

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

**Job Title: Assistant Technical Officer – Stores Transport Services**

**Band: 2**

**Directorate: Clinical Support Services Care Group**

**Location: Pharmacy- Treliske**

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### **2. JOB PURPOSE**

Under the direction of the Senior Stores Assistant/Driver provide support for the delivery of medicines which will include hazardous products such as dry ice. These medicines must be transported safely, securely and in a timely fashion and where necessary in line with transport regulations.

Ensure delivered goods are stored in authorised locations and appropriately rotated

Ensure that the delivery vehicle is cleaned and that maintenance activities are carried out.

Meet tight deadlines associated with the delivery of medicines liaising with senior colleagues in prioritising and managing workflows.

The successful applicant will also be expected to become trained in stock control of general vaccine supplies and related consumables to ensure they are available as needed.

Participate in Trust Performance and Development Reviews.

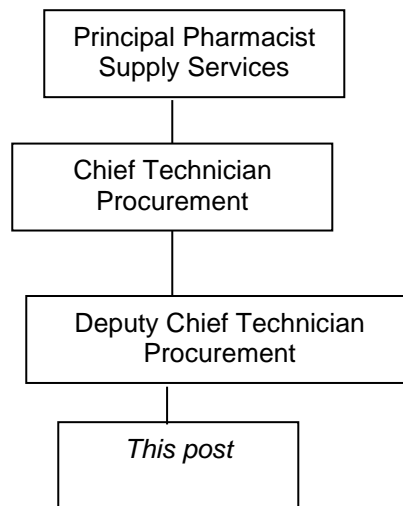
Support weekend and Bank Holiday rotas as required.

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### **3. DIMENSIONS**

**Scheme of delegation for this post –**  
None

#### 4. ORGANISATION CHART



#### 5. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

The post holder will -

- Hold Grade C (level 4) or above in GCSE or equivalent in Maths and English and a full, valid, manual UK driving license.
- Communicate effectively and accurately both verbally and in writing with a range of people at different levels both internal and external to the Trust.
- Be competent in the use of Microsoft office based computer programmes and able to use computers and keyboards competently.
- Have the ability to work methodically, accurately and safely with a high degree of attention to detail.
- Have good levels of manual dexterity, hand eye coordination and strength to support the preparation of sterile medicines and cleaning activities on a daily basis.
- Demonstrate a flexible approach to work patterns.
- Have the ability to work as part of a small team or independently as required.
- Be physically able to lift, carry and manoeuvre equipment.

#### 6. KEY RESULT AREAS

- Provide a transport service for the timely delivery of a range of both hazardous and non-hazardous pharmacy items meeting deadlines for the delivery of medicines and consumables and ensuring correct storage.

- Support stock control/store room duties including stock counting, receipt and rotation
- Participate in the Bank Holiday service, on rotation and weekend working as required.
- Actively contribute suggestions for improvement to working practice as necessary.
- Demonstrate competence by maintaining own training and reading records.
- Maintain the requirements of health and safety in the workplace ensuring the correct use of Personal Protective Equipment (PPE) the adherence to procedures and the use of approved practices relating to manual handling.
- Use the Pharmacy Wellsky stock control computer system.

## **7. COMMUNICATIONS & WORKING RELATIONSHIPS**

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The post holder must have well developed interpersonal and communication skills, covering written and verbal information, provided to and received from a diverse range of people of different levels of knowledge and understanding.

The range of people communicated with may include patients, carers, other healthcare professionals and colleagues. All communication will be delivered effectively in a professional manner.

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## **8. MOST CHALLENGING PART OF THE JOB**

- Successfully supporting the delivery of hazardous and non-hazardous materials with specific deadlines and in support of patient needs.
- Maintaining an efficient and effective stock management service ensuring these activities are carried out in a timely manner and correct storage is maintained
- Providing assistance in the manufacture of hazardous and non-hazardous materials to ensure workflows are maintained in line with service requirements with specific deadlines and in support of patient needs.
- Adapting to continually changing needs by demonstrating a flexible approach to service requirements

## **9. OTHER**

- The Post holder must comply with all RCHT Policies and Procedures.
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.

- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER**

**1. JOB DESCRIPTION AGREEMENT**

Job holder's Signature:

Date:

Head of  
Department Signature:

Date:

Title:

Please note:  
Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

**The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.**

**Person Specification For The Post Of: Assistant Technical Officer – Pharmacy Stores & Transport Services**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

<b><u>ATTRIBUTES</u></b>	<b>REQUIREMENTS</b>		<b>METHOD OF ASSESSMENT</b>
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	
<b>QUALIFICATIONS</b>	GCSE Grade C (level 4) (or equivalent) in Maths and English  Full clean UK driving license (manual)		Certificate  Driving license
<b>EXPERIENCE</b>	Experience of driving and delivery duties	Experience of managing tight delivery schedules  Experience of working in a stores environment  Experience of working in a pharmacy or healthcare environment	Application/Interview
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	Computer literate with ability use common PC based office software  Able to communicate sometimes complex and sensitive information effectively, both verbally and in-writing, with a range of people with different levels of understanding	Experience of working in team based environments	

