

# Theatre Supplies Assistant

## Candidate Pack



# Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- The role supports the theatres by making sure supplies are received, checked, stored and delivered where they are needed.
- It involves keeping track of stock levels, ordering items and using computer systems to record information.
- The job includes talking with theatre staff and suppliers to solve problems and keep things running smoothly.
- You will work on your own at times, so good organisation and communication skills are important.
- The work can be busy and physical, and you will need to be flexible and able to handle changing tasks during the day.

# Job Description

<b>Job title:</b>	Theatre Supplies Assistant
<b>Grade:</b>	Band 3
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Theatre Equipment Lead
<b>DBS required:</b>	None

## Job Purpose

An opportunity has arisen to recruit a Theatre Supply Chain Assistant to work within our friendly team in Theatres at the Royal Shrewsbury Hospital and with cross-site working at The Princess Royal Hospital, Telford.

We are looking for a hard-working Theatre Supply Chain Assistant who will work as an integral part of the team ensuring that internal supply chain services are always maintained e.g. receipts, distribution and/or materials management using computerised receipts, storage and/or bar-coded data capture systems within the theatres amongst other duties.

Applicants must have excellent communication and organisational skills and be able to work under non- direct supervision, prioritising your own workload. It is necessary to have a flexible approach within this role and be able to respond appropriately to the demands of an ever-changing workload.

You will need excellent interpersonal skills, as you will be liaising with and helping Theatre Staff throughout the working day. You will also be required to communicate with all levels of staff both face to face and over the telephone.

Contact Kathy Weeks 01952 641222 Ext: 4870 (07970 181376) for further information.

## **JOB SUMMARY**

- Provides internal supply chain services e.g. receipts, distribution and/or materials management using computerised receipts, storage and/or bar-coded data capture systems.
- Unpacks and checks delivered items against delivery/order information, takes corrective action where necessary and maintains audit records.
- May provide on-site/local Materials Management/Buying, raising requisitions/orders to purchase regular used “stock” and “non-stock” goods/services to meet ward/department requirements and replenishing products in accordance with agreed procedures, putting-away on receipt.
- Liaises with internal personnel and external suppliers on supplies/stock management/rationalisation/delivery, related issues.
- Produces stock reports and analysis to advise ward/department managers.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Communication and Relationship Skills**

- Provide and receive routine information requiring tact or persuasive skills; provide advice, instruction or training to groups.
- Persuade ward or department staff to maximise cost effectiveness where conflicting priorities and use appropriate procedures or paperwork, liaises with suppliers regarding delivery commitments/returns; Trains small staff groups to use on-line ordering or requisition system.

### **Knowledge, Training and Experience**

- Range of work procedures and practices; base level of theoretical knowledge.
- Knowledge of or work towards receipting process and material management, theory, including stock control, delivery, ordering/invoicing options, customer care acquired through NVQ level 3/Chartered Institute of Purchasing & Supply (CIPs) foundation stage or equivalent experience.

## **Analytical and Judgmental Skills**

- Judgements involving facts or situations, some require analysis.
- Analyses data regarding stock levels, orders, deliveries, receipts, lost/damaged items, repairs or returns.

## **Planning and Organisational Skills**

- Plan and organise straightforward activities, some ongoing.
- Plans arranges and adjusts e.g. stock review meetings, delivery or collections windows.

## **Physical Skills**

- Physical skills obtained through practice
- Moving, handling and storage of goods and equipment; keyboard skills.

## **Responsibility for Patient/Client Care**

- Assist patients/clients during incidental contacts.
- Incidental contact when working in ward/department areas

## **Responsibility for Policy/Service Development**

- Follows policies in own role, may be required to comment.
- Comments on changes to policies in own sphere of work.

## **Responsibility for Financial and Physical Resources**

- Maintain stock control; maintain security of stock/purchase of some supplies.
- Maintains stock at agreed levels; responsible for security of goods during receipting, delivery and/or put-away process /on-site “buyer” for “non stock” goods/services.

## **Responsibility for Human Resources**

- Demonstrate own activities to new or less experienced employees/day to day supervision.
- Explains own job to new or junior staff/may allocate work to junior team members and monitor progress.

### **Responsibility for Information Resources**

- Data entry, text processing, storage of data.
- Stores receipting/returns/materials management data on computerised systems, files data.

### **Responsibility for Research and Development**

- Undertake surveys or audits, as necessary to own work; occasionally participate in clinical trials.
- Participates in formal audits of own areas.

### **Freedom to Act**

- Standard operating procedures, some available for reference.
- Frequently works alone within clearly defined procedures using own initiative on routine decisions, supervision available.

### **Physical Effort**

- Ongoing requirement for light effort; frequent moderate effort for several long periods; occasional intense effort for several short periods.
- Moves heavy cages and parcels; moves heavy items e.g. furniture.

### **Mental Effort**

- Frequent concentration; work pattern predictable.
- Concentrates when checking goods against delivery/order documentation and when counting and calculating stock and determining what is required.

### **Emotional Effort**

- Exposure to distressing or emotional circumstances is rare.
- Limited exposure.

## **Working Conditions**

- Frequent exposure to unpleasant working conditions.
- Exposure to dust, dirt and ward smells. Transportation and storage of contained hazardous substances.

## **Physical, Mental and Emotional Demands of the Post**

- Occasional requirement to analyse information in order to identify trends or highlight potential issues.
- Coping with frequent interruptions during periods of concentration.
- Occasional exposure to verbal aggression.

## **WORKING CONDITIONS**

- To work in normal office conditions, including regular VDU work.
- Occasional travel between all Trust sites

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent level of experience/knowledge in Theatres/CSSD.</li> </ul>	
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in a stock management role.</li> <li>• Experience of using IT packages such as Microsoft Word, Excel, Office.</li> <li>• Experience of electronic data capture.</li> <li>• Experience of using Oracle (or similar system).</li> <li>• Knowledge of Receipting.</li> <li>• Knowledge Materials management.</li> <li>• Flexible approach to working.</li> <li>• Ability to use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a Theatre Department.</li> <li>• Experience of working within a supplies department.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to effectively communicate with staff at all levels and external suppliers.</li> <li>• Good organisational skills.</li> <li>• Good interpersonal skills.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• Ability to work under non-direct supervision</li> </ul>	

## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must

be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **NHS Sexual Safety Charter**

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **Continuous Improvement**

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels to have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and

thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

