

<b>Role</b>	<b>Volunteer Pharmacy Stores assistant</b>
<b>Purpose</b>	To ensure safe storage of medicines, paperwork is filed in a timely manner, deliveries are accepted and sealed medication bags are scanned out to portering staff.
<b>Base</b>	Bradgate site – LPT Pharmacy
<b>Hours</b>	Between 8.30 and 4.30pm (preferably for a whole day)
<b>Reports to</b>	Dispensary Team Leader
<b>Benefits of this volunteer activity</b>	<ul style="list-style-type: none"> <li>• Supports patients to develop their health, well-being and recovery</li> <li>• Opportunity to gain experience as well as new skills and knowledge</li> <li>• Opportunity to spend time doing something you can feel proud of</li> <li>• Improve your confidence</li> <li>• Opportunity to meet new people</li> <li>• References will be given to volunteers about their time in their placement</li> </ul>
<b>Exclusions</b>	<p><b>Volunteers are not expected to be involved in any of the following:</b></p> <ul style="list-style-type: none"> <li>• Moving and handling of patients</li> <li>• Patients personal care</li> </ul>
<b>Key tasks</b>	<p>Tasks may include the following:</p> <ul style="list-style-type: none"> <li>• Receive and safely store medicines</li> <li>• To issue sealed delivery bags to portering staff</li> <li>• File paperwork</li> <li>• Stock rotation</li> <li>• General housekeeping</li> </ul>
<b>Person Specification and Requirements</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Willingness to help and work to time targets</li> <li>• Punctual and reliable</li> <li>• Enthusiasm for working with people and supporting them to improve their well-being and recovery</li> <li>• Able to work independently and as part of a team</li> <li>• Comfortable working in a fast-paced environment</li> <li>• Commitment to uphold trust core values and NHS policies</li> </ul>
<b>Training and Support Needs</b>	<ul style="list-style-type: none"> <li>• Information Governance</li> <li>• Health and Safety</li> <li>• Infection Prevention and Control</li> <li>• Use of Personal Protective Equipment (PPE)</li> <li>• Confidentiality</li> <li>• Safeguarding</li> <li>• Equality and Diversity</li> <li>• Local trust induction and orientation</li> <li>• Any other mandatory training as specific by the trust</li> </ul>

	A Standard DBS is required for this role. This is processed free of charge for volunteers.
COVID-19 Guidance	In line with government and LPT advice volunteers must: All volunteers <b>must</b> be aware of the need to stop volunteering should they feel unwell and to follow the latest government and NHS advice for the public especially regarding COVID-19 symptoms.