

Summer 2016

Have I Got Procurement News For You



Materials Management – Meet the Team

- *Hello to our new starters*
- *Goodbye to some familiar faces*
- *A look at Procurement jargon and much more inside.....*

Materials Management



The reintroduction of Materials Management (Mat Man) into the Trust is going extremely well and with the appointment of 3 new members of staff, is now expanding to take on additional areas.

Cheryl Schofield, Jake Foster and John Kostilek joined the team on the 31st May and have quickly settled into the role.

The aim of the project is to release valuable nursing time back to patient care and also avoid the over ordering of stock items.

This has so far been rolled out onto wards C1, C2, C4, C11, C18, B4, B22, D1 and the Critical Care Unit at Blackburn and Theatres and the Birth Suite at Burnley. Stock takes are currently being undertaken within C22 and CMU and they should be on the full service within the next quarter.

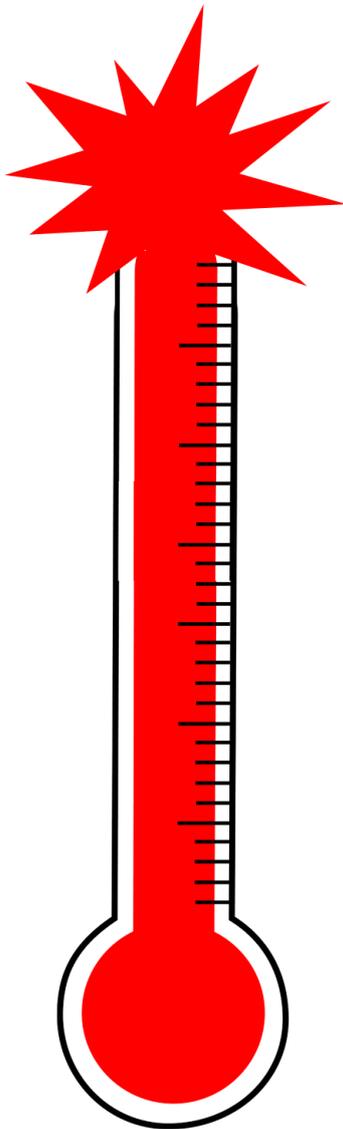
Further wards and departments will be added to the service by the end of the year.

So far there have been significant savings made from the removal of overstocked items from the wards being sent back to NHS Supply Chain. Mark Wilson, Matron on the Critical Care Unit said that the equivalent of four nursing shifts a week has been saved from spending time on ordering and are now able to be spent on nursing. It is hoped that as the project continues, this will be replicated across the Trust.

Janet Rawcliffe, Mat Man Project Lead, said that "The savings already generated and the hours returned back to nursing show that this really is working. It also contributes towards the standardisation and control of products across the Trust."

In the future, as the service expands there will be more opportunities to join the Mat Man team and help contribute towards safer and more effective care. Watch this space!

Over
£140,000
saved so far



Savings 2016/2017

As of September 2016

Annualised Target £2M

Legacy Savings 2015/16	£414,462
Estates & Facilities	£27,722
Corporate/IT/Finance	£21,379
SAS	£795,364
Family Care	£183,833
ICG	£1,438,984
DCS	£144,442
Total	<u>£3,026,189</u>

Systems



There are so many systems! What are they all for ?

E-Procurement	-	Electronic Requisitioning
E-Financials	-	Electronic Purchase Order System
Basware	-	Electronic Invoice Payment System
NHS Supply Chain	-	On-line Stock Ordering

Hello.....

We would like to say a big hello to three new members of staff to the department. The new Materials Management team has welcomed Cheryl Schofield, Jake Foster and John Kostilek.

You may well see them as they visit the wards to undertake stock takes or replenish stock items or if you ring the department with a query relating to a NHS Supply Chain order, they may take your call.

John Kostilek has been a part of ELHT for 3 years and prior to joining the department he worked within Stores at Burnley General Hospital. Before joining the Trust, John worked at Sellafield. In his spare time, John is a keen biker and can also be found running his mobile disco.

Cheryl Schofield moved over from Domestic Services and has been with the Trust for 5 years. Before joining ELHT, Cheryl worked extensively in the hospitality industry, specialising in hotels. When not ensuring that the wards are fully stocked, Cheryl enjoys pursuing outdoor activities and spending time with the children.

