

North Bristol NHS Trust

Job Description

Job Details

Job Title: Loan Kit & Implant Coordinator

Grade: 3

Department: Theatres

Directorate: ASCR

Location/Base: Brunel Building, Southmead Hospital

Job Summary

This job's key responsibilities are to:

- Support provision of kit/equipment in Musculoskeletal theatres (to include general instrumentation, loan kits and implants).
- Support an effective kit management service by ensuring kit requirements are acquired from surgical team and are planned in association with theatre scheduling.
- Inform CSSD of daily kit requirements and work with theatre department, scheduling team and CSSD to communicate and plan kit needed as per agreed processes.
- Ensure compliance with clinically agreed protocols of kit use.
- Continuously ensure kit expenditure is logged, managed and reportable.
- Ensure most cost effective and efficient route of supply is maintained.
- Ensure loan kit required for operating lists is ordered/returned in good time and recorded appropriately as per defined process.
- Manual handling including roll cages, moving instruments sets and unpacking deliveries.

Organisation Chart/Accountability

Clinical Co-Ordinator for Elective Orthopaedics



Loan Kit & Implant Coordinator (this role)

Knowledge, Training, Experience And Skills Required

- To be educated to 'O' level, GCSE or equivalent standard including English at Grade C.
- Excellent planning and organisational skills
- Computer literate with experience of using Microsoft packages including word, excel and outlook
- Ability to develop relationships with people at all levels
- Ability to communicate clearly and effectively
- Ability to work as part of a team and quickly adapt to changing situations in a busy environment
- Ability to work with a high degree of accuracy and attention to detail
- Adhere to data protection and confidentiality requirements
- Excellent communication skills with the ability to communicate with staff at all levels

Main Duties & Responsibilities Of The Post

Support provision of kit/equipment in Musculoskeletal theatres (to include general instrumentation, loan kits and implants for trauma and orthopaedics).

- Support an effective kit management service by ensuring kit requirements are acquired from surgical team and are planned in association with theatre scheduling
- Ensuring good working relationships with CSSD, theatres and company reps.
- Inform CSSD of daily kit requirements and work with theatre department, scheduling team and CSSD to communicate and plan kit needed as per agreed processes.
- Collect loan equipment from delivery point via roll cages, unpack and check instruments
- Transport/ move the loan equipment between store location and theatres
- Ensure compliance with clinically agreed protocols of kit use
- Work to ensure all kit expenditure is logged, managed, accurate and reportable
- Ensure most cost effective and efficient route of supply is maintained

- Ensure loan kit required for operating lists is ordered in good time and recorded appropriately as per defined process
- Establish agreed price lists for loan items (if not under contract) and maintain database for reference
- Determine and manage consigned stock levels of instruments sets ensuring an optimum inventory within the system and escalating any shortages
- As appropriate, arrange for New Product Requests to be loaded onto EROS for authorisation.
- Utilise and interrogate the Purchasing Order System (EROS) and all locally held databases to obtain reports and management information.
- Ensure that deliveries of goods are accurate, on time and stored in a safe and professional manner and management of out of date stock.
- Receive, receipt, and put away implant deliveries
- Use internal systems such as Fingerprint to track equipment.
- Participate and contribute in the introduction of improved working procedures and training activity to establish and maintain quality standards to agreed levels.
- Resolve day to day kit management queries raised by theatres.
- Support Kit Co-ordinator Administrator with checking of loan kit invoices.

Working Conditions / Effort

Key relationships:

- Non-Pay Support Manager
- Theatre Co-Ordinator
- Clinical staff (theatre manager, surgeons and theatre staff)
- Procurement Relationship Manager
- CSSD team
- Admin/ support staff such as Waiting List Coordinators
- Materials Management Assistants, buying teams and Purchasing Systems Specialist to ensure the effective management of supply channels.
- Company representatives
- Surgeons

Working conditions/effort:

- A credible working relationship with all staff in the Operational Directorates of the Constituent Organisations and Clients.
- The position will require physical effort such as the manual handling of roll cages, unpacking deliveries and movement of products and instruments sets.
- The position may warrant travel between the sites of the Constituent Organisations
- To ensure that the continuity of healthcare is maintained to the patients and community, the position will provide cover if required, for major incidents or in other special circumstances.

NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by.....

Authorised by..... Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made