

HOSPITAL SERVICES

PHARMACY STORE PERSON / PORTER

PSE GRADE A

JOB DESCRIPTION

JOB SUMMARY:

To provide Porter and Store services within the Pharmacy Department, undertaking general duties as required to ensure the safe provision of medicines and medical gases within HSC.

RELATIONSHIPS:

LOCATION: Pharmacy, Princess Elizabeth Hospital

ACCOUNTABLE TO: Pharmacy Manager

LIAISES WITH: Health and Social Care staff of all disciplines and at all levels, other senior members of Pharmacy Department, nursing staff, BOC, other external agencies and staff of other departments.

MAIN DUTIES AND RESPONSIBILITIES:

- Collection and delivery of Pharmacy drug boxes, patients' drug cards and dressing boxes to and from wards/departments.
- Assistance with unpacking, checking and receipting of goods.
- Checking, receiving and unpacking all bulk fluid orders received by Pharmacy.
- Liaison with Pharmacy Manager/Senior Pharmacists / ordering Technician regarding the supply of medical goods.
- Always being contactable through the use of hospital bleep system.
- Ordering and changing medical gas cylinders, reporting any problems to Head Porter and keep gas room clean and tidy.
- Delivery and transport of Chemotherapy to and from Bulstrode House.

- Delivery, supply and ordering of Nutritional products.
- Disposal and cleaning of goods and containers as required.
- Ensuring correct uniform is worn during working hours, including ID badge in case of being challenged by staff on wards/departments.
- Ensuring good hygiene is maintained before entering wards and departments to prevent transfer of infection. Adhering to local policy as required for face mask wearing.
- Assembling of orders for Dialysis patients.
- Processing Intravenous fluid orders.
- Taking part in Fluids top-up system in operation in hospital.
- Disposal of Waste products from Pharmacy.
- Delivery of Controlled Drugs in accordance with Department Procedures.
- Compliance with safe lifting and handling within the Pharmacy Department.
- Completing training as deemed necessary by Line Manager
- Provide training to other pharmacy porters, pharmacy assistants and students when required.
- Participating in HSC appraisal system designed to identify objectives and personal development opportunities.
- Ensuring compliance with the HSC Health and Safety policy and any departmental policies.
- Compliance with the principles contained in the Data Protection Law 2001 concerning improper disclosure, misuse or breach of confidentiality in respect of information held on computer systems or otherwise.

This job description gives an outline of the duties which the post-holder will be expected to undertake, but it is not intended to be comprehensive as other duties may arise from time to time. It will be subject to review to ensure that it reflects the current duties and responsibilities of the post-holder.

The post-holder will be required to work weekends as part of the pharmacy rota. Pharmacy porters are a key part of the pharmacy team and are included as part of the pharmacy rota which covers 7 days a week.

KEY CRITERIA:

ESSENTIAL

1. Previous Experience working as a Porter / Store Person /or in a Delivery Role

2. Basic IT, Literacy and Numeracy Skills
3. Physically fit and able to undertake Manual Handling
4. Good Interpersonal and Communication Skills
5. The ability to work on own initiative
6. The ability to work as part of a team
7. The ability to work under pressure with the relevant support and supervision
8. A flexible approach to work with a willingness to undertake a variety of duties

DESIRABLE

9. Pharmacy Training (e.g. counter assistant NPA scheme, Boots Dispensers Scheme, NVQ 2 etc.)