Jake Foster originally joined ELHT as an apprentice and like John, has been with the Trust for 3 years. Before joining the Materials Management team, Jake worked within Medical Staffing. In his spare time he enjoys travelling, seeing the world and meeting new people.

Star Awards

The Annual ELHT STAR Awards took place at the Dunkenhalgh hotel in April and celebrated the achievements of the various members of staff and volunteers in the Trust. It has been widely recognised that it was a huge success and a great night was enjoyed by those who attended.

What many don't see is the hard work that goes into bringing such a large event together and ensuring it goes smoothly. With that in mind, we'd like to share a look at what Procurement did to make it the event of the year!

John Nelson, Senior Buyer, worked closely in collaboration with the rest of the STAR awards committee in deciding how they would bring the event together.

John's major contribution for the group led to him negotiating with the venue to get the best value for money on the night and to make sure that every penny spent on the awards went further than ever.

He was personally responsible for securing over £20,000 of funding from suppliers to the Trust which went on venue hire and entertainment as well as the awards given away on the night. John also managed to persuade the companies to provide prizes to give to the award winners.

On behalf of the department we would like to thank John for all of his contributions towards the awards!



From left: Lynn Barton, John Nelson and Alison Sugden at the Dunkenhalgh Hotel for the ELHT STAR awards.

Madagascar Expedition



Dr Stephen Spencer has now returned from Madagascar having once again provided support and help to treat children in remote areas. On the previous expedition, the team found that 94% of children screened had high levels of a deadly parasitic disease called Schistosomiasis. This year the team planned to continue providing treatment to the children affected by this and also carry out research into the disease morbidity as well as test for malaria and anaemia. Madagascar was chosen due to the World Health Organisation (WHO) statistics that showed in 2012, 16 million people in Madagascar were estimated as needing treatment for schistosomiasis. Currently, the population is 20 million, however less than 20% of those needing treatment received it.

Nafeesa Patel, NHS Supply Chain assistant, worked closely with Stephen to ensure that the vital supplies he needed for this program were procured in time and to ensure that the team received the best value for money. Nafeesa said "I am happy to have helped with the procurement for this expedition. The team are providing an essential service to the children in Madagascar."

Stephen thanked Nafeesa for her help and said "Thank you so much for your continued support and help. You are an absolute hero. This year's trip could not run at all without the supplies you have provided. I'm so grateful for your help from the bottom of my heart."

To find out more about the expedition, visit <https://expeditionmadagascarblog.wordpress.com/madagascar-expedition>

Goodbye.....

The past few months have seen the department bid farewell to several members of staff. Sam Whitney, Lucy Kitchener, Munir Rasul and Jason Tudor have all moved on to exciting new opportunities.

Munir Rasul has left to join the Patient Experience Team and will be based at Royal Blackburn Hospital. Munir worked within Procurement for the past 9 years and had been a consistently hard working member of the team. He worked particularly hard in ensuring that the printed stationery transfer from Webberley to S.F. Taylor went without a hitch.

Lucy Kitchener has moved on to become the new Contract Manager at Leeds and York Partnership NHS Foundation Trust. Lucy joined ELHT in 2014 as a Lead Buyer within the Estates and Corporate divisions, having previously worked at Harrogate PCT. In her time at the Trust, Lucy became a valued member of the team and worked on projects as diverse as Agency Staffing, various projects in conjunction with IT and achieving best value on the Trusts catering requirements.

Jason Tudor, Head of Procurement has left the Trust and taken up an exciting opportunity to work for Crown Commercial Services (CCS) based in Liverpool. Jason joined the Trust in June 2013, having previously worked at Calderdale and Huddersfield NHS Trust. Prior to working there he had spent several years at ICI and SSL International.

Jason said, "I have enjoyed my time working here at East Lancashire Hospitals and I want to thank all my colleagues within the Trust for their kind words and wishes".



Sam Whitney has left the department after 17 years to commence a foundation degree in Health and Social Care with an emphasis in mental health. As well as being a student, Sam will also be working as a Physio assistant within the Trust and will be volunteering with Lancashire Police as victim support. Her ultimate aim is to work in this field providing support and counselling to people who have been affected through crime.

