

# PHARMACY PROCUREMENT OFFICER

## Candidate Pack



## Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- You will help order and keep track of medicines and supplies for the pharmacy.
- You will use computer systems to record information and help manage contracts.
- You will work with other staff and suppliers to make sure orders are correct and delivered on time.
- You will help train other staff in buying medicines and using the systems.
- You will keep records up to date and handle any problems with orders or deliveries.
- You will support the pharmacy office and help make sure everything runs smoothly, even when senior staff are away.

## Job Description

<b>Job title:</b>	Pharmacy Procurement Officer
<b>Grade:</b>	3
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Chief Pharmacist
<b>DBS required:</b>	Yes

## Main Duties

The post holder will undertake procurement activity linked to medicines and materials. This will involve ordering and invoicing using the Pharmacy stock control and the Trusts main procurement systems.

Contract management as defined by the pharmacy procurement lead will be undertaken and the post holder will actively use computer systems to maintain electronic records for medicines, staff, and departmental procedures.

The post holder will develop and maintain relationships with Trust staff and suppliers

## Supervision of staff

- To deputise for Pharmacy Procurement Lead and Advanced Medicines & Pharmacy Procurement Officer in their absence and ensure the smooth running of the office

## Preparation of orders

- To raise orders for pharmaceutical items including medical gases by using the purchasing system and submit them to authorised personnel for signature.

- To use electronic systems to directly order medicines via eOrdering.
- To use discretion in the processing of pharmacy orders considering the degree of urgency, possible financial implications and be responsible to the Pharmacy Procurement Lead for such action taken.
- To treat as confidential, the commercial information and legal implications of drug purchasing, storage, and distribution.
- Maintain adequate stocks and re-order routinely used office sundries via various purchasing systems.

## **Maintenance of Purchase and Stock Control Records**

- To ensure that all deliveries of goods to the Pharmacy are properly certified as to quantity and recorded.
- To communicate with suppliers on any shortages, breakages or other discrepancy and arrange the correction of these.
- To expedite orders on own initiative based on stock holding and urgency
- To ensure that appropriate issues made from the Pharmacy store are suitably recorded.
- Investigate drug stock balance discrepancies, producing any necessary data reports, pass on to Pharmacy Procurement Lead or senior pharmacy technician to resolve any problems.
- Liaise with Senior Technicians, Senior Pharmacist, Clinical Pharmacists, Technicians, ATO's, Consultants, suppliers, wholesalers, and manufacturers in the provision of pharmaceutical services

## **Maintenance of Information Systems**

- Monitor, collate and analyse information regarding pharmaceutical purchasing to identify any customer services problems. Implement the solution to solve the problem.
- To raise orders for pharmaceutical items by using the purchasing system, using discretion in the processing of pharmacy orders considering the degree of urgency, possible financial implications and be directly responsible to the Pharmacy Procurement Lead for such action taken.
- To update purchase records on receipt of Regional and other contracts for drugs and pharmaceutical sundries.
- To use and maintain the SWRHA Pharmacy Computer System, amending the database as necessary and training staff in the effective use of this system.
- Monitor, collate and analyse information regarding pharmaceutical purchasing and produce data spreadsheet and charts

## **Preparation of invoices**

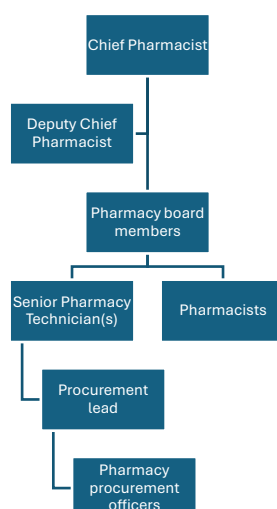
- To certify invoices against receipts as to their correctness, quantity, and price, carrying out all necessary checks.
- To initiate correspondence with suppliers on queries arising or, where appropriate, to make telephone enquiries, advising the Pharmacy Procurement Lead, as necessary.

- To note price changes on appropriate purchase records, determine the implications of these and advise the Pharmacy Procurement Lead, as necessary.
- To certify credit notes against invoices

## Administrative Duties

- To maintain the files and correspondence of the Head of Pharmacy and be directly responsible to the Pharmacy Procurement Lead for such duties, maintaining full confidentiality of sensitive or clinical information.
- To provide support as necessary for the smooth operation of the pharmacy office, and to assist the Pharmacists with technical studies and research projects.
- To maintain personnel records relating to payroll and sickness and absence on the direction of the Head of Pharmacy, collating any data as requested.
- To maintain the several information/filing systems related to the purchasing function.
- Open and receive, date stamp, and distribute post, noting the need for urgent or confidential action and advising staff appropriately.
- To maintain a polite and tactful manner in all contacts with staff, manufacturers and their agents, and all visitors to the Pharmacy.
- To undertake relevant in-house training as agreed with the Head of Pharmacy.
- To work confidentially and efficiently, using sound organisational and technical skills in carrying out such duties, exercising initiative, proactively and with minimal supervision
- To be responsible for regular surveys and reviews of medicine purchasing activities and recommend appropriate revisions.
- To undertake such other duties as may, from time to time, be deemed necessary

## ORGANISATION CHART





## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent passes in English, Maths and a Science (or equivalent)</li> <li>• NVQ level 2 or equivalent in pharmacy or pharmacy or administrative experience</li> <li>• Willing to register the chartered institute of procurement and supply (CIPS) and work toward attaining an NVQ level 2 certificate in procurement and supply operations</li> <li>• Good computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent certificate in procurement and supply operations</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous work experience within administration in a healthcare setting</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work experience within Pharmacy</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• To demonstrate organisational skills and the ability to manage a delegated workload</li> <li>• Able to work to set procedures</li> <li>• Good interpersonal skills</li> <li>• Good communication skills both verbal and written</li> <li>• Flexible in working practice</li> </ul>	

	<ul style="list-style-type: none"> <li>• To demonstrate a positive attitude to working with people of all ages</li> <li>• Able to meet deadlines and manage set priorities</li> <li>• Able to work on own initiative</li> <li>• Team worker</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to travel to external sites as required</li> </ul>	

## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

## Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the

Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## **Professional standards and performance review**

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

## **Safeguarding children and vulnerable adults**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.



## **Social responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **Continuous improvement**

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## **Equal opportunities and diversity**

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

