

JOB DESCRIPTION

POST: Pharmacy Stores Assistant

DEPARTMENT: Pharmacy

GRADE: Band 2

HOURS: Full-time: 37.5 hours per week, including weekend and extended hours working

RESPONSIBLE TO: Pharmacy Stores Manager

LIAISES WITH: **Internal** – Pharmacy Operational Manager, Stores Manager Pharmacy, Storekeepers, Pharmacy Procurement Team, All Pharmacy staff

External - Outpatient pharmacies staff, Wholesale delivery drivers and couriers, Pharmacy Suppliers

RESPONSIBLE FOR: Responsible for

WORKBASE: In-patient Pharmacy, RMCH, Oxford Rd Campus

JOB PURPOSE

- To assist in the receipt, internal transfer and storage of inward goods by following Good Distribution Practice.
 - To ensure that the stores area of the department is utilised appropriately, is kept clean and tidy, waste medicines and packaging disposed of as per policy and that stock is stored and rotated according to procedure.
 - In assisting the Stores Manager and Store Keepers ensure that stock is available for dispensing and the replenishment of wards and departments.
 - To help maintain adequate levels of pharmaceutical stocks and be responsible for the notification to pharmacy procurement staff of stock that requires re-ordering.
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MAIN DUTIES & RESPONSIBILITIES

Responsible for receiving medicines and related products from external suppliers and participating in the safe and secure moving of these from the goods receipt point to the relevant pharmacy department.

To adhere to local processes and Standard Operating Procedures are followed at all times.

To assist the Store keepers in in the delivery of the pharmacy stores service ensuring that stock is available for use by the rest of the department.

To participate in the moving and handling of large quantities of bulk fluids on a daily basis, using moving and handling aids where necessary, ensuring these tasks are undertaken in compliance with statutory safety requirements and handling policy in order to minimise risk of injury to self or others.

To ensure that daily rotas are adhered to and individual tasks completed as required.

To assist in the effective use of the Automated Stores and Dispensing system (Robot), with regards to input of stock and general housekeeping duties.

To participate in the assessment of medicines returned for recycling, ensuring Standard Operating Procedures relating to Health, Safety and Security of medicines are followed.

To dispose of all returned, unused and unwanted medicines appropriately by following the Trusts Waste Policy.

To ensure through effective communication that any stores, staff or stock related issues are escalated to a Store keeper or Stores Manager.

To ensure that the stores environment is Health & Safety compliant and that equipment used is maintained and any faults reported to the Store keeper or Stores Manager in relation to routine maintenance and service plans.

To perform general maintenance and checks on shelving and storage areas.

Stock Control

To adhere to Standard Operating procedures within the Pharmacy Stores to ensure all medicines are processed through an efficient 'goods in' procedure in order to minimise any financial loss.

To transport medicines from and to the Pharmacy Transit Store to the appropriate Pharmacy ensuring the Safety and Security of medicines, following appropriate routes and using safe methods of transport.

To ensure that stock is put away in the correct storage location(s), and rotated taking into account expiry dates where appropriate.

To keep all storage areas and stores shelves stores clean and tidy removing all external packaging and disposing of in the appropriate waste stream.

To assist in the stock take plan as required to do so, escalating discrepancies as appropriate to the Stores Manager for further investigation and action.

To assist in a rolling expiry date programme ensuring that expired stock and short dated stock is dealt with as per procedure.

Identify and report any stock problems, communicating with the Store Keeper or Stores Manager.

To assist in drug recalls, remove stock from stores area as required and package as required.

To assist in ensuring that the stores area is compliant with Health & Safety regulations with regards to the safe storage of medicines, hazardous medicines and products.

To adhere to processes for the safe and secure storage and transit of pharmaceuticals, including Controlled Drugs, between receipt point and relevant dispensary and stores area are in line with current legislation, Local, National and Trust Policies.

To adhere to the processes for the safe handling, transportation and storage of Cytotoxic products, in particular to the Control of Substances Hazardous to health (COSHH) and following local Standard Operating procedures at all times.

