



Job Description

Job title	Supply and Delivery Controller
Reports to	Senior Supply and Delivery Controller
Pay band	3
Directorate	Finance

Job summary (overview of role/remit)

- To be responsible for stock inventory within the Stores Department and at station level.
- To be responsible for ordering, recording, disposal and maintaining of stock including items such as medical consumables, Pharmacy products and uniform
- To distribute stock to all Trust sites as and when required utilising the Stores Trust vehicles.
- For the day-to-day safety and security of the Trust Central Stores
- To keep all legal records required by the Trust's Medicines Governance Controlled Drug Policies and Home Office and their associated Standard Operating Procedures to ensure accurate and complete audit trails for all Trust medicines.

Main duties and responsibilities (bullet points providing detail of responsibilities)

GENERAL ADMINISTRATION

- Receipting, delivery and stock management of Medical Consumables, Beverages and PPE at Central Stores and station level.



- To order, receive, process and dispatch internal requisitions for all Central Stores items (Medicines, Beverages, Uniform, and Printing items) in a cost effective and timely manner.
- Receiving and checking goods against delivery/order documentation and when calculating and counting stock determine further requirements.
- As part of the Supply and Delivery Controller team to oversee the Bank Stores Coordinators and Clinicians on light duties in relation to Trust stock levels and process management.
- Liaising with suppliers as and when necessary.
- Take clear and precise telephone messages and deal with any enquiries as appropriate, treating confidential and sensitive information securely.
- To assist the Senior Supply and Delivery Controller with the introduction and distribution of new products.
- To support the Senior Supply and Delivery Controller in the development and implementation of policies and procedures within the Stores, being proactive in suggesting changes and improvements.
- Any other duties as determined by senior managers as appropriate to level and post.

CONTROLLED & NON-CONTROLLED DRUGS

- Lawfully approved to collect, handle and distribute Morphine Sulphate, Midazolam, Diamorphine, Fentanyl and Ketamine on behalf of the Trust as and when necessary.
- To maintain a stock of medicines and all associated records and administration.
- To take practical actions to ensure that medicines in all areas are stored so that they are secure, stored in accordance with the manufacturers' instructions, fit for purpose, within their expiry date and correctly rotated so that oldest stock is used first.
- Raise requisitions for pharmaceutical items and following approval of the official purchase order within the Trust Oracle financial package.



- Receive process and dispatch requisitions for pharmaceutical items in line with Trust procedures for prescription only medicines in accordance with the Controlled Drugs Legislation and Regulation.
- Raise requisitions for prescriptions within the Trust Oracle financial package in line with Trust procedures.

MONITORING AND REPORTING

- To provide data on the use of controlled drugs by all Trust sites every month to the Accountable Officer for Controlled Drugs (CDs) and report any discrepancies associated with CDs using the Trust's incident reporting system.
- Responsible for personal and teams' safety and security at Central Stores, carrying out fire alarm checks, lighting checks and also MHE checks and recording the results.
- To perform a daily CDs audit and reconciliation and investigating any non-agreement between actual and recorded stock levels.
- Responsible for regular stock takes to provide stock ordering data against agreed minimum/maximum stock levels.
- To monitor, report and update the maximum and minimum stock levels so that a consistent and cost-effective approach to stockholding is achieved.
- To monitor out of date Pharmacy returns and record on spreadsheet.
- To support the Trust to ensure that all safety warnings and drug alerts are distributed to, and any required actions are undertaken by, all Trust sites. To report the completion following applicable procedure.

FINANCIAL

- Maintenance of the Trust computerised stock inventory system and ensuring that all paperwork relating to central stores is filed and kept in line with Trust Standing Financial Instructions.
- Raise requisitions for Stock/ Pharmaceuticals for approval, to enable the official purchase order within the Trust Oracle financial package to be actioned.



- To order, receive and process internal requisitions for all stock and medicines in a cost effective and timely manner.
- Recharge goods dispatched from stores cost centre code to relevant county budget.
- Liaising with suppliers as and when necessary, about orders placed received or requested.
- Receiving and checking deliveries from suppliers to ensure that the Trust is only invoiced for goods received.

LEARNING AND DEVELOPMENT

- To provide on the job training and guidance to all new starters and light duties clinicians.
- To undertake learning and development at the request of the Trust.
- To complete a Pharmacy course to the appropriate level.
- To undertake at the request of a senior manager additional training to include forklift training and driver assessments.
- Complete all mandatory training modules including specialised requirements.
- To undertake training appropriate to Trust wide systems

SECURITY

- To ensure that no unauthorised personnel are given access to Trust sites especially the medicine areas unsupervised.
- To adhere to Trust Policy and Procedures relating to medicines safe and stores keys, keypad codes and proximity readers.
- To adhere to Stores Policy and Procedures relating to the handling of both site keys and vehicle keys.
- To report suspicious behaviour via the Trusts incident reporting procedure.
- To ensure Trust stores vehicles are secure at all times.



