



NETCARE

# Vacancy

Closing date: 07.03.2024

## Role profile

Role title	Theatre Stock Controller
Division	Hospital Division
Location	Netcare Mulbarton Hospital
Reporting structure	Pharmacy Manager

## Role summary

The Stock Controller / Equipment (Theatre) is responsible for maintaining stock levels and stock control in the theatre store room and dispensary to ensure availability of stock and optimal patient care.

## Key work output and accountabilities

- Purchase stock according to needs, within preferred structures and according to stipulated parameters.
- Control all surgical and ethical stock at theatre.
- Order consumables stock on the appropriate days.
- Maintain accurate stock records for all consumable stock.
- Establish and manage a consignment stock system in ward/unit according to Netcare stock Management policy.
- Develop a clear identification system for the stock.
- Manage and implement Surgical Standardization Process in the theatre.
- Unpack stock according to FIFO and FIFO principles and ensure that the correct stock has been received.
- Unpack replenishment stock.
- Manage all aspects of the replenishment system within the theatre unit and from pharmacy.
- Manage back order situations between Theatre and Pharmacy and communicating out of stock situations to all stakeholders.
- Review and balance all Mobit errors.
- Maintain charge sheets and ensure that all link codes are up to date to support Mobit.
- Maintain BOM's (bill of material) to ensure accurate charging in theatre.
- Conduct regular partial counts and full counts to ensure accurate stock holding.

- Conduct sequencing and preparation of all theatre Stock Books for stock take events.
- Manage all aspects of partial count and full stocktake processes within theatre.
- Liaise with the billings department regarding queries on files.
- Investigate and report discrepancies to Theatre Manager and Pharmacy Manager.
- Assist nursing staff and unit manager with stock queries.
- Support the pharmacy stock management team w.r.t. operational and administrative functions.
- Eliminate slow moving and redundant stock by means of constant communication with doctors, nursing staff, pharmacy and other stock controllers in the group.
- Ensure that all stock items have been bar-coded before leaving the theatre stock room.
- Ensure an efficient MOBIT system by adhering to policy and procedures.
- Ensure that the DBO Clerk is up to date and not affecting DNYB in a negative manner.
- Manage Consignment stock.
- Ensure implementation and rollout of standardisation.
- Assist in communication of stock policies internally within Theatre.
- Interpret data and take action of Stock Management Reports for ward/unit.
- Build and maintain relationships with nursing, doctors and suppliers.
- Conduct assessment to ensure that all surgical and ethical stock as well as equipment are recorded on the patient charge sheet as per actual use.
- Manage reports which include but are not limited to: open purchase orders, negative stock report, dormant stock report, slow moving stock report, dead stock report, discontinued stock report and unbinned list.
- Assist with any adhoc duties assigned by the Pharmacy Manager.
- Prevent waste and assists in preventing theft.
- Follow the FEFO and FIFO principles.
- Clean the Stock cupboards once per week, in conjunction with hospital cleaning services.
- Write equipment in 'Lend"-book if lend out to another ward/hospital.
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## Skills profile

### Education

- Grade 12 or equivalent NQF 4 certificate.

### Work experience

- Previous experience in stock management.
- Intermediate computer literacy.

### Knowledge

- Knowledge and experience of a pharmaceutical stock control system.

## Managerial Skills

Coaching Others	The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
Leading and Managing Change	The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
Performance Development	The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
Taking Action	Capable of recognising the need for action, considering possible risks and taking responsibility for results.
Decision Making	Capable of making decisions timeously and taking responsibility for the consequences.
Managing Self	Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
Customer Focus and Service Delivery	<p>The capacity to identify and respond to the needs of *internal and external customers.</p> <p>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</p>
Adapting and Responding to Change	Capable of supporting and advocating change initiatives and managing own reaction to change.
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Technical Knowledge	The capacity to perform a technical function to required standards.

## Values and behaviours

Netcare values	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> <li>Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families.</li> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul>
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> <li>• I always greet everyone to show my respect.</li> <li>• I always wear my name badge to show my identity.</li> <li>• I am always well-groomed to show my dignity.</li> <li>• I always practise proper hand hygiene to show my care.</li> <li>• I always engage to show my compassion.</li> <li>• I always say thank you to show my appreciation.</li> <li>• I always embrace diversity to show I am not a racist.</li> </ul>

## Application process

### Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [Inga.kamzembe@netcare.co.za](mailto:Inga.kamzembe@netcare.co.za)

### Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.

