

**POSITION DESCRIPTION**

**POSITION:** Stores Person / Imprestor

**RESPONSIBLE TO:** Supply Chain Team Lead

**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 ākongā, 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**

To provide an efficient and effective warehousing and distribution service which is responsive to customer needs and service directions / objectives.

To ensure that the stock rooms in wards and departments are established and maintained in a manner that will provide for the most effective and efficient use of stock.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Imprest Service</b></p> <ul style="list-style-type: none"> <li>• Carry out department imprests daily, or as required.</li> <li>• Delivery to departments is arranged, imprested items unloaded and placed on appropriate shelves in department stock rooms.</li> <li>• Stock in the departments is to be managed according to best practice inventory procedures and need.</li> </ul>	<p>Department imprests have been carried out daily, as scheduled or as required. Imprested items are replenished in wards and departments to a controlled level, which enable a productive turnover rate at a cost-effective level.</p> <p>Correct stock items are identified and imprested. Imprested items have been delivered, unloaded and placed on appropriate shelves in stock rooms to the required standard and in a timely manner.</p> <p>Stock items are correctly stored and rotated in the departments. Fluctuating requirements for items are responded to promptly. Expiry dates are not exceeded and emergency items are issued as required.</p>
<p><b>Stores Service</b></p> <ul style="list-style-type: none"> <li>• Pick and pack, using appropriate equipment, all imprest and requisition requirements.</li> <li>• Input stock requests, confirm pick-slips, amend picking quantity discrepancies and carry out weekly cyclic stock check as instructed by the Supervisor.</li> <li>• Ensure shelves are correctly labelled, replenished daily, stock rotated and expiry dates observed.</li> <li>• Ensure that the Store is kept secure, clean, tidy and hazard free.</li> </ul>	<p>Imprest and Requisition orders completed on daily or as needed basis. Picking errors minimised and corrected. Inventory discrepancies are minimised and corrective action taken as appropriate and timely. Data is input into the computer system in an accurate and timely manner.</p> <p>Goods are stored at given stock-levels in correct locations in accordance with stores procedures. Sterile goods are stored and handled as per the regulations.</p> <p>No damage or shrinkage of goods or harm to staff and customers. Storage standards and systems are maintained to a high level.</p> <p>The inwards goods function is maintained to required service level.</p>
<p><b>Inwards Goods Service</b></p> <ul style="list-style-type: none"> <li>• File all Purchase Order documentation for goods awaiting delivery, record details of consignments and reconcile packing slip / invoice to the Purchase Order. Ensure receipt of goods into the computerised system.</li> <li>• Record any discrepancies, damaged goods or backorders and liaise with Purchasing Officer(s), carriers and suppliers.</li> </ul>	<p>Goods received at correct type, price, quantity and quality as per Purchase Order.</p> <p>Timely advice to the appropriate Purchasing Officer of any discrepancies (including incorrect product type, price or quantity, additional freight charges, poor quality and backorders.)</p> <p>Damaged goods dealt with in accordance with agreed procedures.</p> <p>Backorders and slow deliveries followed up with suppliers.</p>

<ul style="list-style-type: none"> <li>• Ensure that inventory goods are coded and transferred to their allocated storage. Ensure that non-inventory goods are despatched to department or ward on day of delivery.</li> <li>• Ensure that the inwards goods area and store is kept clean, tidy and hazard free.</li> </ul>	<p>Goods unloaded from carriers in timely and efficient manner.</p> <p>Goods are efficiently stored or despatched to customers on the day of delivery.</p> <p>No damage to goods or harm to staff and customers.</p>
<p><b>Despatch (Outwards) Duties</b></p> <ul style="list-style-type: none"> <li>• Pack and label all outgoing goods as required. Complete consignment, courier and dangerous goods documentation as appropriate.</li> <li>• Complete goods returned advice forms for all goods returned to suppliers.</li> <li>• Liaise with suppliers on collection.</li> </ul>	<p>Goods are returned to suppliers in a timely manner to allow any credits due to be received and processed.</p> <p>Purchasing Officer advised of GRA details.</p>
<p><b>Internal &amp; External Networks</b></p> <ul style="list-style-type: none"> <li>• Pro-actively establish and maintain positive working relationships with colleagues, other professional network members, agencies and attend relevant meetings when appropriate.</li> </ul>	<p>Support is given to the purchasing and contracts team and cover provided for colleagues during sickness, leave or busy periods.</p> <p>Head of Departments and other key contacts in departments have been kept informed on imprest issues.</p>
<p><b>Quality Improvement / Customer Service</b></p>	<p>A quality customer focused service is provided at all times, using best practice.</p> <p>Enquiries from customers were dealt with promptly, effectively and courteously.</p>
<p><b>Professional Development</b></p>	<p>Participates in annual performance review process including review of performance goals and identification of areas for professional development.</p>
<p><b>General</b></p>	<p>Other duties as reasonably requested by your Manager.</p> <p>Meet obligations contained in Appendix 1 &amp; 2.</p>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- Three years of secondary education. An appropriate qualification an advantage
- Drivers licence

### **EXPERIENCE**

- Experience in stores and inventory management
- Experience with Oracle/FPIM software or similar inventory control system would be an advantage

### **KNOWLEDGE**

- Keyboarding skills
- Knowledge of computerised inventory control and purchasing systems is desirable
- Stock rotation procedures
- Basic 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:**

- Methodical, analytical approach and able to prioritise and organise own work
- Flexibility to meet changing circumstances and new challenges
- Strong personal commitment to personal and professional standards, in terms of appearance, pride taken in the job and attention to detail
- Sensitivity to handle confidential issues discreetly and tactfully
- Demonstrated ability to work successfully in a team environment
- Proven organisational and time management skills
- Demonstrated ability to work autonomously and motivate self to achieve goals
- Demonstrated ability to articulate thoughts clearly and develop positive interpersonal relationships, communicate and work with people at all levels within and outside the organisation
- Ability to lift awkward but appropriate loads as distribution and storage of stock is required

## **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.

5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

#### **10. 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.

#### **11. 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.

<b>Condition</b>	<b>Information to include in Position Description</b>
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 <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> <li>• a chronic skin condition</li> <li>• been working in an overseas healthcare facility in the last year</li> <li>• been MRSA-positive in the last year</li> </ul>
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 <sup>2</sup>

<sup>1</sup>Clinical 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.)

<sup>2</sup>Exposure-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.