



NETCARE

Vacancy

Closing date: 18.10.2023

Role profile

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

Role summary

The Stock Controller in Theatre is responsible for maintaining stock levels and stock controlling according to policy in the hospital

Key work output and accountabilities

THEATRE STOCK CONTROLLER

- Purchasing stock according to needs and within preferred structures
- Promote the preferred provider list and convert theatre to standardized Netcare items
- Follow up on back orders and ordering of stock
- Measuring and evaluating stock activity levels for stock and re-ordering purposes
- Maintain stock at agreed value targets (stock days)
- Regular checking of expiry dates and the timeous return to suppliers and/or write off of stock
- Elimination of slow moving and redundant stock by means of constant communication with doctors, nursing staff, pharmacy and other stock controllers in the group.
- Cyclical counts for inventory purposes
- Stock take preparations, data capturing and finalization of stock take
- Generate replenishment report for ordering stock from pharmacy
- Unpacking and checking of stock
- Capture stock transfers, consumable transfers and ICT's
- Assist Stock Assistants with any stock queries
- Control consumable cost in theatre
- Ensure all consignment and DBO items are billed and GRV's of consignment and DBO's are always kept up to date
- Ensure all stock is billed correctly by means of checking "baggings" and stock enquiries
- Implementation and control of systems for stock control
- Investigation of negative stock list and making sure all link codes are up to date

- Liaise with doctors and nursing staff regarding any problems or changes in theatre stock
- Maintaining good interpersonal relationships with suppliers, co workers and clients
- Available to be called out in emergencies when special stock is required (reliable transport is essential)
- Be able to stand in for and carry out duties of any other team member
- Being able to work flexi hours and ensure that all shifts are covered
- Any duties assigned by the Pharmacy Manager

Skills profile

Education

- Matric or equivalent NQF 4 Certificate

Work experience

- Previous experience in theatre stock management
- An intermediate level of Computer literacy (Microsoft Office, Excel) is essential
- SAP knowledge

Knowledge

- Communication skills
- Knowledge and experience of theatre pharmaceutical stock control system

Non-Managerial/ Specialist 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	The capacity to identify and respond to the needs of *internal and external customers. <i>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</i>
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.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.
Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.
Values and behaviours	
Netcare values	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. • Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization. • Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. • Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. • Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families. • Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.
The Netcare way	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: • I always greet everyone to show my respect. • I always wear my name badge to show my identity. • I am always well-groomed to show my dignity.

- I always practise proper hand hygiene to show my care.
- I always engage to show my compassion.
- I always say thank you to show my appreciation.
- I always embrace diversity to show I am not a racist.

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 FeminaApplications@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.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

