

Pharmacy Department

Senior Pharmacy Purchasing Technician Band 6

Job Description (v 1.0)

Grade:	Band 6
Based at:	PPDU COWLEY
Accountable to:	Chief Pharmacist and clinical director for medicines management
Managed by:	PPDU Operational Manager
Liaison with:	Pharmacy Purchasing and Logistics Operational Manager. Lead Pharmacist Medicines Effectiveness, Logistics and Technology.

OVERALL OBJECTIVES

1. To ensure efficient, timely purchasing of medicines in accordance with Oxford University Hospitals NHS trust (OUHFT) Standard Financial Instructions and in line with requirements of the Trust Pharmacy Department and all clinical areas
2. To ensure the effective and timely implementation of national and regional pharmaceutical contracts to achieve the best value for the Trust in relation to pharmaceutical products.
3. To ensure effective communication of stock issues with suppliers and rest of the department.
4. To ensure adherence to the principles of Good Distribution Practice (GDP) in relation to the sourcing and purchasing of pharmaceutical products.
5. Development of EDI and other electronic purchasing systems.
6. To provide day to day supervision of Band 4 Purchasing Assistant
7. To be PPDU lead for training of Pre-Registration Pharmacy technicians and Assistants to complete relevant NVQ units and to support wider learning of the Purchasing field during PPDU rotation.

8. To assist the Medicines Effectiveness Pharmacist in developing, managing and implementing a portfolio of pharmaceutical contracts for the OUHFT.
9. Trained in QC releasing in order to release unlicensed medicines in line with in house Product Release Monographs.

MAIN DUTIES & RESPONSIBILITIES

- **To ensure efficient use of the Pharmacy Purchasing system and EDI.**

Requirement:

- To be familiar with the pharmacy computer system and its relation to stock management and have a commitment to use any new computer system introduced.
- Oversee the EDI catalogue and matching new products from the Pharmacy system and amending matches where required e.g. contract changes.
- To continue to develop E.trading to improve efficiency and accuracy of the process.

- **To ensure cost effective and timely purchasing of drugs.**

Requirement:

- Day to day supervision of Band 4 Purchasing Assistant.
- Placing computer generated orders for pharmaceuticals as dictated by stock levels and needs of the pharmacy.
 - This involves:
 - Running stores ROL broken reports at designated times of the day.
 - Selecting appropriate item from the system to be purchased.
 - Ensuring that appropriate level of stock is purchased.
 - That stock is only purchased from appropriate suppliers.
- Ensure that orders are seen and signed by the Pharmacy Purchasing & Distribution Operational Manager or deputy.
- To ensure that orders are EDI-transmitted appropriately to the relevant suppliers at relevant times of the day.
- To ensure that information supplied to suppliers of Unlicensed Medicines meets requirements and does not breach patient confidentiality.
 - Ensuring relevant information is forwarded to appropriate individuals for Risk Assessment of unlicensed items.
- Ensuring that relevant permission and forms are obtained before ordering non-formulary items / new items put on the system.

- Ensuring contract medicines are Purchased in line with requirements on the contract :
 - Minimum order values are met.
 - Correct brand of drug is purchased.
 - Recording and claiming for drugs bought off contract and recording this information in a database.
 - Support the Pharmacy Homecare and Contracts Technician with, maintenance and renewal of their contract portfolio.
 - To ensure purchasing requirements for CTASU are ordered each week and any problems notified to CTASU as appropriate.
 - Ordering full range of IV fluids for all sites each week utilising delivery method required.
 - Writing and updating purchasing procedures.
- **Monitoring and investigation of out of stocks and To-follows on system**
Requirement:
 - Monitoring of to-follows for wards and Dispensaries on the Pharmacy system and ensuring drugs are ordered appropriately.
 - To ensure that 'good housekeeping' is maintained in relation to outstanding orders. Reports are run routinely, suppliers contacted for information on expected delivery dates and old orders cancelled on Bedford and verified with suppliers.
 - That regular conversation with each Wholesalers customer services is held and T/F's reviewed.
 - Ensure that outstanding orders are systematically chased with suppliers and where necessary cancelled on Bedford.
- **Continual development of stores ROL broken**
Requirement:
 - Work with PPDU Operational Manager to review ROL parameters and where necessary set ROL levels to ensure effective stock management is maintained.
 - Ensuring that frequency of ordering is reviewed and where appropriate, and in liaison with stores manager, revised levels set.
- **Update stock catalogue**
Requirement:
 - Addition of new items on the computer and ensuring these are checked by Purchasing & Distribution Operational manager or deputy.

