

2020 Pharmacy Volunteer

1.0 Role summary

The role of the '2020 Response Volunteer' is to assist the Trust during the COVID-19 Pandemic. Being flexible and able to take on tasks that will support our frontline staff, whilst they care for our patients.

Volunteers to work at the Trust within Pharmacy will need to have pharmacy experience, either as a pharmacy student or pharmacist or pharmacy technician or dispenser from a different area of practice.

NB: All duties will be carried out under the supervision / guidance of the volunteer / charity team and will never include tasks of a clinical nature.

COVID-19 (Coronavirus) - If you are in any of the vulnerable categories, you are advised against volunteering in this role. Vulnerable groups link and guidance 24/03/2020:

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

2.0 Key Tasks

- Administration support:
 - Invoicing support
 - Posting and filing prescriptions
 - Maintaining spreadsheets
- Procurement support:
 - Stock taking of critical medicines
 - Confirming orders with wholesalers
 - Maintaining spreadsheets
- Stores and distribution support:
 - Picking of stocks
 - Putting stocks on shelves
 - Checking off orders and deliveries
- Dispensary support:
 - Reception duties
 - Dispensing (if applicable to experience)
 - Clinical dispensary duties (if applicable to experience and registered pharmacist)

Please see the link below to apply for this role:

- <https://www.swbh.nhs.uk/about-us/volunteers-service/>

3.0 Confidentiality

The volunteer must maintain confidentiality of information relating to patients, staff and other Health Service business.



4.0 Health & Safety

Volunteers must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

5.0 Equal Opportunities

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every volunteer and employee to comply with the detail and spirit of the policy.

6.0 Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its volunteers, employees, service users and visitors. Smoking is therefore not permitted anywhere on Trust Sites.