

North Bristol NHS Trust

Exceptional healthcare, personally delivered

Job Description

Job Details

Job Title: Logistics Operative

Grade: Band 2

Directorate: Facilities

Location/Base: Trust Wide

Job Summary

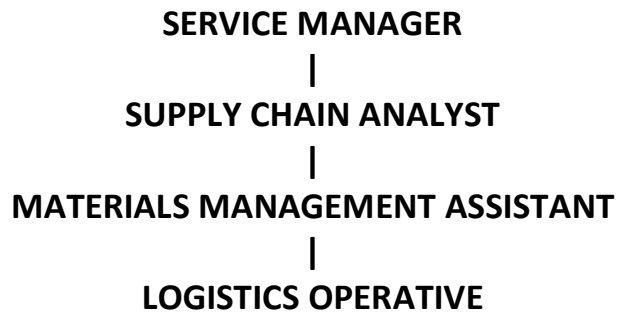
To work as part of the Logistics team, responsible for providing a Logistics Operative function in the hospital environment. This will involve carrying out the following Facilities Management functions:

- Ensure cleanliness and upkeep of storage areas
- Accurate put away of stock in areas managed by the logistics team
- Accurate audits of every area managed by Logistics services
- Loading and dispatching of the Automated Guided vehicles (AGV)
- Working in a supportive capacity within the Logistics team.
- Allow traceability of all implants by booking them out and in

To provide a high quality responsive, efficient and effective support service for the implants management service at North Bristol NHS Trust acting in a caring and professional manner and working in line with Hotel Services and departmental operating procedures.

Organisation Chart/Accountability





Knowledge, Training, Experience And Skills Required

Knowledge

- Experience within a supply chain/logistics environment.
- Understanding of Materials Management Operations and procedures
- Microsoft Desktop packages e.g. word and excel.

Training

- Mandatory training in Infection control, COSHH, Food safety, fire safety, and manual handling.
- On the job induction training

Experience

- Experience of working in a busy environment
- Experience of Working in a team-based environment
- Experience of working in a warehouse environment

Skills Required

- A close working relationship with the Supply Chain Analyst, Materials Management Service Manager, Materials Management Assistants, and service users to ensure a consistent and efficient service provision.

Work closely with and support where necessary the Materials Management Assistants as required.

Main Duties & Responsibilities Of The Post

- To accurately unpack deliveries of stock in storage areas managed by the Materials Management or Linen Team
- To liaise with Materials Management Assistants, Linen supervisor and the Supply Chain Analyst regarding discrepancies or issues that arise during the unpack.
- To order linen and uniform as required to support the Logistics team.
- Accurate stock audits of every area managed by the Materials Management & Linen Team
- Accurate stock audits of the implant storage room
- To liaise with Supply Chain analysts regarding the results of each audit carried out
- Providing detailed handovers to theatres/FM management regarding Implant usage data

- Be responsible for maintaining productive working relationships with all levels of Trust staff and external providers.
- To be able to communicate effectively using both written and verbal skills.
- The ability to analyse and use information relevant to the role.
- Good inter-personal skills and the ability to communicate clearly and effectively
- The ability to organise oneself and one's work so that duties are completed within deadlines and conform to organisational and legal requirements.

Working Conditions / Effort

- Busy environment with a high degree of interruptions.
- The ability to undertake some physically demanding tasks in having to move cages of approximately 300kg in weight as and when required.
- Able to work under pressure to ensure frequently changing priorities are met.
- The post holder will be expected to carry out complex tasks whilst dealing with interruptions.
- Promote the values of the Trust in all activities.

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, which will be further strengthened through becoming a Foundation Trust.

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 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 members of 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 members of 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 is 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