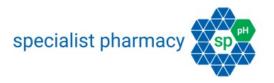


Job Title	Procurement Lead	Reports to	Superintendent Pharmacist
Job Purpose	The Procurement Lead role will be responsible for procurement, business support and planning. This is a unique opportunity to support the Specialist Pharmacy by managing the core supply of medicines, vitamins, consumables (including 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 ongoing issues with supply chain. 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. 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. 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)		
Main Duties and Responsibilities			
Stock Management & Procurement	 Accountable for good stock management and good procuses. Forecasting usage of stock for an efficient, control. Own and be responsible for managing all supplies savings for the pharmacy whilst maintaining our effective. Constantly assess and set up new suppliers, addinguished. Act as the single point of contact for the patient estimated delivery times. Effective and timely management of patient spective wholesale dealers/the Pharmaceutical Industry. Raise purchase orders (POs) using the procurement. 	olled, measured and timely ordering par relationships, consistently using best quality standards and them to the approved list of supplicate team in relation to a patient-specific 'to-follows' and out-of-stocks by	t practice and negotiation to improve cost ers ecific order providing accurate quotes and maintaining constant communication with



	• 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	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	 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	Able to Institute leadership, help people do a better job.	
should be	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. 	