

## **JOB DESCRIPTION**

### **JOB DETAILS:**

<b>Job Title</b>	Lead Clinical Procurement Nurse
<b>Pay Band</b>	7
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Procurement Services
<b>Department</b>	Local Procurement
<b>Base</b>	To be completed on recruitment

### **ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	Head of Local Procurement
<b>Reports to: Name Line Manager</b>	Head of Local Procurement
<b>Professionally Responsible to:</b>	Assistant Director of Nursing within the designated Health Board

### **JOB SUMMARY/ PURPOSE:**

The post holder provides a visible, authoritative and effective leadership, liaison and interface between Clinicians from a broad range of professional groups and Procure to Pay services, promoting the procurement of appropriate clinically acceptable products which represent best Value for Money and facilitate improved patient outcomes.

The post holder will provide Procurement services with the clinical expertise and support required to standardise and rationalise the range of medical and surgical products currently used within the Health Board. This involves reviewing the range of medical and surgical supplies and equipment upon which to base selection and then evaluating alternatives with the intention of introducing 'best practice' and value for money, within Procurement legislation and Standing financial instructions. The post holder will be expected to design systems for ensuring processes are transparent and consistent.

Making a significant contribution towards improved standards of patient care and clinical governance through the use of a standard range of quality medical and surgical products that represent value for money are key objectives of this post.

## **DUTIES/RESPONSIBILITIES:**

To provide input into the implementation and sustainability of the procurement strategy, in particular working and supporting the provision of clinical input into any initiatives being developed.

To lead, co-ordinate, facilitate and explore the rationalising and standardisation of supply arrangements, in order to enhance the levels of service and minimise costs for all clinical stock items through the Health Board, providing expert advice on leading on trials and participation in product working groups.

Delivery of projects (specific) with clinicians and senior managers, to enhance contract management and coverage on non pay expenditure.

- Represent the organisation at an All Wales and National NHS level at various locations, and engage in collaborative activities.
- To take a lead role in the LHB's Medical and Surgical Advisory Group, ensuring best value, best practice, risk assessment and clinical engagement for all new products identified.
- To network with Nursing and Clinical colleagues within the Health Board, All Wales and National Public sector level.
- In conjunction with the Head of Procurement & P2P (HoP) communicate changes to Clinical and Nursing staff on products and supplies, the reduction and wastage of stock and non stock at ward level with departments and clinical staff, including presenting to large groups on such issues.
- Lead the development of a systematic review of clinical products across the Trust. Using data analysis, investigate the use of products, challenging clinical preference, as necessary where it exists.
- Post holder will be required to analyse complex all Wales procurement contracts.
- To provide contract support throughout the All Wales and National contracting process, ensuring all clinical areas are aware of and engaged in the changes and implementation of products/ contracts, whilst co-ordinating the provision of educational support required.
- To provide guidance to budget holders with the introduction of e-procurement systems to create efficient and effective ward/dept based ordering of goods.
- To develop and maintain, Procurement Policy for governing the participation in product trials, and role of suppliers representatives, to clinical areas within the LHB, and trials.
- Develop and maintain procurement policies and procedures across the organisation
- Undertake a review of the Procurement procedures and needs and thereafter identify opportunities for improvement. Evaluate the benefits of proposed changes and gain agreement for the introduction of such changes especially where they relate to the

achievement of cost-improvement or saving targets.

