

Job Title	Procurement Lead	Reports to	Superintendent Pharmacist
Job Purpose	<p>The Procurement Lead role will be responsible for procurement, business support and planning. This is a unique opportunity to support the Specialist Pharmacy by managing the core supply of medicines, vitamins, consumables (including packaging) and equipment through the current challenges being presented during the pandemic, as a result of the United Kingdom’s exit from the European Union and on-going issues with supply chain.</p> <p>The post holder will support the Superintendent Pharmacist in providing safe, efficient and cost-effective procurement of medicines (General Sales List (GSL), Pharmacy (P), Prescription Only Medicines (POM; licensed and unlicensed)), Active Pharmaceutical Ingredients (APIs) and other pharmaceutical excipients used in the compounding of pharmaceutical items under section 10 of the Medicines Act 1968)) and consumables for the Specialist Pharmacy.</p> <p>The post holder will be responsible for providing day-to day support to the pharmacy procurement function. This will include: supervising, directing the work of and training technical staff within the pharmacy; implementation and management of contracts; ordering of medicines (including authorisation of orders); authorisation of invoices; liaising with suppliers and customers; managing and controlling stock levels within the dispensary and lab; dealing with stock shortages; production of usage and expenditure reports; managing MHRA drug recalls; dealing with procurement related problems and enquiries.</p> <p>All procurement processes must follow the General Pharmaceutical Council Regulations and Best Practice (as stated in the most up-to-date version of the Medicines, Ethics and Practice publication by the Royal Pharmaceutical Society), the Human Medicines Regulations 2012 and all other relevant guidance and regulations e.g. Good Distribution Practice (GDP)</p>		
Main Duties and Responsibilities			
Stock Management & Procurement	<p>Accountable for good stock management and good procurement principles which include:</p> <ul style="list-style-type: none">• Forecasting usage of stock for an efficient, controlled, measured and timely ordering process.• Own and be responsible for managing all supplier relationships, consistently using best practice and negotiation to improve cost savings for the pharmacy whilst maintaining our quality standards• Constantly assess and set up new suppliers, adding them to the approved list of suppliers• Act as the single point of contact for the patient care team in relation to a patient-specific order providing accurate quotes and estimated delivery times• Effective and timely management of patient specific ‘to-follows’ and out-of-stocks by maintaining constant communication with wholesale dealers/the Pharmaceutical Industry.• Raise purchase orders (POs) using the procurement/finance software solution as required		

	<ul style="list-style-type: none"> • Ensure stocks are received accurately and safely by staff other than those raising POs, cross checking the physical stock received against invoices/delivery notes • Ensure an effective stock rotation process is in place including expiry checks. • Effective stock waste management – ensuring wastage is kept to a minimum through effective stock rotation. • Conduct and coordinate month-end stock counts and stock value analysis including adding narratives to financial reports in relation to pre-approved exceptions and non-conformances • Complete new formulary forms for any new POM, P or GSL medicines accurately including clinical information, coding and customer pricing to ensure full audit trail in the dispensing software solution is maintained. Pharmacist sign off must be obtained. • Input all new POM, P and GSL medicines into the dispensing software solution and obtain final sign off from a Pharmacist. • Act as the SP subject matter expert in all matters relating to the Falsified Medicines Directive (FMD) regulations and processes and train all dispensary staff on verification, decommissioning and recommissioning of UK licensed POM medicines.
Service Improvement	<ul style="list-style-type: none"> • Together with the ACTs, Dispensers and Pharmacists, strive to continuously improve the service by producing, gathering and implementing initiatives using the change control process including methods of dispensing, automation of process and any other process/safety initiatives • Assist the Superintendent Pharmacist and QA Pharmacists in building IT user requirement specifications for improving the use of the software to adhere to the latest regulatory/good practice measures.
Skills Required	<ul style="list-style-type: none"> • Ability to problem solve and action change effectively with minimum supervision. • Attention to detail • Able to work with minimal supervision • Advanced computer skills essential • Flexible and adaptable to meet the needs of SP, e.g. accommodating for part time / shifts would be required • Procurement experience is essential.
Colleagues at Gluck Holdings should be...	<ul style="list-style-type: none"> • Able to Institute leadership, help people do a better job. • Customer Focused, at the forefront of providing service excellence. • Action Oriented, able to take on new challenges with enthusiasm. • Trustworthy, able to gain the confidence and trust of others easily and honour commitments. • Innovative, able to spot opportunities to do things better and share best practice. • Collaborative, building and maintaining strong working relationships and working with colleagues to meet shared goals. • Cultivating Innovation, embracing the concept that the business should never stand still, challenging the status quo and not settle for anything but #1. • Strategically Minded, comfortable to shift their thinking between the short and long term to lead us towards future success. • Collaborative, modelling collaboration at all levels and promoting high visibility of shared contributions to goals.