<b>DISPOSITION/ ADJUSTMENT/ ATTITUDE</b>	<p>Able to concentrate for prolonged periods, working safely and accurately at all times</p> <p>Ability to remain calm whilst work to demanding deadlines, in a pressured environment</p> <p>Able to accurately follow verbal and printed instructions</p> <p>Able to work hours required including weekends and Bank Holiday rotas</p> <p>Demonstrates flexible approach and prepared to take initiative in suggesting change or improvement</p>		
<b>TRAINING</b>	Mandatory training		

<b>ADDITIONAL CIRCUMSTANCES</b>	<p>Physically fit to allow participation in reaching, stretching and lifting activities</p> <p>Is able to use appropriate personal protective equipment when handling hazardous materials</p> <p>Holds a full, valid UK driving license and able to drive a manual vehicle</p> <p>A criminal record check satisfactory to the organisation.</p> <p>OH clearance</p> <p>Ability to undertake duties</p> <p>Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.</p>		
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## NHS KNOWLEDGE AND SKILLS FRAMEWORK FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST (KSF1)

**Title of Post: Assistant Technical Officer – Stores & Transport Services**

NHS KSF DIMENSIONS	Needed for Post?	Level for post				
		1	2	3	4	Areas of application
<b>CORE DIMENSIONS</b> – relates to all NHS posts						
1 Communication	Y		X			
2 Personal and people development	Y		X			
3 Health, safety and security	Y		X			
4 Service improvement	Y	X				
5 Quality	Y	X				
6 Equality and diversity	Y	X				
<b>SPECIFIC DIMENSIONS</b>						
<b>HEALTH AND WELLBEING</b>						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing						
HWB2 Assessment and care planning to meet people's health and wellbeing needs						
HWB3 Protection of health and wellbeing						
HWB4 Enablement to address health and wellbeing needs						
HWB5 Provision of care to meet health and wellbeing needs						
HWB6 Assessment and treatment planning						
HWB7 Interventions and treatments						
HWB8 Biomedical investigation and intervention						
HWB9 Equipment and devices to meet health and wellbeing needs						
HWB10 Products to meet health and wellbeing needs	Y		X			



## AGENDA FOR CHANGE: THE NHS KNOWLEDGE AND SKILLS FRAMEWORK

NHS KSF DIMENSIONS	Needed for Post?	<u>Level for post</u>				<u>Areas of application</u>
		1	2	3	4	
<b>ESTATES AND FACILITIES</b>						
EF1 Systems, vehicles and equipment						
EF2 Environments and buildings						
EF3 Transport and logistics	Y		X			
<b>INFORMATION AND KNOWLEDGE</b>						
IK1 Information processing						
IK2 Information collection and analysis						
IK3 Knowledge and information resources						
<b>GENERAL</b>						
G1 Learning and development						
G2 Development and innovation						
G3 Procurement and commissioning						
G4 Financial Management						
G5 Services and project management						
G6 People management						
G7 Capacity and capability						
G8 Public relations and marketing						

**NHS KNOWLEDGE AND SKILLS FRAMEWORK  
FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST  
(KSF2 Foundation gateway level)**

**Title of Post: Assistant Technical Officer – Transport Services**

NHS KSF DIMENSIONS	Needed for Post?	Foundation Gateway	Level for post			
			1	2	3	4
<b>CORE DIMENSIONS</b> – relates to all NHS posts						
1 Communication	Y			X		
2 Personal and people development	Y			X		
3 Health, safety and security	Y			X		
4 Service improvement	Y		X			
5 Quality	Y		X			
6 Equality and diversity	Y		X			
<b>SPECIFIC DIMENSIONS</b>						
<b>HEALTH AND WELLBEING</b>						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing						
HWB2 Assessment and care planning to meet people's health and wellbeing needs						
HWB3 Protection of health and wellbeing						
HWB4 Enablement to address health and wellbeing needs						
HWB5 Provision of care to meet health and wellbeing needs						
HWB6 Assessment and treatment planning						
HWB7 Interventions and treatments						
HWB8 Biomedical investigation and intervention						
HWB9 Equipment and devices to meet health and wellbeing needs						
HWB10 Products to meet health and wellbeing needs	Y			X		

## AGENDA FOR CHANGE: THE NHS KNOWLEDGE AND SKILLS FRAMEWORK

NHS KSF DIMENSIONS	Needed for Post?	Foundation Gateway	Level for post			
			1	2	3	4
<b>ESTATES AND FACILITIES</b>						
EF1 Systems, vehicles and equipment						
EF2 Environments and buildings						
EF3 Transport and logistics	Y			X		
<b>INFORMATION AND KNOWLEDGE</b>						
IK1 Information processing						
IK2 Information collection and analysis						
IK3 Knowledge and information resources						
<b>GENERAL</b>						
G1 Learning and development						
G2 Development and innovation						
G3 Procurement and commissioning						
G4 Financial Management						
G5 Services and project management						
G6 People management						
G7 Capacity and capability						
G8 Public relations and marketing						