

Agenda for Change: Job Description

Post Title:	Distribution Operative - Bank
Directorate/Department:	Procurement & Supply Chain
Agenda for Change Band	AFC Band 1 E&A
Hours Per Week:	37.5Hrs (Monday- Friday)
Accountable to:	Distribution Supervisor Receipts & Distribution Manager Head of Supply Chain
Accountable for:	N/A
Main Purpose:	Part of the Supply Chain team ensuring timely delivery of items between Stores/ Pharmacy and Point of Use. Commodities included Stock & Non-Stock stores; stationery & printed forms; furniture; Pharmacy items including bulk sterile fluids, To Take Out (TTO) medicines controlled Drugs and ward top up boxes. Consolidation of items as part of the Southern Procurement Partnership (outside core hours). TTO deliveries for Pharmacy items dispensed in the afternoon and early evening.
Key Working Relationships:	Key working relationships with clinical and non-clinical staff around the hospital.
General Duties:	<p><u>NHS Supply Chain Stock</u> To distribute the ward stock items to the wards in preparation for Materials Management or Ward staff to put away. Some areas will require put away by Distribution Operatives. This is done by using cages, trolleys or pump trucks to transport items around the Hospital into medical and non medical areas. Distribution Operatives usually require a signature from the end user on delivery of the items as a receipt. The items being moved can be anything from medical equipment, furniture, or stationary along with other items.</p> <p><u>PHARMACY</u> To deliver TTO's to wards and departments. To ensure the safe delivery of Pharmacy items, receiving signatures where appropriate [i.e. Controlled Drugs, Refrigerated items]. To collect empty Pharmacy boxes as per schedule from Ward/ Department areas. To deliver loaded Pharmacy boxes to Ward / Department areas. To deliver Sterile Fluids to Ward / Department areas.</p> <p><u>GENERAL</u> To maintain the working area in a clean and tidy condition. The observation and promotion of "Health and Safety" at work regulations. To maintain good working relationships with both colleagues and with user departments. To undertake training as required by the department. To comply with the departments immunisation policy.</p>

	<p>To undertake any other duties commensurate with the position.</p> <p>The compliance with the code of conduct and behavioural standards is expected from all staff.</p> <p>To observe and comply with the departmental working practices.</p> <p>Assist with General Stores deliveries around the trust using cages, trolleys, manual pallet trucks and electric pallet trucks (training will be provided).</p>
NHS Standards of Business Conduct and Professional registration	<p>All employees/workers must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Fresh Thinking 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and Safety:	<p>The attention of all staff is brought to the Trust and Departmental Health and Safety Policies. Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare.</p>
Infection Prevention and Decontamination of Equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees/workers, visitors and patients.</p>
Child Protection/Safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p>
Confidentiality	<p>All employees/workers of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee/worker who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Last Updated	08 February 2018

NO-TITLE-DESCRIPTION