

JOB DESCRIPTION

Job Details:

Job Title:	Resuscitation Consumables and Materials Assistant
Band:	Band 3
Location:	Norfolk and Norwich University Hospital
Department:	Emergency and Urgent Care
Managerially Accountable to:	Senior Matron
Professionally Accountable to:	Emergency Department Resuscitation Lead

Job Purpose:

To prepare the Resuscitation area of the Emergency Department for operational duty to an agreed quality standard for the benefits of our patients and staff. This will include cleaning, decontaminating, stocking, safety/functional checks of equipment.

To maintain the serviceability of equipment and consumables within the Resuscitation area of the Emergency Department.

To act autonomously to ensure the continuation of Make Ready Services within the area of responsibility to maximise the availability of our department to deliver patient care.

The role will involve shift working including night and weekends.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity and Excellence.

Overview of Essential Responsibilities:

Stock Management

1. To ensure the correct stock levels and equipment assets are assigned to each Resuscitation bay.
2. To identify shortages in stock levels and regularly place orders of medical equipment/consumables on to the Trust's Powergate System, accepting delivery,

recording, storing, monitoring, replenishing items as necessary and filing associated paperwork appropriately.

3. To accurately record the withdrawal of stock using manual and electronic means.
4. To undertake routine and ad-hoc stocktakes to verify the accuracy of recording systems.
5. To identify losses of equipment and stock in the Resuscitation bays and accurately record this onto department database
6. Liaise with the Resuscitation team for equipment requirements and availability
7. Monitor whether any equipment is subject to an alert is located and dealt with immediately.
8. To raise electronic purchase requisitions for goods and services and dispose as appropriate on behalf of the department.
9. To contact suppliers to ensure timely delivery where appropriate

Health, Safety, Security and Risk Management

10. To use correctly and ensure the adequate availability of Personal Protective Equipment (PPE) to undertake the activities of the role. Where deficiencies exist ensures prompt reporting action to the line manager.
11. To identify any hazards that present a risk to staff, patients or visitors to line manager
12. Ensure appropriate steps are taken to protect the environment, the health and safety of staff, patients and visitors
13. To record any adverse incidents or near misses to line manager and accurately record on the Trust's datix management system
14. To prepare the Resuscitation environment to the required standard:
 - a. The cleaning of all surfaces and equipment to an agreed Infection Prevention and Control standard.
 - b. The decontamination of all surfaces and equipment to an agreed Infection Prevention and Control Standard.
 - c. The function and assurance checks on complex medical devices and other medical and non-medical equipment in accordance with the Trust's medical devices policy
 - d. The checking of stock levels of equipment and clinical and non-clinical consumables
 - e. The correct loading of response bags, modules and specialist trauma kits with particular attention to ensure all items are within their use

by/service dates in accordance with agreed clinically and operationally approved policies.

15. Plan and prepare to meet strict time deadlines and any other operational requirements.
16. Performs cleaning, disassembling, reassembling and function testing of key pieces of medical equipment adhering to the pre-planned maintenance schedule, as determined by the Trust's Medical Devices policy and directives.
17. A high level of sustained physical effort in the kitting, de-kitting, cleaning and decontamination of the area
18. Ability to self-manage workload and priorities without direct supervision
19. Perform cleaning duties to promote and maintain a clean and infection-free patient treatment environment to mitigate the potential transmission of Healthcare Associated Infections.
20. Maintains working area cleanliness which meets the Trusts audit criteria for Infection Prevention and Control (IPC) in accordance with the departmental and Trust procedures.
21. Verify that the tags on equipment and modules are correct in accordance with SOP's and identify any remedial actions with supervisor.
22. Input required information into the Trust's incident reporting system for any adverse incident or near miss.
23. Monitor whether any equipment is subject to an alert is located and dealt with immediately.

Communication

24. To communicate accurately within the team on the status of all bays within Resuscitation including the Nightingale Suite
25. Contributes to effective communications with all staff
26. Ensure all communication which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward
27. Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

Personal Development

28. Participates in Personal Development Review programme, assisting in the identification of training needs and meeting those needs as appropriate.
29. Undertakes all training defined by the Trust as a requirement for the role
30. Completes additional duties commensurate with the role.

Specific Additional Responsibilities:

None

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	No	Prevention and management of aggression	Yes
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	Yes	Frequent hand washing/wearing gloves	Yes
VDU user	Yes	Chemical sensitisers	Yes
Driving patients	No	Noise	Yes
Other (please state)	Choose an item.		

Job Specification:

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test
Qualifications/training and professional development		
"A" level standard of education or equivalent including Math's and English	Essential	Application form/Interview
NVQ Level 3 or Chartered Institute of Purchasing and Supply Foundation	Essential	Application form/Interview
NVQ Customer Service or working towards MCIPS.	Essential	Application form/Interview
Experience		
Experience of working in a customer focused environment.	Essential	Application form/Interview
Experience of working in a stores/stock control environment	Essential	Application form/Interview

Task related problem solving	Essential	Application form/Interview
Preparation of quotes and tenders, working experience in the NHS environment	Essential	Application form/Interview
Procurement experience of NHS Supply Chain orders and non-stock orders	Essential	Application form/Interview
Stock management of clinical supplies	Essential	Application form/Interview
Experience of working to tight deadlines and managing / prioritising tasks	Essential	Application form/Interview
Experience of working in the NHS	Desirable	Application form/Interview
Skills, abilities and knowledge		
Knowledge of MS Office, Excel, Word	Essential	Application form/Interview
Customer relation skills	Essential	Application form/Interview
Good communication and analytical skills	Essential	Application form/Interview
Excellent attention to detail	Essential	Application form/Interview
Able to work effectively within a team environment	Essential	Application form/Interview
Good problem-solving skills	Essential	Application form/Interview
Willing to work shift rota including nights and weekends	Essential	Application form/Interview
Attitude, aptitude		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	Application form/Interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.