

Job Description Template

Post Title: Courier	Post Reference:	
Summary of the Role: The Facilities courier service delivers pharmaceutical drugs and medicines and other consumables and supplies to Healthcare establishments throughout Somerset and Dorset. The courier/driver will play a key role in ensuring that patients on these sites receive vital drugs and supplies in a timely manner.		Reports to: Facilities Manager
Key Responsibilities		Base / Location: Facilities, YDH
<ul style="list-style-type: none"> • To provide an efficient courier service for pharmacy drugs and medicines between Yeovil District Hospital NHS Foundation Trust and other health establishments across the counties of Somerset and Dorset • To include the collection of non-clinical waste from some establishments managed by Somerset Partnership NHS Trust, Taunton and Somerset NHS Trust and other healthcare sites in Somerset and Dorset • A courier service to deliver and collect mail, specimens, vaccines, medical records and occasionally medical gases • To complete the daily maintenance of your vehicle, reporting faults and defects when found. Ensure your vehicle received its planned maintenance. • Comply with all SSL Policies and Procedures including (but not exclusively), Quality, Environmental Equality, Diversity, Safety, Human Resources and Financial. • Record personally generated information • Demonstrate own activities to new or less experienced employees. • Undertake surveys or audits, as necessary to own work. 		Working Relationships & Contacts <ul style="list-style-type: none"> • Pharmacy staff • Nursing Staff • Somerset Partnership Staff • TST Staff • Facilities Staff

<ul style="list-style-type: none"> • Frequent concentration, work pattern can be unpredictable due to road works or diversion, delay due to incidents on the road. 	
Job Dimensions: (problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)	Performance Measures and KPIs
<ul style="list-style-type: none"> • To provide a courier service (following a planned route) which delivers Pharmacy drugs and medicines as well as sorts, delivers and collects mail and sundry items to and from various healthcare establishments in Somerset and Dorset and to acute Trusts such as Taunton and Somerset NHS Trust • Follow SSL policies and procedures around manual handling of pharmaceutical goods. 	<ul style="list-style-type: none"> • As per service specification between Simply Serve and Yeovil District Hospital.

Person Specification: (Please state Essential (E) or Desirable (D))		
Knowledge & Skills: <ul style="list-style-type: none"> • Communicate effectively, with understanding, in a confident and friendly manner, in sometimes difficult situations (E) • Evidence of movement of stock/loads and security implications (E) • Evidence of accuracy and attention to detail when record-keeping and monitoring vehicle maintenance (E) 	Experience <ul style="list-style-type: none"> • Experience of driving in either a commercial or NHS setting (E) • Experience of Health and Safety (D) • Experience of Manual Handling (D) 	Qualifications <ul style="list-style-type: none"> • GCSE (grade B or above) in English and Maths or equivalent (E) • Full, clean driving licence (E) • Manual Handling training (D) • Health & Safety training (D)

<ul style="list-style-type: none"> • Evidence of ability to deal with all aspects of driver awareness when driving (E) • Ability to work as part of a team, using effective communication skills with colleagues (E) 		
Core Behaviours	Commitment and self-motivation. To be able to commit to maintaining high standards of personal hygiene, courteous manner, ability to work under pressure, ability to direct others whilst completing own tasks	
Leadership Behaviours		

Director of Estates and Facilities

Hotel Services
Manager

Facilities Manager

EFM admin
Supervisor

Facilities Assistant

EFM Admin
apprentice

EFM
Administrators