



PHARMACY PROCUREMENT OFFICER

PHARMACY CENTRE

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



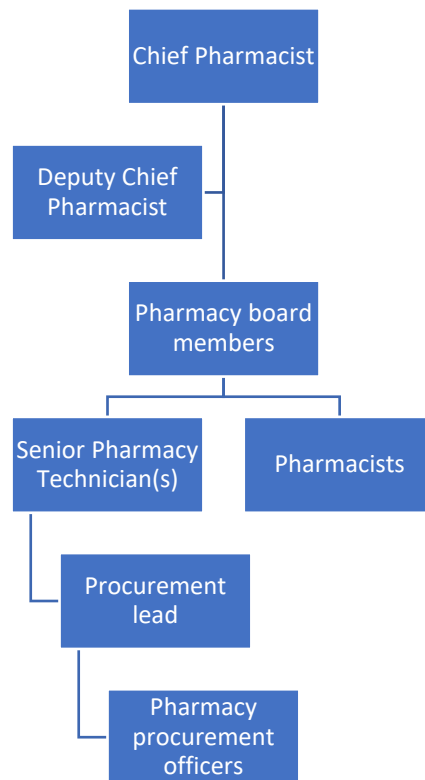
JOB DESCRIPTION

Job Title	Pharmacy Procurement Officer
Band	Band 3
Directorate	Clinical Support Services /Pharmacy Centre
Accountable to	Procurement Lead
DBS Required?	No

JOB SUMMARY

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.

ORGANISATION CHART



MAIN DUTIES AND RESPONSIBILITIES

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
- To assist in the training of staff in all aspects of medicine purchasing.

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 e-Ordering.
- 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.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • GCSE or equivalent passes in Maths, English and a Science • NVQ level 2 or equivalent in pharmacy or pharmacy or administrative experience • 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 • Good computer literacy 	<ul style="list-style-type: none"> • NVQ 2 or equivalent certificate in procurement and supply operations

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Previous work experience within administration in a healthcare setting 	<ul style="list-style-type: none"> • Previous work experience within Pharmacy

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • To demonstrate organisational skills and the ability to manage a delegated workload. • Able to work to set procedures • Good interpersonal skills. • Good communication skills both verbal and written • Flexible in working practise. • Able to work on own initiative • Team worker • To demonstrate a positive attitude to working with people of all ages • Ongoing commitment to personal development 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Able to meet deadlines and manage set priorities• Able to travel to external sites as required• Able to travel to work at Weekends, Bank Holidays, Extended Hours• Flexible working hours	

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 & 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.

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

- you are familiar with and adhere to the Trusts 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.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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[Getting to The Royal Shrewsbury Hospital](#)

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[Getting to The Princess Royal Hospital](#)