

[illegible]

Data entry dictionary. Task categories and definitions for costing staff time related to vending machine tasks.

Task category	Task	Description
Dispensing: <i>activities related to supplying medicines via the machine.</i>	Automated dispensing	Dispensing for orders received automatically from the vending machine.
	Manual dispensing	Dispensing for orders manually entered into the machine.
	Replenishing stock	Refilling medicine compartments in the vending machine.
Stock management: <i>activities related to checking, adjusting, or replenishing inventory.</i>	Stock adjustment	Correcting discrepancies between recorded and actual stock levels.
	Stock maintenance task	Routine tasks like expiry checks, labelling, or ensuring correct allocation.
Maintenance: <i>any task that ensures the machine is working properly.</i>	Basic maintenance	Visual checks, cleaning, or basic fault identification.
Administrative: <i>tasks like logging issues, reporting, or meetings related to the machine.</i>	Incident reporting	Documenting and reporting machine-related errors or near misses.
	System update	Supporting software updates or configuration changes.
	Training or supervision	Time spent supervising junior staff or providing on-the-job training.

Annex 2. Salary bands and pay points for staff undertaking tasks related to the medicines vending machine.

Band	Step	Annual Salary (£)	Hourly Rate (£)*
Band 2	Single point	24,638	12.60
Band 3	Entry	25,313	12.95
	Top	26,999	13.81
Band 4	Entry	27,898	14.27
	Top	30,615	15.66
Band 5	Entry (0–2 yrs)	31,516	16.12
	Mid (2–4 yrs)	33,992	17.38
	Top (4+ yrs)	38,364	19.62
Band 6	Entry	39,263	20.08
	Mid	41,437	21.19
	Top	47,280	24.18
Band 7	Entry	48,527	24.82
	Mid	51,028	26.10
	Top	55,532	28.40
Band 8a	Entry	56,514	28.90
	Mid	59,358	30.36
	Top	63,623	32.54
Band 8b	Entry	65,424	33.46
	Mid	69,653	35.62
	Top	76,021	38.88
Band 8c	Entry	78,120	39.95
	Mid	82,876	42.39
	Top	90,013	46.04

*Hourly rate estimated by dividing the total salary by the number of hours per week (37.5) and the number of weeks in a year (52.14 average). Source: Source: NHS Wales. Available at: [nhs.wales/files/pc-resources/afc-w-02-2024-pay-award-for-2024-25-pdf-pdf/](https://nhs.uk/files/pc-resources/afc-w-02-2024-pay-award-for-2024-25-pdf-pdf/) 20th June, 2025.