We wish them all well for the future.

Procurement Jargon

Sometimes we may use jargon which can be confusing to other people. Below are a few of the more commonly used terms to try and make things clearer.

'REQ' – Requisition. This is the number generated beginning with 'R' when placing orders in E-PROC.

'PO' – Purchase Order. The official order which is created once the 'REQ' has been approved and will begin 'TJ'.

'E-FIN' – E-Financials, 'E-PROC' – E-Procurement and 'Basware' are all part of the Electronic Purchase to Pay system.

'NEXUS' - This is the internal catalogue system used by Procurement which is linked to the ELHT catalogues in E-procurement.

'GHX Exchange' – An external portal which provides an audit trail of PO's being sent to suppliers.

Knowing Me, Knowing You

Each issue we present a member of the team and find out a little more about them. This month—Claire Parker, Acting Head of Procurement.

- Before joining ELHT, Claire worked at Central Manchester NHS Foundation Trust and Warrington & Halton NHS Foundation Trust.
- In her spare time, Claire likes to visit gigs and festivals with a particular passion for Indie Rock and the 90's
- Claire has a degree in fine art and at one point was interested in being a curator.
- Claire is eagerly awaiting the new series of Game of Thrones—winter is coming!
- Although Claire generally likes everything, she doesn't like chicken liver and Malibu.
- Claire's claim to fame is that she was a contestant on Blockbusters and stayed on for the maximum five gold runs—her prizes included adopting a chicken for a year, a Sony Discman and a trip to Tunisia where she visited the Star Wars set.



Claire

NHS Procurement Standards

The department is currently working towards achieving level 1 of the NHS Procurement and Commercial Standards. The standards are organised into six dimensions including: **Strategy & Organisation, People & Skills, Strategic Procurement, Supply Chain, Data Systems and Performance and Policies & Procedures.**

An initial review will take place in February 2017 with the target for achieving the standard by October 2017.



We will keep you updated on progress in future issues of the Newsletter.

Congratulations!!



Congratulations to former colleague Lucy Kitchener who has now completed the full Chartered Institute of Procurement and Supply (MCIPS) qualification.

The Chartered Institute of Procurement and Supply (CIPS), are the largest procurement professional body in the world and they represent purchasing and supply professionals. CIPS promote procurement best practice and the interests of all purchasing professionals to the wider business community and government.

Lucy achieved this shortly before moving on to take up her new post at Leeds and York Partnership NHS Foundation Trust and is pictured at her graduation ceremony.



Further Congratulations are due as the entire Procurement department has been nominated for an award!

The annual "NHS in the North West Excellence in Supply Awards" will be taking place on the 20th October 2016 at the Village Hotel, Blackpool. This is an occasion attended by a large number of suppliers, senior Procurement professionals and NHS leaders and is an excellent opportunity to be recognised for the work that the department puts in.



The team has been shortlisted in the NHS Supplier Engagement category and was nominated by S.F. Taylor.

Expect a full update in the next issue along with photographs of the event.

T N E M E R U C O R P E N S E
 A E O V D Z K W U M M R I M L
 W P J I F X W C V S E A A D H
 S R P P T R M R O T G T H N T
 A N D R Z I Z G R T M Y C X C
 V N E V O Q S A Q A S C Y L A
 I W Y Q A V C I N T L W L K T
 N S L F G D E M U L S U P H A
 G F D M R L K R Y Q F B P E L
 S X Q O D F K R S U E V U H O
 O J L B U S H O X R O R S J G
 P U R C H A S E O R D E R S U
 O P I F R A M E W O R K P O E
 W C Z T S N U H M R E V I A W
 K Z H P U S Q I O S Z L Z K E

Just for Fun!

Why not try to solve the Procurement Wordsearch! There are no prizes for completing it, but it is good to take five minutes to unwind.

Words to find

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|----------------|--------------|
| APPROVER | REQUISITION |
| FRAMEWORK | SUPPLYCHAIN |
| PURCHASEORDERS | SAVINGS |
| ELHTCATALOGUE | STOCK |
| MATMAN | EPROCUREMENT |
| LORDCARTER | WAIVER |