To assist in the use of the temperature monitoring system – 'Kelsius' and local temperature monitoring systems within the department, ensuring that any deviation to temperature is highlighted immediately to a Store Keeper or Stores Manager as per Standard Operating Procedure.

To adhere to the process for ensuring that pharmaceutical products returned to the department are appropriate for re use, recycled or disposed of appropriately following the Trusts Waste Management Policy and the Medicines Policy.

Entering receipt of goods onto the Pharmacy computer system.. Ensuring order discrepancies are brought to the attention of pharmacy procurement staff, and assisting in investigation of discrepancies as appropriate.

Staff Supervision

To assist the Store keeper(s) and Stores Manager in the day to day supervision, within remit, Pre-Registration Student Technicians, Work experience students etc working within the pharmacy stores area in duties relating to the safe transportation of goods, Medicines Security and Health & Safety within of remit.

Ensure effective communication with colleagues within the team with regards to the stores environment, stock issues and daily tasks.

Leadership

To act as a professional role model, leading by example to develop positive relationships with key personnel both internally and externally to the department.

To be self-motivated and committed to the development of the pharmacy department and staff in the stores area.

Service Development

To assist in the delivery of any new services within the Trust Pharmacy Stores area and contribute to the delivery of the stores business plan.

To assist in local and national quality improvement programmes relating to the storage of stock and use of automation.

Health & Safety

To assist the Stores Manager in ensuring that the pharmacy stores and transit areas are a safe place to work and that goods are stored and transported by the adherence of Standard Operating Procedure(s).

To adhere to Health and Safety arrangements and safe systems of work within the stores environment and more widely in the department ensuring that Personal Protective Equipment is used or worn as appropriate to the job role and tasks.

To report any defects relating to equipment within the stores area ensuring that it is safe to use, quarantining as necessary and reporting issues to the Stores Manager.

To ensure own knowledge is current and up to date in information relating to the Control of Substances Hazardous to Health (COSHH) to ensure the safe transportation and storage of hazardous and flammable materials.

Training & Development

To participate in delivering a comprehensive stores training programme for other stores assistant's pre-registration student technicians and any other staff training and/rotating within the Stores area as requested.

To contribute to own Personal Development Plan, attending appropriate training courses to enhance knowledge and skills in area of responsibility in order to maintain and enhance expertise.

Administrative

To participate in administrative duties associated with the stores area, including filing and archiving of information and data etc.

To file documentation including delivery notes, returns notes, requisitions, official orders and invoices appropriately.

To ensure all stores documentation is stored and archived appropriately as per procedure.

Automation & IM&T

To assist in all aspects of medicines storage in automated dispensing and storage systems within the Pharmacy Department, front loading the robot and loading the hopper.

To train to become a Robot 'Trouble Shooter' and ensure competence is maintained.

Adherence to all Robot Standard Operating Procedures, ensure compliance at all times.

To report all robot errors and record as necessary, report in a timely manner to a Store Keeper or Stores Manager in relation to issue resolution.

Governance

To participate in audits and monitoring of relevant aspects of the services when requested by the Stores Manager, Pharmacy Operational Manager (Trafford, Procurement & IM&T) or other senior manager of the department.

To participate in all quality improvement programmes in accordance with both national and local guidelines and the departmental strategic plan.

Policy

To adhere to policies and procedures relating to the stores area(s) and ensure that own knowledge is current and up to date and understand any changes made to existing procedures.

Finance

To ensure that stock is stored appropriately so as not to cause a significant financial loss to the department.

Other Duties

The provision of a high quality service, delivered in professional and courteous manner is a requirement of all staff employed by the Pharmaceutical Service.

Any other duties of a similar nature that may be requested by the Stores Manager, Pharmacy Operational Manager (Trafford, Procurement & IMT), Pharmacy Operational Manager Central site or the Director of Pharmacy.

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

ORGANISATIONAL CHART

Please click below to insert the organisational chart/structure as a text, or upload the organisational structure below the text box.