- Responsible for the management of the goods receipting process for non-stock, stock and capital goods received across the Health Board.
- Strengthen the monitoring process for all service level agreements and manage any complaints or disputes arising from there.
- Undertake a review of the LHBs procedures and needs and thereafter identify opportunities for improvement. Evaluate the benefits of proposed changes to the LHB and gain agreement for the introduction of such changes especially where they relate to the achievement of cost-improvement or saving targets.
- Facilitate the cost effective, safe and timely disposal of obsolete and surplus equipment.
- Responsible for authorising contract/purchase orders (where appropriate)
- Provide support and guidance to all service areas in the design and implementation of contract management processes and procedures that ensure that clear performance requirements and contractual agreements are embedded within all let by the LHB.
- Take a pro-active approach to identifying and achieving one's own personal objectives and participating in a recognised continuous professional development (CPD) programme.
- Line management of work and staff of the section [as appropriate], providing leadership and guidance where necessary, to ensure timetables and targets are achieved, giving due regard to the HR policies and procedures within the LHB. This will include appraisal and performance development, for all direct reports as well as providing on the job training where appropriate, ensuring that suitable training opportunities are offered to all staff.
- Keep up to date of developments in the Clinical Procurement field by communicating regularly with colleagues, reading appropriate professional and trade publications and attending relevant courses or exhibitions.
- Operate within the ISO9001:2000 Quality Management System ensuring certification to relevant ISO Standards for Procurement systems within the Health Board.
- To co-ordinate the process for reporting faulty supplies with other colleagues throughout the LHB, ensuring alternative sources of supply.
- To co-ordinate computerised databases which best serve the individual interests of directorate, and the overall requirements of the LHB, utilising the management information available to re-visit priorities within the non-pay budget.
- To provide an information service on goods and services and ensure that an up-to-date library of supplier information is maintained.
- Provide a key link on medical device matters on behalf of Hywel Dda UHB, promoting timely reporting and learning in the safe use of medical devices and be the expert resource in this respect. Be an internal advocate for improved reporting to MHRA, SMTL and WG and review all medical device incident reports in conjunction with the local Risk team, liaising with outside agencies, as appropriate.

- Post holder will lead and co-ordinate programmes and work with suppliers to carry out audits of various products which would have primary impact on Cwm Taf LHB and across the other Health Boards.
- Post holder has freedom to decide on how to achieve results within the areas specified within the Procurement & P2P Strategy.
- Post holder will advise stakeholders on why products should change based on clinical knowledge and value for money
- The post holder will manage staff within WTE Receipt & Distribution Stores.

## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections.

All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Educated to post graduate level ideally in a clinically related qualification or equivalent relevant practical experience, with evidence of continuing professional development</p> <p>Registered General Nurse</p> <p>Evidence of continuous professional development.</p> <p>Knowledge gained through experience of working in a number of nursing specialties</p> <p>Thorough grasp of current nursing agenda and appreciation of the professional agenda of others.</p> <p>Awareness of current issues/trends in health policy.</p> <p>Understanding of key issues affecting product choice and the importance of ensuring Value for Money is obtained.</p> <p>Has knowledge gained through experience of working in a number of nursing specialties</p>	<p>Experience of sourcing and evaluating clinical supplies.</p> <p>Experience of and financial and resource management.</p> <p>Understanding of working within the principles of LEAN</p> <p>Business Planning</p> <p>Project Management</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
<b>Experience</b>	Nursing experience in a senior leadership	Understanding of rules	Application form and Interview



	<p>role.</p> <p>Staff management and supervisory experience</p> <p>Experience of managing change effectively.</p>	<p>applicable to Procurement in the public sector.</p> <p>Experience of working in a busy office environment.</p>	References
<b>Aptitude and Abilities</b>	<p>Ability to deliver against agreed performance targets.</p> <p>Ability to gain credibility with Procurement and Clinical colleagues.</p> <p>Ability to be customer focussed and develop services.</p> <p>Excellent interpersonal and communication skills at all levels demonstrating the ability to manage and introduce change by influence..</p> <p>Competent in the use of Microsoft Office applications including working knowledge of spreadsheets.</p>	Competent in the use of Oracle Business Systems	Application form and interview References
<b>Values and Personal Qualities</b>	<p>Committed to Corporate goals and objectives.</p> <p>Is creative and innovative.</p> <p>Positive and constructive attitude.</p> <p>Constructive approach to problem solving.</p> <p>Demonstrates resilience, and reliability under pressure.</p> <p>Good team player with</p>		Application Form Interview References

	<p>well developed interpersonal skills.</p> <p>Flexible and adaptable.</p> <p>Able to plan and prioritise workload in order to meet deadlines and deal effectively with conflicting priorities.</p> <p>Committed to developing self and team members.</p> <p>Ability to operate in a confidential and professional manner.</p>		
<b>Other</b>	Able to travel extensively to undertake the duties of the post at various sites.	Welsh Speaker	Application Form Document Check

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

