative Nelson

FUNCTIONAL RELATIONSHIPS:

Internal and external suppliers	Endoscopy Speciality Clinical Nurse
Primary healthcare providers	Sterilising Unit Team Leader
Private providers	Health NZ health professionals
Theatre ACNM/Coordinator	Procurement Service
Theatre Nurses	Business Analysts

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION

The main purpose of this role is to facilitate the coordination and utilisation of implant and equipment systems and processes required primarily to support efficient and effective Perioperative Services at Nelson Hospital, including:

To work with our procurement service partners, medical companies and suppliers to maximise the benefits to Health NZ (Wairau & Nelson) for purchases.

- To engage in professional relationships with external healthcare providers to provide excellent quality of services.
- In consultation with the Health NZ Asset Manager, establish systems that manage an effective maintenance and compliance programme for implants and equipment.
- Function as a resource person within the perioperative environment to positively affect workflow and ultimately patient outcomes.
- To establish and maintain professional relationships with internal stakeholders to facilitate the efficiency and maintenance of the perioperative inwards and outwards supplies.
- To provide supply chain coordination services to other departments at Nelson and Wairau Hospital as required.

In managing these services quality programmes are adhered to, sound management principles are adopted and practised, and compliance with both statutory legislation including contracts and agreements and organisational mandates.

RESPONSIBILITIES	EXPECTED OUTCOMES
Effectively and efficiently operates the requisitioning and supply chain function in the perioperative department	Ensures perioperative supply chain procedures are managed efficiently so that: • Appropriate processes, practices and contracts are adhered to and maintained adequately resulting in effective use of consumables, equipment and loan sets. • Health NZ Perioperative Services operates within 'Best Practice' stock management principles. • Inventory is managed at an appropriate level to ensure the effective use of resources. • Items delivered to Theatres reception are unpacked and put away or delivered to the appropriate person in Theatres. • To assist with recall notifications of medical devices by being a point of contact for stock checking and product fault reporting.
Resources are utilised within budgetary limits	In close collaboration with the Nurse Manager (NM), utilisation of effective resource skills, implementation and evaluation of budget plans as delegated by the NM. Enables multi-skilling and flexibility in role to maximise an efficient service.
Requisitioning and supply chain services are provided in accordance with relevant Health NZ policies and regulations, Ministry of Health requirements, and service contracts with external suppliers	Applies knowledge of relevant Health NZ Procurement/ Supply Chain policies to the delivery of services. Daily input to FPIM of consignment usage so stock levels are maintained to ensure continuity of service. Accurate and timely collection and entry of data in accordance with local and national clinical data sets and mandated requirements is collected into Health NZ databases. Monthly reconciliation of MSH/TDS/NDS and any other external customers loan usage and remittance to finance. Supports the NM in the coordination and implementation of systems and processes which promote consistency and best practice for managing perioperative services.
Effective interpersonal relationships with relevant staff, departments and external providers to enhance service outcomes.	Proactively develops relationships with staff and providers to attain and manage longitudinal service delivery.

Supply chain practices are responsive to the changing trends in services and the needs of the customers.	Utilises appropriate service delivery models. Demonstrates a commitment to quality principles and continuous improvement. Ensures service is customer focused and acts as a resource person.
Implement and maintain a register of loan stock and faulty equipment sent for repair.	Ensures all loan sets are ordered and returned in a timely manner. Checks in loan stock. Checks out loan stock after use.
Teamwork Be an integral part of the perioperative team	The core values of Health NZ (respect, integrity, teamwork and innovation) are demonstrated in customer focused day to day interactions with others. Supports clinical teams to deliver excellent care by attending to administrative and support functions (that do not require professional health qualifications). Attends weekly meeting with NM. Maintains a desk file that accurately reflects position activities and provides for continuity of service during absences.
Professional Development	• Participate in annual performance review process including review of performance goals and identification of areas for professional development.
Quality Improvement	• Pro-actively participate in quality improvement processes in your area of work. • Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence based practice.
General • Demonstrated compliance with obligations in Appendix 1 & 2. • Work with other Health NZ departments to assist with procurement processes.	• Other duties as negotiated with the Nurse Manager • Meet obligations contained in Appendix 1 & 2. • Undertakes projects and any other relevant work agreed with the NM. • Demonstrates flexibility to contribute to overall service development and provision. • Work is completed to agreed times and standards.

PERSON SPECIFICATION

QUALIFICATIONS

- NCEA Level 2 English (at a minimum)
- Qualification (or equivalent experience) in information technology including database management

EXPERIENCE

- Previous experience in the health sector is a preferred
- Previous experience in supply chain management is desirable
- Experience and understanding of principles of continuous quality improvement
- Systems and/or database management and development experience is desirable

KNOWLEDGE AND SKILLS

- Knowledge of and empathy for bi-culturalism and practices in a manner which is culturally safe
- High standard of oral and written communication skills
- Good organisational skills and ability to prioritise and manage a busy workload
- Attention to detail and accuracy including precise data entry skills
- Ability to use initiative and work unsupervised
- Flexibility and willingness to undertake new tasks
- Shows initiative in problem solving when faced with new problems
- Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Information Technology policies

PERSONAL ATTRIBUTES

- Strong customer service orientation
- A high standard of personal initiative and ability to address priorities in an unsupervised manner
- Excellent time management skills with the ability to work under pressure and balance competing priorities including coping with unexpected delays and untoward happenings
- Good interpersonal skills and team work
- High standards of personal and professional integrity
- Tactful and sensitive in dealing with people and adheres to confidentiality requirements
- Pleasant disposition, sense of humour and ability to work with a high degree of diplomacy and co-operation fostering good working relationships
- Versatile and innovative and possess the ability to adapt within a changing environment

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The "Employee Obligations" within Health NZ Nelson Marlborough's Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.