- Updating stores notes on the system as appropriate.
- Ensuring that products no longer required are not reordered.
- **To constantly look at ways of improving the Purchasing function in line with needs of department.**
To include:
 - Streamline ordering process to maximise No. of lines on orders without causing issues of overstocking in the store.
 - Close liaison with Supply Shortage Practitioner, supporting keeping up to date information on the Manufacturing and Supply problem database such, that it becomes a central source of information for the department and for the region.
 - Looking for opportunities to take costs out of the Procurement process, e.g. rationalising the supplier portfolio, reviewing supplier added costs for transport and Minimum Order Values.
 - To work towards never having T/F's for items unless there is a supply problem.
 - Forge close links with key people in each Dispensary.
- **Prepare performance data for Purchasing & Distribution Operational Manager on request**
This will include:
 - Numbers of orders placed.
 - Number of out of stocks.
 - Number of lines ordered.
 - Number of outstanding orders.
 - Value of contract claims.
 - Others on request
- **Management of Pharmaceutical Contracts**
 - Support the Pharmacy department with analysis, maintenance and renewal of their contract portfolio.
 - Develop good working relationships with all relevant internal customers
 - To gain knowledge of the Trust Standing Orders, Standing Financial. Instructions, EU legislation and departmental policies and procedures as well as national legislation e.g. Medicines act, PPRS, Orphan Drugs act – etc
 - Prepare, disseminate and distribute data for national, collaborative and network contracts / activities.
 - Maintain the highest possible standard of integrity and probity in all relationships with all internal customers, outside organisations and suppliers.

- Support and participate in relevant procurement/pharmacy meetings inside and outside of the trust and with suppliers and in particular the Thames Valley Procurement Consortium Group.
 - Prepare reports on contracting savings for the Medicines Effectiveness Pharmacist and the Clinical Director of Pharmacy as required.
 - Meet regularly with Procurement colleagues and Medicines Effectiveness Pharmacist and contribute to the development and delivery of the OUH Cost Effective Use of Medicines Strategy.
 - Day to day management of own portfolio of existing contracts, including being the point of contact for all Procurement related issues for this contract, and others as required.
 - Identify new areas of expenditure and agree with Procurement colleagues the introduction of most beneficial commercial arrangements.
 - Attend multi-disciplinary group meetings to support the development of good procurement practice across the portfolio of contracts.
- **Management of Pharmaceutical Suppliers Database (GDP Compliance)**
Requirement:
 - To ensure conformance with the PPDU Wholesale procedure for the addition and removal of suppliers from the suppliers database.
 - To carry out a fortnightly check of the supplier database against the EUDRAGMDP and MHRA websites to remove any revoked, suspended or withdrawn suppliers.
 - To ensure no pharmaceuticals are procured from a supplier that is not listed and approved on the PPDU supplier database.
- **General**
 - Involvement in the annual stock-take
 - To conduct appraisals for appropriate staff members as required.
 - To be or become accredited as an NVQ A1/A2 Assessor if not already.
 - To participate in weekend, evening, early and bank holiday working according to rota as required, this may be on any of the Trust sites, following discussion with post holder.
 - Where appropriate to act as team leader for a weekend shift and ensure tasks are delegated according to skills of individuals in the team and completed.
- **Management responsibilities**
 - Manage Band 4 Purchasing Assistant
 - Cover for Band 6 Senior Procurement Technician when absent – to include overseeing of QC Process
 - Cover for Operational Manager at specified meetings.

Contractual Responsibilities

Trust Values

As they undertake their duties, all staff are required to uphold and demonstrate the Trust's core values of: **excellence, compassion, respect, delivery, learning and improvement**. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research. Further information can be found at: <https://www.ouh.nhs.uk/about/vision-and-values/default.aspx>.

Risk Management

All Trust staff have a responsibility to themselves and others in relation to managing risk and will be provided with the necessary training and support to enable them to meet this responsibility. Staff should be familiar with and understand their role within relevant Trust policies and procedures including the Major Incident, Fire and Information Governance Policies as well as any local response plans. Managers are responsible for implementing and monitoring identified risk management control measures within their designated scope of responsibility and escalating these as appropriate in line with Trust procedures.

Health and Safety

All staff are required to comply with and follow the requirements of the Health and Safety at Work Act (1974), Statutory Regulations and Trust policies and procedures, including promotion of staff's own personal safety, and that of others by taking reasonable care at work and ensuring safe working. Staff will be provided with training, specialist advice and support to enable them to meet these responsibilities. All staff have a right to access Occupational Health or other staff support services in times of need.

