



Vacancy



ROLE PROFILE

Role title	STOCK CLERK - ICU
Division	PHARMACY
Location	NETCARE BLAAUWBERG HOSPITAL
Reporting structure	PHARMACY MANAGER
Closing date	13 SEPTEMBER 2022

ROLE SUMMARY

The Stock Clerk (Ward / ICU) is responsible for maintaining stock levels and stock control in the ward / ICU store room to ensure availability of stock and optimal patient care.

KEY WORK OUTPUT AND ACCOUNTABILITIES

- Order consumables stock on the appropriate days.
- Unpack replenishment stock.
- Manage all aspects of the replenishment system between ward/unit and pharmacy.
- Establish and manage a consignment stock system in ward / unit according to Netcare stock Management policy.
- Manage out of stock items.
- Maintain accurate stock records for all consumable stock.
- Manage and implement Surgical Standardization Process in the ward/unit.
- Control all surgical and ethical stock at ward/unit level.
- Review and balance all Mobil errors.
- Ensure accurate link codes are maintained on the Mobil device.
- Conduct regular cyclical counts to ensure accurate stock holding.
- Ensure stock rotation is done.
- Manage all aspects of cyclical and full stock take processes within ward/unit.
- Conduct sequencing and preparation of all ward/unit Stock Books for stock take events.

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- Develop a clear identification system for the stock.
- Assist nursing staff and unit manager with stock queries.
- Liaise with the billings department regarding queries on files.
- Investigate and report discrepancies to Unit Manager and Pharmacy Manager.
- Support the pharmacy stock management team w.r.t. operational and administrative functions.
- Check the Schedule drug registers daily to ensure all schedule drugs used were billed.
- Ensure that relevant items are charged and billed correctly on the Mobil systems.
- Ensure ordering and billing of DBO items.
- Assist in communication of stock policies internally within ward/unit.
- Ensure accurate collation of patient documents to enable final billing. Ensure all outstanding documentation is obtained and placed in the patient file prior to discharge or transfer from ward/unit.
- Ensure timeous discharge from SAP.
- Audit all documents for completeness when patients transfer or are discharged out of the ward/unit.
- 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 and credits are done as required.
- Record folders leaving ward to go to billings.
- Deliver charts to pharmacy, if needed.
- Ensure sufficient copies of necessary documentation are available in the ward.
- Control of the expiry dates of medication and surgical stock.
- Crediting of patient stock on transfer or discharge.
- Control of Consignment stock.
- Assist with any adhoc duties assigned by the Unit or Pharmacy Manager.
- Prevent waste and assists in preventing theft.
- 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.
- Ensure the correct equipment charges i.e. billing of oxygen, cardiac monitors, pressure relieving mattresses and other equipment used in ICU/HC.
- Partake in Simply CPR training.
- Know the procedure to activate the disaster plan.
- Maintain a safe working environment in accordance with the Health and Occupational Safety Act.

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- Control of fridge and stock room temperatures.

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.

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.
Customer Focus and Service Delivery	<p>The capacity to identify and respond to the needs of *internal and external customers.</p> <p><i>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</i></p>

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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	<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"> Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organisation. 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	<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"> 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.

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- I always seek consent 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 with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to

Galeemah.arnold@netcare.co.za, using reference: **ICU - STOCK CLERK 09/22**

Please note:

- Please note that reference checks for internal applicants will be conducted with the current and past Netcare direct line managers of the applicant and the relevant Netcare HR Managers. Employees are therefore 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 which you have applied for will be based on those that exist in the Division within which you will be employed.
- In the event of a candidate having 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 used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment 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 retain your CV and other information provided on our electronic system. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



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