Job Description

JOB TITLE: **Pharmacy Purchasing Assistant**

DEPARTMENT: **Pharmacy**

GRADE: **Band 2**

REPORTS TO: **Pharmacy Purchasing Manager**

ACCOUNTABLE TO: **Head of Pharmacy and Medicines Management**

JOB SUMMARY

The postholder's primary focus will be to support the financial management of the Pharmacy Department and Trust by providing general finance and purchasing assistance to the medicines purchasing and homecare support function in Pharmacy Stores. The postholder will be based at QMC campus but may be expected to work across both QMC and City campuses as required.

VALUES AND BEHAVIOURS

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave is a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

Thoughtful Patient Care	Continuous Improvement
Caring and helpful • **Polite**, respect individuals, thoughtful, welcoming • **Helpful,** kind, supportive, don't wait to be asked • **Listening,** informing, communicating	**Accountable and reliable** • Reliable and happy to be **measured** • **Appreciative** of the contribution of others • Effective and supportive **team-working**
Safe and vigilant • **Clean** hands and hospital so patients *are* safe • **Professional,** ensure patients *feel* safe • **Honest,** will speak up if needed to *stay* safe	**Best use of time & resources** • **Simplify processes,** to find more time to care • Eliminate **waste**, investing for patients • Making **best use of every pound** we spend
Clinically excellent • Best outcomes through **evidence-led** clinical care • **Compassionate, gentle**, see whole person • **Value patients' time** to minimise waiting	**Innovation for patients** • Empowerment to act on **patient feedback** • Improvement led by **research** and **evidence** • **Teaching** the next generation

KEY JOB RESPONSIBILITIES

1. To be part of the Pharmacy Business Team and assist the Pharmacy Business, Finance and Projects Manager in providing a providing a full business and operational management service to the Department.

2. Receive pharmaceutical purchase invoices, dating and filing appropriately.

3. Pass a designated section of pharmaceutical invoices for payment via the Pharmacy computer system, checking for accuracy of supply, price, VAT and settlement discounts.

4. Check any discrepancies from the expected price by checking the central division drug contract, the local agreement file, price lists and other sources. Refer queries to the Pharmacy Purchasing Manager or Deputy Purchasing Manager.

5. Contact companies regarding price queries and obtain credits where necessary.

6. Ensure expected credits are received and matched to invoices awaiting payment.

7. Check monthly statements and chase any outstanding invoices.

8. Claim credits for items bought off-contract when suppliers are unable to supply the contracted items and are obliged to pay the additional charges.

9. Run monthly reports from the Ascribe system and action accordingly. This may include "goods received, not invoiced" and "goods ordered, not received" reports.

10. Process invoices sent from Finance via the Integra electronic invoice system and forward to Purchasing Manager/Deputy within specified time constraints for authorisation.

11. Update and maintain databases and spreadsheets relating to purchasing activity.

12. Investigate stock discrepancies that become apparent during data entry by performing physical stock checks. Correct errors where possible and report other anomalies to the Stores Lead Technician and Pharmacy Purchasing Manager or Deputy Purchasing Manager.

13. Assist with the processing of medical gas rental receipts and invoices as required.

14. Ensure segregation of the ordering, receiving, invoicing and payment of orders whilst performing these duties.

15. Assist in the full stocktake of Pharmacy Stores.

16. Generate sales invoice documentation for products sold via Pharmacy Stores. Maintain all the records accurately within the invoicing system and Pharmacy computer system, liaising with Finance, Pharmacy staff and customers, and collating all relevant background data for submission to customers.

17. Maintain accurate relevant computerised customer records and other documentation relating to sales and invoicing, complying with audit requirements and supporting accurate VAT reclaims and other reporting.

18. Follow procedures for the processing of financial paperwork.

19. Provide cover for other Purchasing Assistants and Homecare Assistants in their absence, as dictated by need and determined by the Pharmacy Purchasing Manager.

20. Participate in team meetings to identify and resolve problems and suggest potential improvements to business systems and processes.

21. Support senior Purchasing or Business Team staff where required, with various financial and business duties.

22. Organise and plan workload to ensure the integrity and timeliness of financial data, and to ensure both financial and operational deadlines are met, liaising with the Pharmacy Purchasing Manager and other Purchasing/Homecare staff.

23. Ensure confidentiality is maintained at all times, for example concerning issues of business sensitivity, personnel information and patient confidentiality.

24. Undertake relevant administrative duties as necessary, including telephone answering, photocopying, maintenance of accurate filing systems and dating/distribution of Stores mail.

25. Undertake any other duties applicable to the grade/post as required.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder will be expected to spend the majority of their working day sitting at a PC. There will be a requirement for prolonged concentration, in order to accurately calculate, prepare, input and reconcile data involved in the regular tasks associated with this post.

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

The Nottingham NHS Treatment Centre

The new Nottingham NHS Treatment Centre opened on the QMC campus in late July 2008. The Nottingham NHS Treatment Centre is run and managed by Nations Healthcare - an Independent Sector Provider. A range of outpatient, day case and diagnostic services are transferring into the Treatment Centre from Nottingham University Hospitals NHS Trust in a phased way over a period of several months. As a result of this, the work that you do may be affected in one of several ways:

1. Your work may not be affected at all.
2. You may be required to undertake work on behalf of the Treatment Centre.
3. You may be required to undertake some of your existing work in the Treatment Centre.
4. You may be seconded to work in the Treatment Centre.

Staff seconded to do all or some of their work in the Treatment Centre will remain the employees of Nottingham University Hospitals Trust and throughout the period of their secondment.

Job description reviewed
TW/CW: Jul 15