Infection Prevention and Control

Infection Prevention and Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections. All staff employed by the Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health or FirstCare.

Safeguarding Children and Vulnerable Adults

The Trust has a statutory responsibility to safeguarding children and vulnerable adults. Staff have a responsibility to:

- Assist in protecting patients and their families from any form of harm whether they have direct or indirect contact with children and families.
- Safeguard and promote the welfare of children and young people in accordance with "Working Together to Safeguard Children" (HM Gov. 2018).
- 'Make safeguarding personal' (Care Act 2014), ensuring that the wishes and decisions made by adults with care and support needs are upheld.
- Comply with the Mental Capacity Act (2005) if they have direct contact with children who are 16 and over and adults.
- Comply with the PREVENT duty (Security and Counter Terrorism Act 2015).
- Ensure that they are aware of the specific duties relating to their role and undertake relevant training, in accordance with the Intercollegiate Guidance (Children 2014 and Adults 2018) to enable them to recognise and respond to any concerns.
- At all times uphold the rights of children and young people in accordance with the UN Convention Rights of the Child and the Health and Social Care Act 2015.
- Share appropriate and relevant information relating to safeguarding children and adults.
- Comply with police investigations relating to safeguarding children and adults.

Equality, Dignity and Inclusion at Work

The Trust is committed to a diverse and inclusive workplace which is supportive and free from harassment, discrimination and any less favourable treatment which cannot be justified, e.g., on the grounds of age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. All staff are responsible for treating other staff, patients and the public with dignity and respect, as well as a duty to report any incident contravening this to their line manager.

Statutory and Mandatory Training

To ensure that staff can work safely and efficiently, and provide the very best care to our patients, it is essential that all staff are fully compliant and up to date with the Statutory and Mandatory training (as outlined in the Trust's Statutory and Mandatory Policy).

Appraisal

All staff are required to actively participate in an annual appraisal and personal/professional development programme.

Information Governance

All staff with access to personal confidential information during the course of their duties are required to adhere to all legal requirements, relevant NHS and Trust policies and procedures including the Information Governance and Information Protection policies, and complete annual data security/information governance training.

Data quality is crucial in ensuring that complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service and financial planning and performance. Data quality is a vital element of every staff member's role and all staff should ensure they have read and understood the Trust's Data Quality Policy. Any errors should be corrected in line with Trust policy and reported to their line manager.

Access to health records: all staff who use and/or contribute to patients' health records are expected to be familiar with and adhere to the Trust's Records Management Policy and note that patient records are the subject of regular audit. All health professionals are advised to compile records on the assumption that patients have a legal right to access their records.

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 needs of the post-holder.

1 SPECIAL NOTE:

1.1.1 This Post is subject to appraisal, which is a two-way process.

1.1.2 This job description is not definitive or restrictive in any way and should be regarded only as a guide to the duties required, and it will be understood that at a time of rapid change within the Health Service other responsibilities may be added, as determined by the Chief Pharmacist. The job description does not form part of the contract of employment.

1.1.3 The post-holder will be expected to participate in flexible working if introduced.

1.1.4 Out of hours working may be included and participation in such arrangements will be required.

1.1.5 Individual's continuous professional development needs will be identified and supported.

1.1.6 Potential to work across site due to the developments within this working area.

2 PERSONAL SPECIFICATION

Essential	Desirable
Registered Pharmacy Technician with an NVQ / BTEC level 3 in Pharmaceutical Science or other equivalent qualification.	Experience of audits and projects
Broad experience of hospital pharmacy in a number of different roles.	Experience of supervising others
Accredited Technician (ACT) Checker or willing to work towards being an ACT	Understanding and experience of extended technician role
Enthusiastic and motivated, with a positive can do attitude	Confidential and considerate to the needs of other staff
Assertive	NVQ Assessor (Cava Award or equivalent).
Commitment to continuing Professional Development of self and others	
Copes well under pressure and able to help others to do so.	
Proven time management and problem solving skills.	
Able to use own initiative	
Confident and good verbal communication skills	
Knowledge of pharmacy purchasing and stock management systems	
Intermediate word and Excel	
Able to work as part of a team and motivate others and also work independently.	
Adaptable and flexible Proven time management and problem solving skills.	
Able to work across sites as needed	
CIPS trained or working towards L4 Diploma in Procurement and Supply	

3 VERSION CONTROL

Version/Date	Produced by	Approved By	Reason for Update:
1.0 April 2024	Graham Cripps		Reformatted and reviewed