



HSS REGISTERED

Storeperson

Hospital Support Workers Agreement: Level 6

Position Number: 103592

CSSD / TSSU / Clinical Operations

Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Manager CSSD/TSSU
HSO Level G5
Position Number: 103560



Supervisor CSSD/TSSU
HSO Level G3
Various Positions FTE 3.0



This Position



Directly reporting to this
position: NIL



Also reporting to this
Position:

- Advance Sterilisation
Technician
HSW L13 FTE: 3.0
- Leading Hands
HSW L11 FTE: 4.0
- Sterilisation
Technicians HSW L11
FTE: 28.6

Key Responsibilities

Responsible for the management of supply activities within Central Sterile Supply Department/Theatre Sterile Stock Unit (CSSD/TSSU) including assisting CSSD/TSSU in maintaining vital supplies, monitoring material resource usage and budget expenditure.

Brief Summary of Duties (in order of importance)**1. Acquisition, Maintenance and Distribution of Supplies**

- 1.1 Carries out Bar Code wand of Imprest (non-direct purchase stock) and maintain stocks requirement in CSSD/TSSU.
- 1.2 Receives and checks all goods on arrival, investigates and liaises with Supply Department regarding any supply issues.
- 1.3 Distributes supplies throughout CSSD/TSSU.
- 1.4 Raises purchase orders through Internet Procurement for Elective Orthopaedic and Spinal Surgical implants.
- 1.5 Liaises with Orthopaedic Technicians, Vendor Company and HSS in regards to implants.
- 1.6 Ensures ordering of Pharmacy stock requirements for CSSD/TSSU.
- 1.7 Maintenance and cleanliness of Department Storerooms.

2. General

- 2.1 Attends to telephone requests.
- 2.2 Ensures in collaboration with Manager/Supervisor for cost effectiveness of material utilisation.

3. Information Systems

- 3.1 Ensures working knowledge of supply systems.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated knowledge of computer literacy with experience in using a wide range of computer software, including MS Excel, MS Word, Outlook, data bases, internet procurement and ordering systems.
2. Demonstrated knowledge of manual handling procedures.
3. Demonstrated ability in time management skills.
4. Demonstrated effective written and verbal communication skills.
5. Demonstrated effective interpersonal skills at an individual and team level.

Desirable Selection Criteria

1. Medical stores experience and or knowledge of surgical suppliers.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Sharon Seiku	HE80422	15/05/2018
Acting Manager	Signature or	HE Number Date
Dept. / Division Head Name	Signature or	HE Number Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	June 2018
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