

Allied Public Health and Technical

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	Equipment Store Officer
Service & Directorate:	Strategy, Primary and Community
Location:	Southland
Reports to:	Unit Manager Community and ATR
DHB Delegation Level:	NA
Number of direct reports:	Nil
Date:	January 2019

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind	Open	Positive	Community
<i>Manaakitanga</i>	<i>Pono</i>	<i>Whaiwhakaaro</i>	<i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE

You will work as part of a team to ensure the effective provision of Short Term Loan Equipment Services including invoicing, tracking and recalls, maintaining and cleaning of short term loan equipment including bathroom/toileting and mobility equipment; and large equipment items such as electric beds, hoists, mattresses.

The role also includes delivery and installation of equipment to Southland including rural areas and Lakes District as required.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Role Specific Competencies

Process management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources
Interpersonal savvy	Relates well to all kinds of people – up, down, sideways, inside and outside of the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably
Priority setting	Spends his/her time and the time of others on what's important; quickly zeroes in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates road blocks; creates focus

KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> Allied Health Inpatient and Community Services 	<ul style="list-style-type: none"> Clients referred to the service and their family/whanau
<ul style="list-style-type: none"> District Nursing Services 	<ul style="list-style-type: none"> ENABLE funding
<ul style="list-style-type: none"> Unit/Service Managers 	<ul style="list-style-type: none"> ACC
<ul style="list-style-type: none"> Nurse Managers 	<ul style="list-style-type: none"> Hospice
<ul style="list-style-type: none"> Orderlies 	<ul style="list-style-type: none"> Gore and Lakes District Health
	<ul style="list-style-type: none"> Equipment suppliers and Freight Companies

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Provision of an effective short term loan equipment store	
<p>Issue Short term loan equipment in an effective, efficient and timely manner utilising the current IT equipment inventory system</p> <p>Undertake or arrange for the delivery, installation of specific equipment and collection of equipment as necessary. This includes large equipment items such as electric beds, hoists, portable ramping.</p> <p>Ensure all equipment is cleaned according to defined Southern DHB procedures.</p> <p>Ensure short-term loan equipment is maintained to an acceptable standard. This will include undertaking repairs, or arranging for repair as appropriate.</p> <p>Assist with processes related to ACC invoicing for equipment</p> <p>Attend and contribute to team meetings and liaise with staff involved in issuing equipment, including therapists, assistants, managers</p>	
Stock Management	
<p>Maintain equipment inventories and systems for stock replacement and/or replenishment, in consultation with the Allied Health Manager.</p> <p>Assist in maintaining the organisation, layout and storage within the Allied Health Equipment Store</p> <p>Ensure equipment stocks are maintained in the hospital equipment store, emergency department, Lakes District Hospital and Gore Hospital</p>	Stock levels are maintained within current available resourcing
Information Management	
Utilise relevant information systems, including current loan equipment system to maintain effective stock management and control	Recall tasks are actioned within required timeframes
Quality and performance	
<p>Maintain professional and organisational quality standards.</p> <ul style="list-style-type: none"> • Ensure delivered work is planned, delivered, and implemented consistently against quality standards. • Continuously identify improvement opportunities to perform job in most effective manner. • Investigate opportunities to achieve goals in a more efficient way. 	Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards.

Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> • Partnership – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • Participation – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • Protection – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual

performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date|