

# Job Description

<b>Job title</b>	<b>Pharmacy Administrator-Homecare &amp; Procurement</b>
<b>Grade</b>	<b>Band 3</b>
<b>Reports to</b>	<b>Senior Pharmacy Procurement and Homecare Assistant</b>
<b>Accountable to</b>	<b>Pharmacy Procurement and Homecare Manager</b>
<b>Directorate</b>	<b>Division A</b>
<b>Department</b>	<b>Pharmacy</b>

## **JOB PURPOSE**

The post holder will be responsible for organising their day-to-day workload and resolving Homecare and Procurement related invoice discrepancies, escalating as appropriate to the Pharmacy Procurement and Homecare Manager.

The post holder will be responsible for the daily ordering within the Pharmacy Department and ensuring any problems that arise are addressed in order that stock levels are maintained at safe levels in pharmacy.

The post holder will be responsible for the passing for payment of Homecare and Pharmacy invoices in an accurate and timely manner.

The post holder will be responsible for the maintenance and development of a robust system of filing for the Pharmacy Procurement and Homecare Team.

## **1 DIMENSIONS**

Staff: Part of a team of 84 Pharmacy staff  
Workload: Annual medicines expenditure of approx. £20 million.  
Approximately 350k transactions per annum.

## **2 COMMUNICATION AND WORKING RELATIONSHIPS**

Post holder is required to liaise with:

- Senior Procurement and Homecare assistant regarding workload and personal development.
- Pharmacy Procurement and Homecare Manager as necessary
- Pharmacy Assistants and Stores Manager on a regular basis
- Staff within the Pharmacy Department.
- Finance Team.
- Pharmaceutical Suppliers.
- Homecare Representatives.
- Healthcare Professionals from Homecare Therapy areas within the Trust.

## **3 KEY RESULT AREAS**

### **Responsibility for Homecare**

- A key function will be invoice processing both electronic and manual. Where staffing levels necessitate, general pharmacy invoice processing will be required as well as homecare.
- To liaise with homecare companies notifying them of contract prices, ensuring these are reflected on the pharmacy computer system and associated price lists.
- To resolve any queries relating to homecare invoices and as required general pharmacy invoices.
- To maintain an invoice query log of invoice discrepancies awaiting resolution.
- To process homecare prescriptions in according to homecare procedures in a timely manner, ensuring the relevant documentation and signatures have been included. This will include liaising with the relevant specialist pharmacist and clinicians as appropriate.
- Registration of patients onto the relevant homecare service.

- Process all homecare prescriptions through the JAC pharmacy system and current finance system when needed.
- Analyse supplier statements received monthly, investigate and escalate as appropriate.

#### **Responsibility for Procurement**

- To assist in the daily purchasing of pharmaceutical products in accordance with procurement contracts and Standard Operating Procedures (SOPs).
- To assist in supply issues with orders, purchasing in an accurate and timely manner to minimise shortages whilst ensuring quality and value for money.
- To direct staff to information regarding ongoing supply problems.

#### **Responsibility for Finance**

- To ensure the timely payment of Pharmacy invoices and credits including Homecare.
- To support and respond to Finance queries to ensure invoices are passed on JAC and eFIN accurately and in a timely manner.

#### **Responsibility for Patients:**

- To work closely with other service staff to ensure the accurate, timely supply of medication for the Pharmacy Department.
- To deal with urgent medication requests in a prompt and timely manner to ensure patient treatment is not compromised.
- To be responsible for ensuring the timely processing of Homecare Prescriptions.
- To deal with complaints or incidents reported by patients or clinicians.

#### **Responsibility for Policy and Service Development**

- To comply at all times with all Trust and Departmental Standard Operating Procedures, policies and guidelines.
- To be responsible for contributing to departmental policy/service development by suggesting changes/improvements within own area of work.
- To be responsible for ensuring Standard Operating Procedures are current and adhered to in own area of work.

#### **Responsibility for Staff**

- The post holder will need to respond to changing staffing demands.
- To have shared responsibility for the training, development, and support of Pharmacy Staff as necessary.

#### **Responsibility for Information Resources**

- To be responsible for routine daily, weekly, and monthly reports as required.
- To be responsible for maintaining all Homecare Databases.
- The post holder may access patient details including clinical histories whilst using JAC.
- To be responsible for maintaining a system of filing that is easily accessible for all the Procurement Team and maintain archiving as necessary.

#### **Responsibility for Research and Development**

- The post holder will undertake regular Appraisals with their Line Manager.

#### **4 ENVIRONMENT AND EFFORT**

##### **Physical Effort**

- Post holder will spend most of day sitting (80%) and walking (20%).
- Inputs at a keyboard most of the day.

**Mental Effort**

- A high level of concentration required at all times to maintain accuracy.
- A high level of pressure encountered daily to meet unpredictable and fluctuating workloads, to maintain accuracy and meet deadlines.
- Motivational and training skills will be required when training other staff in own work area.

**Emotional Effort**

- Will be required to deal with complex phone calls when dealing with supply issues.

**Working Conditions**

- Will be required to work at a VDU for long periods.

<b>5 <u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u></b> (Please tick as appropriate)				
Patient contact		Lone working		Working in isolation
Passenger / Client Transport		Exposure prone procedures		Patient Handling
Strenuous Physical Activity		DSE user (defined in DSERegs)	x	Confined Spaces
Night working		Food Handling / Preparation		Working at heights
Working with vibratory tools		Noisy Environment Working		Safety Critical Work
Working with respiratory irritants ( <b>including latex</b> )			<b>Please specify Gloves</b>	
Working with substances hazardous to health			<b>Please specify COSHH</b>	
Other			<b>Please specify</b>	

**6 HEALTH AND SAFETY**

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

**7 EQUAL OPPORTUNITIES**

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

**8 CONFIDENTIALITY**

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.





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# PERSON SPECIFICATION

## POST: Pharmacy Administrator-Homecare & Procurement

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	Evidence of having a minimum of GCSE grade C in Mathematics and English( or equivalent)	<b>3</b>	Application form, certificates at interview
<b>E, Q &amp; T total score:</b>		<b>3</b>	
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Evidence of recent general clerical work. Experience with patients records	3 3	Application form and questions at interview
<b>K &amp; E Total Score</b>		<b>6</b>	
<b>SKILLS &amp; ABILITIES</b>	Ability to work with minimum supervision Demonstrated ability to work on own initiative Demonstrated ability to work methodically and accurately Good communication skills both oral and written Excellent computer literacy (min Word and Excel)& keyboard skills Flexible and able to adapt to changing demand	3 3 3 3 3 3	Application form, questions at interview and/or test
<b>S &amp; A Total Score</b>		<b>18</b>	
<b>Total shortlisting score:</b>			

Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important

#### SHORTLISTING CRITERIA

Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria although falls short on minor aspects

1 points = partially meets criteria but falls short on key aspects

0 points = does not meet criteria



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