

## Supply Chain Cage Management (SC08)

Issue Date	Review Date	Version
13/11/18	12/11/21	2

### Purpose

To identify the key activities in management of cages used around the Trust.

### Who should read this document?

This procedure is applicable to all those involved handling cages around the Trust.

### Key Messages

SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply to industry or Trust regulations.

### Core accountabilities

<b>Owner</b>	Supply Chain Manager
<b>Review</b>	Procurement SMT Meeting
<b>Ratification</b>	Chief Procurement Officer
<b>Dissemination (Raising Awareness)</b>	Head of Supply Chain & E-Procurement
<b>Compliance</b>	Records & Information Forum

### Links to other policies and procedures

Supply Chain Inventory Management Policy (SC010v.1)

### Version History

<b>1</b>	21 <sup>st</sup> March 2017	Ratified by Chief Procurement Officer and published Trust-wide
<b>2</b>	13 <sup>th</sup> November 2018	Ratified by Chief Procurement Officer and published Trust-wide

*The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.*

**An electronic version of this document is available on Trust Documents.  
Larger text, Braille and Audio versions can be made available upon request.**

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

<b>Section</b>	<b>Description</b>	<b>Page</b>
1	Introduction	3
2	Definitions	3
3	Regulatory Background	3
4	Key Duties	3
5	Procedure to Follow	3
6	Document Ratification Process	5
7	Dissemination and Implementation	5
8	Monitoring and Assurance	6
9	Reference Material	6
	<b>Appendices</b>	<b>6</b>

## Standard Operating Procedure (SOP)

### Supply Chain Cage Management

#### 1 Introduction

The purpose of this SOP is to identify the key activities in management of cages used around the Trust.

This procedure is applicable to all those involved handling cages around the Trust.

It should be applied across the Trust, with particular relevance to Procurement and Supply Chain functions.

#### 2 Definitions

- **SOP** – Standard Operating Procedure
- **SCM** – Supply Chain Manager
- **CPO** – Chief Procurement Officer
- **DoF** – Director of Finance
- **HSCEP** – Head of Supply Chain & E-Procurement
- **SCTL** – Supply Chain Team Leader
- **SCT** – Supply Chain Team
- **RCA** – Root Cause Analysis
- **SSCM** – Senior Supply Chain Management

#### 3 Regulatory Background

n/a

#### 4 Key Duties

Main Roles and typical duties are summarised below;

- **Supply Chain**
  - **Supply Chain Team** – Monitoring Quality of Cages
  - **Supply Chain Team** – Loading of Cages
  - **Supply Chain Team** – Delivery of loaded cages within hospital
  - **Supply Chain Team** – Return of empty cages to Level 2
  - **Supply Chain Team** – Damaged and unfit cages
  - **Supply Chain Team Leader** – Support escalations from Supply Chain team

#### 5 Procedure to Follow

##### 2.1 Monitoring Quality of Cages (Cage to be fit for purpose)

All cages to be assessed before loading at warehouse to ensure wheels move freely, and door can be opened and closed and correctly secured without undue effort.

Cages to be visually assessed at all stages of use, and any cage showing defects to be removed from use and reported to line management for further action. (Such defects may include lack of or incorrectly closing/opening door; wheel(s) not revolving freely; sharp edges etc.

## **2.2 Loading of cages**

Heavier boxed items to be loaded at bottom of cage, with lighter boxes positioned above.

Small or loose items are to be boxed or bagged before being loaded into a cage.

Boxes must not be forced into cage in such a manner that safe and easy closing or opening of door is prevented.

Cages should be loaded in such a way so as to minimise risk of goods moving in transit, reduce chance of spill out when cage door is opened.

If items added to already loaded cages (at any stage of delivery chain to end user), care must be taken to ensure load is still correctly stowed as described above.

## **2.3 Delivery of loaded cages within hospital**

No more than one loaded cage is to be moved at any one time by one person.

Loaded cages are to be left at pre-agreed locations on wards and departments, unless otherwise advised.

Cages should be left so that they do not cause obstruction.

Materials Management staff to empty and stow cage contents, fold empty cage and return to level 2 whenever possible. Otherwise folded empty cages to be left in designated areas awaiting return to level 2, ensuring they do not cause obstruction.

Gloves and straps are available to assist with movement of loaded and empty cages as required.

## **2.4 Return of empty cages to level 2**

No more than four empty folded cages are to be moved at one time by one person.

Empty folded cages should be returned to loading bay store (Warehouse cages) or loading bay (NHSSC cages) as appropriate to await collection and re-use.

Damaged cages should be reported to line management for further assessment/action.

All staff returning to level 2 should where possible, bring back empty cages on their return.

## **2.5 Damaged and unfit cages**

### **IMPORTANT**

All staff involved in the loading, movement or unloading of cages are responsible for reporting any defective cage found during the course of their duties to line management for further action.

Damaged cages:

- Should be removed from service, and labelled with a sign stating 'Caution - Do not use. Supply Management to advise'
- To be evaluated and repaired or faults rectified, on site where appropriate.
- Supply Chain Management to advise corrective action / approve.
- NHSSC cages to have note affixed explaining issue with that cage and cage stowed with other NHSSC cages awaiting collection by their transport.
- Warehouse cages are to be referred to senior management for further action.
- Damaged cages should only be opened under supervision, and should not be opened by an individual team member

## **6 Document Ratification Process**

The design and process of review and revision of this procedural document will comply with The Development and Management of Trust Wide Documents.

The review period for this document is set as default of three years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be approved and ratified by the CPO.

Non-significant amendments to this document may be made, under delegated authority from the CPO, by the nominated author.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes

## **7 Dissemination and Implementation**

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Trust Wide Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the CPO and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

## **8 Monitoring and assurance**

- Accountability for adherence to this procedure will be monitored by the Senior Supply Chain Management (SSCM)
- The Supply Chain Manager (SCM) will be responsible for ensuring this procedure is followed operationally
- Adherence to the identified procedure will be monitored through regular reviews with Supply Chain and Customer Representatives and documented in agreed Service Level Agreements (SLA).
- Root cause analysis (RCA) will be performed by the Supply Chain Team (SCT) for service variances.
- For every RCA conducted, findings need to be reported to the Senior Supply Chain Management via regular reviews.
- SCT members shall be monitored on process adherence at their regular one to one progress reviews.

## **9 Reference Material**

n/a

## **Appendix**

## **Appendix XX**

n/a