- To ensure that any visitors to site have signed in and out.
- To ensure that the site is locked and alarmed at the end of shift.

Standard Role Requirements

Health and Safety

To take reasonable care for own health and safety and that of others who may be affected by the postholder's actions at work.

No smoking policy



The buildings, grounds and car parks owned or managed by the Trust are smoke-free zones and smoking is not permitted whilst on NHS/Trust premises; attending external meetings on behalf of the Trust; wearing NHS/Trust-identifiable clothing or other markings, or whilst in NHS/Trust vehicles.

Risk

To develop and implement robust systems for risk management across the areas of responsibility of the post. To be responsible and accountable for risk in these areas.

To be personally responsible for not undertaking any task or action which would knowingly cause risk to self, others, or to the Trust.

As far as is reasonably practicable, to prevent other people from undertaking tasks or actions which would knowingly cause risks to themselves, others, or to the Trust.

To identify and report actual or potential hazards/risks in the work environment in accordance with Trust policies.

To participate in briefing/training sessions and carry out any agreed control measures and duties as instructed.

Take immediate action to minimise risks where it is reasonably practicable to do so.

Records management, confidentiality and security of information

To adhere to Trust policies and procedures as directed in training and guidelines and as advised by relevant colleagues (including designated Local Records Manager) in relation to creating records and handling information. Undertake action as required to implement and comply with these policies and procedures. To report any non-compliance.

To maintain confidentiality in relation to personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1998, and records management guidance.

To maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis in accordance with the responsibilities of the Trust's Caldicott Guardian.

Infection control

Responsible for ensuring the effective implementation and monitoring of infection prevention and control in all areas within his/her area of responsibility to ensure continued compliance of the Trust with the Health Act 2006, Health and Social Care Act 2008 and any future Acts of Parliament regarding infection prevention and control. Adhere to the



Infection Prevention and Control policy at all times, providing clear leadership and promotion of responsible attitudes towards infection prevention and control.

Responsible for infection prevention and control within his/her area of responsibility, ensuring the effective implementation and monitoring of infection prevention and control under his/her control. Ensure infection prevention and control audits are undertaken in their area of responsibility, as requested by the Director with responsibility for infection prevention and control.

To ensure that relevant staff, contractors and other persons, whose normal duties are directly or indirectly concerned with patient care, receive suitable and sufficient training, information and supervision on the measures required to prevent and control risks of infection, so far as reasonably practicable.

Alcohol handrub must be carried at all times whilst in uniform; good hand hygiene must be maintained.

Responsible for including infection prevention and control within the managerial job descriptions and appraisals of all managers under his/her control.

Patient and public involvement

To be aware of responsibilities under sections 7 and 11 of the Health and Social Care Act 2001 to involve patients and the public in the ongoing planning, development and delivery of health services, and to involve patients in their own care, as far as is reasonably practicable.

Person Specification

	Essential	Desirable
Education and qualifications	Minimum of 4 GCSEs including Math's and English or Equivalent	Pharmacy Qualification Customer Care acquired through NVQ level 3/Chartered Institute of Purchasing & Supply (CIPS)



	<p>Full Driving Licence with a maximum of 3 points</p> <p>Driving experience. Able to meet the requirements of the Knowledge and Skills Framework for their role</p>	<p>foundation stage or equivalent experience.</p>
<p>Previous experience (Paid/ Unpaid relevant to job)</p>	<p>The ability to demonstrate an understanding of the logistical requirements of a large organisation</p>	<p>Community or Hospital Pharmacy Placement</p> <p>A medicines management role in a healthcare setting</p> <p>Previous stores/warehouse experience</p>
<p>Skills, knowledge, ability</p>	<p>IT skills – Microsoft applications</p> <p>Excellent communication and interpersonal skills</p> <p>Knowledge of receipting process and material management, theory, including stock control, delivery, ordering/invoicing,</p>	<p>Experience of a computerised system.</p> <p>Knowledge of how medicines are used and of basic medicines legislation.</p>
<p>Aptitude and personal characteristics</p>	<p>Good interpersonal skills</p> <p>Ability to meet deadlines</p> <p>Ability to communicate effectively both verbally and in writing</p> <p>Able to work either as part of a team and on own initiative</p> <p>High level of commitment and enthusiasm</p>	



	<p>Flexible and able to adapt to changing situations</p> <p>Able to meet challenges, be proactive</p> <p>Ability to interact with people from varying cultural backgrounds and social environments</p> <p>Ability to develop effective working relationships with colleagues and suppliers</p> <p>Displays a calm, sensitive and diplomatic manner in interpersonal relationships</p> <p>Demonstrate a commitment and recognition to the core values and beliefs of an employee of the NHS</p> <p>Committed to high quality patient care and patient experience</p> <p>Respectful to and able to promote equality in opportunity, employment and service delivery</p> <p>Committed to continuous professional development and personal growth</p> <p>Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing</p>	
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