Eastern Health

POSITION DESCRIPTION

Position Title:	Inventory and Supply Coordinator Administrative Assistant
Award Classification:	HS2
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025-2027
Position Reports to:	Nurse Unit Manager, Theatre

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts*' is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.

Our promise
Healthier together
Values in action
Respect for all
Safe always
Partnering in care
Learning and improving every day
Enabled and empowered people
Together we enable the success of our people
Excellent care and experiences
Together we deliver the best health care experiences and outcomes
Safe and welcoming
We create and come together in spaces that are safe and welcoming
Optimising resources
Working together we continuously improve our resource deployment

1. POSITION PURPOSE

The inventory and supply coordinator works as a member of the operating suite and accepts responsibility for maintenance, ordering and coordination of inventory and supply throughout the department to ensure functional and financial efficiencies in relation to stock management. The inventory and supply coordinator is responsible for the supervision of supply staff employed in the operating suite.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The major duties related to this position are as follows

- Undertake ordering of supplies, stock, equipment, instruments and stationary on FMIS, including
  - Sterile surgical supplies
  - Non sterile surgical stock
  - Surgical instruments
  - Anaesthetics supplies
  - Office supplies and stationary
- Liaise with nursing, medical, technical and office staff regarding changes in the level, type and location of stock held.
- Liaise with supply department to maintain and develop bar-coding systems
- Implement and maintain systems for efficient use of space and storage of stock in the operating suite.
- Obtain competitive quotes for surgical equipment, instruments and supplies as directed.
- Undertake financial analysis to determine cost effectiveness of supplies as requested
- Implement systems for stock rotation and the safe handling of stock in accordance with relevant guidelines and legislation
- Monitor the delivery of supplies and follow up inconsistencies with stores/supply department and/or suppliers
- Establish and maintain systems for notification of back orders to staff.
- Communicate changes in the supply of stock and equipment to staff.
- Coordinate consumables and equipment trials as required.
- Coordinate repairs of specialist equipment/instruments.
- Coordinate equipment/instrumentation loans (to internal/external users).
- Participate in relevant departmental and hospital meetings.
- Maintain data bases for analysis of the supply and usage of specialty stock.
- Provide direction to and monitors the performance of other supply staff employed in the operating suite.
- Liaise with company representatives as required.
- Other duties as requested by your direct manager.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information here.

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQA+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please click here.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the Australian Immunisation handbook (based on ATAGI advice). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____ Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____(Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	
Award Classification:	
Award / Agreement Name:	
Position Reports to:	

Essential

- Extensive experience and demonstrated competence in the management of a supply service
- Demonstrated ability in inventory management, stock rotation and the handling of sterile supplies.
- High level of organisational skills with effective time management skills and the ability to prioritise tasks.
- Demonstrated ability to promote teamwork and relate effectively to clinical staff.
- Well developed understanding of healthcare environment and knowledge of medical terminology.
- Above average competency in computer skills and data base management.
- Self-motivated with the ability to work independently and use initiative.
- Demonstrated understanding of customer service of internal and external customers and be committed to effectively meet their needs in a helpful and professional manner.
- Experience with the supervision and direction of staff.
- Ability to always maintain confidentiality.
- Flexible in approach, responsive and able to work within a continually changing environment.
- Possess a positive attitude, with the ability to demonstrate the Eastern Health values.
- Ability to maintain a professional demeanour.
- High attention to detail and demonstrated excellence in standard of written work, with a proactive approach to accomplishing work goals.
- Ability to self-motivate, multi-task, prioritise and work under pressure.
- Proficiency in the use of Microsoft applications including Office, Excel, Visio, and communication technologies (i.e. teleconferencing)
- Experience with the supervision and direction of staff

Desirable

- Familiarity with health service information systems.
- Experience in the use of ORACLE/online ordering
- Previous experience with working in a team environment
- Previous experience with working in a hospital environment
- Experience in a busy, multi-tasking and multidisciplinary healthcare environment.
- Understanding of a public healthcare industry.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au