**DHU Health Care LLR**

**Job description and person specification**

# Job description

**Job Title:** Stock & Equipment Assistant

**Base:**  Anstey Frith House, Leicester Road, Leicester, LE38RN

**Reporting into:** Deputy Operations Manager

## 1. Job Summary

To work as a Stock & Equipment Assistant supporting the DHU Urgent Care LLR Division.

To support the delivery of safe and effective services across DHU Urgent Care LLR.

To assist in the efficient and effective provision and maintenance of all Equipment and Supplies (excluding IT) required to service the delivery of DHU Urgent Care LLR contracts and services.

To assist in the delivery of all required assurance processes: checking; calibration ; PAT testing of Equipment and Supplies as per prescribed schedules.

To assist in the provision of “fit for purpose” Sites from which DHU Urgent Care LLR services are delivered.

To ensure compliance with standards in line with agreed policies and procedures; Reporting all incidents, complaints, professional feedback and issues occurring

Any other duties requested by management.

## 2. Main Duties & Responsibilities

To assist in the management; ordering; replenishment; storage and quality control of all equipment and supplies (excluding medicines); used across the DHU Urgent Care LLR portfolio of sites and fleet.

To assist in the delivery; maintenance; and accurate recording of equipment assurance checks in line with quality requirements and agreed schedules of work.

To assist in the delivery of equipment calibration checks as directed, and in line with quality requirements and agreed schedules of work.

To support the effective reporting of missing or damaged equipment.

To support the repair or replacement of missing or damaged equipment.

To assist in the maintenance of an accurate Divisional Equipment Asset Log (ex IT Eqt).

To assist in the maintenance and delivery of all required Divisional PAT testing of Electrical Equipment.

To support the building and maintenance of effective relationships between DHU Health Care and 3rd party landlords or their representatives.

To assist in the identification; reporting of site related facilities issues.

To support the delivery / removal / re-distribution of items of equipment from sites as required.

To ensure compliance with standards in line with agreed policies and procedures; Reporting all incidents, complaints, professional feedback and issues occurring.

To assist in the delivery of administrative tasks as required.

Contribute towards the formulation of policies, standards and procedures for LLR as required.

To actively participate in promoting and advancing DHU Health Care CIC.

Any other duties requested by management.

The role will be based primarily at Loughborough Urgent Treatment Centre and the LLR GP Practices with travel to all various locations.

The role will report to the Equipment & Supplies Manager.

## 3. Key Result Areas

To ensure that all required consumables are available at all sites in order to facilitate the effective delivery of care to patients.

To ensure that all required equipment is available and in good working order; at all sites in order to facilitate the effective delivery of care to patients.

Up to date records in the following areas:

* PAT testing / calibration
* Stock Date Rotation
* Equipment Calibration
* Assurance Checking Schedules e.g weekly Defib Checks ; monthly Oxygen Checks

At all times ensure own work practices, conduct, behaviour and attitudes provide an example of professionalism for all staff. Be a role model for DHU values.

At all times ensure that your own actions support and promote equality, diversity and the rights of patients, the public and colleagues within the service.

Ensure effective management of risk within sphere of responsibility in accordance with DHU Risk Strategy, ensuring compliance with Health & Safety legislation and Clinical Governance Policies and Guidelines.

## 4. General Terms and Conditions

All employees are subject to the requirements of the Health and Safety at Work Act. The post holder is required to ensure, as an employee, that his/her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the GDPR, and must maintain strict confidentiality in respect of patients and staff records.

All employees must comply with the Equality and Diversity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability or any other grounds which cannot be shown to be justifiable.

Adhere to all procedures, protocols and other relevant memorandum as appropriate.

Attend training and meetings as and when required to do so by Management.

Notify the appropriate line Manager immediately of any circumstances, which may affect the provision of a high quality service.

The job description may be reviewed in the light of changed service needs and developments. Any changes will be fully discussed with the post-holder.

## 5. Equipment

DHU will provide all necessary apparatus and ensure appropriate training is conducted to enable a safe, efficient and high standard of work.

Post holder will utilise DHU Health Care Vehicles, and must be suitably qualified to drive, and have successfully completed a DHU Health Care Driving Assessment.

## 6. Any special conditions

Services operate 24/7 365 days per year- regular weekend ; overnight or evening working would be expected.

Flexibility in hours and duties.

Travel to other sites may be necessary in course of duties.

Signed: ……………………………………………………………………………

Print name: ……………………………………………………………………………

Date: ……………………………………………………………………………

# Person Specification

|  |  |  |
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| Academic Qualifications  | •  | Educated to GCSE standard or having specific job requirement experience  |
|  | •  | Full driving license  |
| Experience  | •  | Experience in sites and facilities  |
|  | •  | Previous Transport facility experience  |
|  | •  | Previous experience of working with staff in a busy service environment  |
|  | •  | Communication with a variety of people  |
|  | •  | High level of computer experience (e.g. Word/Excel and other packages) as well as email systems and other electronic media  |
|  | •  | Databases  |
|  | •  | Proven organisational skills   |
| Practical and Intellectual Skills  | •  | Excellent interpersonal/ communication skills with a variety of media and all levels of staff with the company as well as external agencies  |
|  | •  | Ability to use initiative  |
|  | •  | Accurate record keeping  |
|  | •  | Excellent telephone manner  |
|  | •  | Problem solving skills  |
|  | •  | Effective time management – strong organizational skills  |
|  | •  | Ability to maintain strict levels of confidentiality  |
| Circumstances – Personal  | •  | Commitment to role  |
|  | •  | Able to work unsocial hours  |
|  | •  | Flexibility to meet service/rota needs  |
| Disposition/Adjustment/Attitude  | •  | Proven team player  |
|  | •  | Diplomatic  |
|  | •  | Sense of humour  |
|  | •  | Ability to work under pressure  |
|  | •  | Conscientious, reliable and resourceful  |
|  | •  | Professional attitude to employment  |
| Physical  | •  | Physically fit and able to undertake the role  |
|  | •  | Eyesight compliance for driving  |
|  | •  | Health compliance to DVLA standard 2  |