

## JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title:** PPE Assistant

**Band:** 2

**Directorate:** Corporate – Finance and Procurement

**Location:** Royal Cornwall Hospital, Treliske, Truro, TR1 3LJ

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### 2. JOB PURPOSE

The Procurement PPE Assistant will be:

- Working under the supervision of the Supply Chain Supervisor and will be responsible in the receiving, distribution and put away of the agreed Inventory and Supply Chain management products using Atticus Inventory Management System within the Royal Cornwall NHS Trust.
- Procurement and Inventory Management support for the Trust's Global Standards (GS1) and Scan4Safety project.
- Procurement and Inventory Management support on business continuity and emergency planning, which will involve ordering of emergency goods and services.
- Providing a comprehensive interface for customer who receives an Inventory Management Service.
- Ensuring stock is receipted, delivered and maintained at the appropriate level using Atticus IMS.

The post requires the ability for frequent prolonged periods of concentration with the ability to respond and deal with complex and urgent situations as they arise. The postholder should be able to work on their own initiative, working independently with minimal supervision.

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### 3. DIMENSIONS

The main duties are:-

## Management and Systems

1. Receiving, distributing and putting away of inventory across assigned areas.
2. Manage key working relationships with clinical staff to ensure effective communication regarding Inventory.
3. Build and maintain good working relationship and communication with Procurement colleagues and the Stock controllers team.
4. Re-ordering of Top-Up products according to the agreed levels.
5. Distributing any Transfer orders from the Bulk Store location to the requested location/s.
6. Record wastage for all Top-Up lines.
7. Assist stock controllers on cycle and initial stock counts.
8. Communicate issues regarding stock to the Stock Controllers team.
9. Chase outstanding Purchase Orders if required.
10. Action Returns.
11. Assist and perform barcode associations.
12. Participate and assist in stock takes, year end counts and warehouse amendments as required.

## General

1. Ensure to work under the Standard Operating Procedures and the Policies of Procurement Inventory Management and the Trust's.
2. Ensure personal training development is up to date.
3. Work out of hours as required by the Service Manager.
4. Assist and/or cover Stock Controllers team as required.
5. Participate in implementation of new projects as required.
6. Cover in other areas as required in case of sickness or annual leave.
7. Promote a culture of continuous improvement in the procurement and supply chain function.
8. If required travel to St Michael's and West Cornwall Hospitals to assist or cover.
9. Requirements of the post holder will involve manual handling, lifting and placing goods in designated areas. PPE and training will be provided.

## Business Continuity and Emergency Preparedness

1. Support the Inventory Manager on call in the event of a major accident covering all Procurement and Supplies activities, ordering goods to meet emergency requirements.
2. Support the production and maintenance of the department's business continuity and emergency preparedness plans.

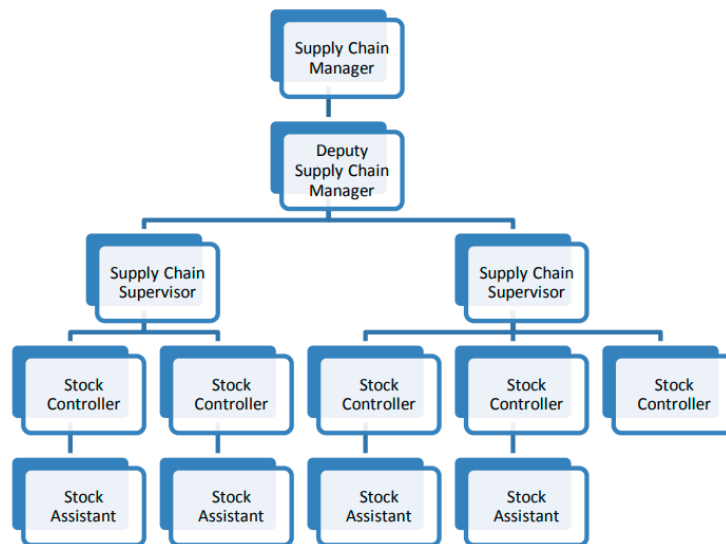
#### Specialist Knowledge

1. Have a basic knowledge in respect of inventory and supply chain management.
2. Understanding of GS1 barcoding standards.
3. Knowledge of warehouse management.
4. Microsoft applications knowledge (Outlook, Word, Excel).
5. Inventory management ordering systems knowledge.

#### **Scheme of delegation for this post.**

#### **Level E**

#### 4. ORGANISATION CHART



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#### 5. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

Experience in working at a busy environment, standing and moving for prolonged times, with attention to detail and the ability to focus for a period of time.

Basic Inventory Management and warehousing knowledge.

Good interpersonal skills with the ability to communicate with other hospital staff.

Knowledge of Receipt and Distribution.

#### 6. KEY RESULT AREAS

- Receipt and Deliver accurate and efficient Inventory Management products within assigned areas.
- Goods and services required to deliver patient care are available to clinical staff
- Trust personnel convinced of the benefits of involving procurement personnel in supply chain and inventory management activity.
- Maintain flexibility of service and deliver continuous improvement.

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#### 7. COMMUNICATIONS & WORKING RELATIONSHIPS

Reports to the Supply Chain Supervisor, responsible for own work functions.

Must be able to work as part of a team.

Required to foster good working relationships with customers, service users, clinicians, managers and staff at all levels and at all times.

Communicates with Trust personnel across the Royal Cornwall Hospitals NHS Trust and the other health organisations in Cornwall.

Close liaison with contract staff, suppliers and NHS Supply Chain staff.

Close liaison with Clinical, Finance, Divisional, and IT colleagues.

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## **8. MOST CHALLENGING PART OF THE JOB**

To balance the priorities of ever increasing demands on the service, within the resource constraints, whilst maintaining end-user confidence and satisfaction.

## **9. OTHER**

- The Post holder must comply with all RCHT Policies and Procedures.
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER**

## **10. JOB DESCRIPTION AGREEMENT**

Job holder's Signature:

Date:

Head of  
Department Signature:

Date:

Title:

Please note:  
Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

**The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.**

**Person Specification for the Post of: PPE Assistant**
**Job Reference:**                      **Salary: BAND 2**                      **Rising to:**                      **pro-rata**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

<b><u>ATTRIBUTES</u></b>	<b>REQUIREMENTS</b>		<b>METHOD OF ASSESSMENT</b>
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	
<b>QUALIFICATIONS</b>	5 GCSE or equivalent; including Mathematics	3 A levels including Mathematics	Application form and interview
<b>EXPERIENCE</b>	Working within a diverse team Warehouse experience  Working in a busy environment	6 months in a role with supplies experience.  Experience using Inventory Management Systems.  Use of Spreadsheets (MS Excel) for data analysis.	Application form, interview and references
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	Excellent written and verbal communication skills.  Customer service skills.  Organisation and planning skills and dealing with constant interruptions.		Application form and interview
<b>DISPOSITION/ ADJUSTMENT/ ATTITUDE</b>	Demonstrate RCHT Values  Flexible  Highly motivated  Proactive		Interview   Application form, references and interview

	Team player Methodical Ability to cope under pressure.		
<b>TRAINING</b>	Mandatory training		Interview
<b>ADDITIONAL CIRCUMSTANCES</b>	Ability to travel as part of the role.  Willing to work evenings/weekends when required.		Application form, interview and references  Interview



**NHS KNOWLEDGE AND SKILLS FRAMEWORK  
FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST (KSF1)**

**Title of Post: Procurement Receipt and Distribution Assistant**

NHS KSF DIMENSIONS		Needed for Post?	Level for post				
			1	2	3	4	Areas of application
CORE DIMENSIONS – relates to all NHS posts							
1 Communication	Y						
2 Personal and people development	Y						
3 Health, safety and security	Y						
4 Service improvement	Y						
5 Quality	Y						
6 Equality and diversity	Y						
SPECIFIC DIMENSIONS							
HEALTH AND WELLBEING							
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing							
HWB2 Assessment and care planning to meet people’s health and wellbeing needs							
HWB3 Protection of health and wellbeing							
HWB4 Enablement to address health and wellbeing needs							
HWB5 Provision of care to meet health and wellbeing needs							
HWB6 Assessment and treatment planning							
HWB7 Interventions and treatments							
HWB8 Biomedical investigation and intervention							
HWB9 Equipment and devices to meet health and wellbeing needs							
HWB10 Products to meet health and wellbeing needs							

## AGENDA FOR CHANGE: THE NHS KNOWLEDGE AND SKILLS FRAMEWORK

NHS KSF DIMENSIONS	Needed for Post?	<u>Level for post</u>				
		1	2	3	4	<u>Areas of application</u>
<b>ESTATES AND FACILITIES</b>						
EF1 Systems, vehicles and equipment						
EF2 Environments and buildings						
EF3 Transport and logistics						
<b>INFORMATION AND KNOWLEDGE</b>						
IK1 Information processing						
IK2 Information collection and analysis						
IK3 Knowledge and information resources						
<b>GENERAL</b>						
G1 Learning and development						
G2 Development and innovation						
G3 Procurement and commissioning						
G4 Financial Management						
G5 Services and project management						
G6 People management						
G7 Capacity and capability						
G8 Public relations and marketing						

**NHS KNOWLEDGE AND SKILLS FRAMEWORK  
FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST  
(KSF2 Foundation gateway level)**

**Title of Post: Procurement Receipt and Distribution Assistant**

NHS KSF DIMENSIONS	Needed for Post?	Foundation Gateway	Level for post			
			1	2	3	4
<b>CORE DIMENSIONS</b> – relates to all NHS posts						
1 Communication	Y					
2 Personal and people development	Y					
3 Health, safety and security	Y					
4 Service improvement	Y					
5 Quality	Y					
6 Equality and diversity	Y					
<b>SPECIFIC DIMENSIONS</b>						
<b>HEALTH AND WELLBEING</b>						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing						
HWB2 Assessment and care planning to meet people's health and wellbeing needs						
HWB3 Protection of health and wellbeing						
HWB4 Enablement to address health and wellbeing needs						
HWB5 Provision of care to meet health and wellbeing needs						
HWB6 Assessment and treatment planning						
HWB7 Interventions and treatments						
HWB8 Biomedical investigation and intervention						
HWB9 Equipment and devices to meet health and wellbeing needs						
HWB10 Products to meet health and wellbeing needs						

## AGENDA FOR CHANGE: THE NHS KNOWLEDGE AND SKILLS FRAMEWORK

NHS KSF DIMENSIONS	Needed for Post?	Foundation Gateway	Level for post			
			1	2	3	4
<b>ESTATES AND FACILITIES</b>						
EF1 Systems, vehicles and equipment						
EF2 Environments and buildings						
EF3 Transport and logistics						
<b>INFORMATION AND KNOWLEDGE</b>						
IK1 Information processing						
IK2 Information collection and analysis						
IK3 Knowledge and information resources						
<b>GENERAL</b>						
G1 Learning and development						
G2 Development and innovation						
G3 Procurement and commissioning						
G4 Financial Management						
G5 Services and project management						
G6 People management						
G7 Capacity and capability						
G8 Public relations and marketing						