

## **JOB DESCRIPTION**

**POST: Pharmacy Technician**

**Department: Pharmacy**

**GRADE: Band 4**

**HOURS: 37.5hrs**

**RESPONSIBLE TO: Lead Pharmacy Technicians**

**RESPONSIBLE FOR: Pre-Registration Pharmacy Technicians working within your area  
/Pharmacy Assistants**

**WORKBASE: Trust Wide**

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### **JOB PURPOSE**

- To undertake duties in assistance of Senior Pharmacy Technicians by participation in the provision of pharmacy specialist services, in and outpatient dispensing, accuracy checking, patient counselling, ward stock and individual patient dispensed top-ups.
- To undertake the day-to-day tasks and work alongside of Pre-registration Pharmacy Technicians, Pharmacy Technicians and Assistant Technical Officers working in the same area.
- To effectively communicate with medical and nursing staff to ensure the timely availability of medicines

### **MAIN DUTIES & RESPONSIBILITIES**

1. To adhere to departmental, Trust and professional standards and protocols without direct supervision.
2. To be motivated and responsible for own continuing professional and personal development through the performance and development review process and for taking an active part in the learning opportunities.
3. To undertake different roles in support of Senior Pharmacy Technicians at various times either on rotation or as cover as identified.
4. To prioritise own work and that of junior staff working in same area to meet service requirements.
5. To undertake the following duties as required:
  - Dispensing and assembly of a range of prescriptions including production of labels, including clinical trials, complex regimens and compliance aids.
  - Accuracy Check prescriptions previously clinically screened by a Pharmacist as an Accuracy Checking Technician including controlled drugs, clinical trials and compliance aids
  - To provide patient counselling with regards to patients' medication and other related matters, to ensure patient safety and compliance.
  - Data input for the dispensary / patient and stock computer system, to maintain accurate patient records and stock levels, to produce worksheets and delivery notes.
  - To follow departmental operating procedures

- To promote compliance with Trust Medicines Policy and drug formulary
  - Dispensing / accuracy checking of controlled drug prescriptions and requisitions in accordance with current Controlled Drug legislation. To include the accurate completion of requisitions and registers and the maintenance of accurate records.
  - Dispensing / accuracy checking of clinical trial drugs, recording data and monitoring returns, in accordance to agreed protocols.
  - Ad-hoc issues of ward, department and emergency cupboard stocks
  - Participation in maintenance of drug stocks within the dispensary including rolling stock checks and expiry date checking.
  - Topping-up and ad-hoc issues of ward, department and emergency cupboard stocks
6. Ward-based services - deliver patient focused ward-based services which will include:
- Checking of Patients Own Drugs for suitability and accuracy
  - Relabelling of medication at ward level
  - Respond to requests for stock
  - Dispense medication for In Patient use and Discharge prescriptions
  - Accuracy checks at ward level and in the dispensary
  - Liaise/co-ordinate with ward nursing staff to prioritise workload and ensure that medication reaches patients in a timely manner, paying attention to critical and urgent medication.
  - Ensure medication is stored safely and securely in accordance with trust policy temperatures
  - Ensure ambient and fridge temperatures are being monitored at ward level in line with trust policy
  - To provide cover for other teams as required to meet service need
7. Supports the Senior Pharmacy Technicians in the maintenance and storage of patient treatment records and all other relevant records in accordance with legal requirements and good practice in such a way as to enable easy retrieval of information.
8. Participate in the assembly, supply and maintenance of emergency drug boxes for wards and departments.
9. Participate in any re-packaging or over-labelling of medicines required e.g., when a specials manufacturer is unable to supply, following safe systems of work and worksheets.
10. To contribute to development and updating of SOPs and worksheets.
11. To support the Senior Pharmacy Technicians by reporting, and contributing to reviewing incidents in their areas of practice.
12. To support the Senior Pharmacy Technicians in their responsibilities for Health and Safety within MFT pharmacy.
13. To participate in external and internal audits, including safe storage of medicines.
14. To demonstrate own duties to other / new staff
15. Regularly review own practices and makes changes in accordance with current and/or best practice, makes suggestions for improved practice, and identifies where other activities affect own practice.
16. To contribute positively to the effectiveness and efficiency of the teams in which they work.
17. To act in ways that support equality, diversity and inclusion and rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and act when own or others' action undermines equality, diversity and inclusion principles.
18. Participate in weekend, late night and Bank Holiday rotas.
19. Work cross site when required at any of the Trust Pharmacy departments in line with service need.
20. To undertake any other duties at the request of the line manager, which are commensurate with the role, including project work and audits.

21. This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, considering changing circumstances and in consultation with the post-holder.

In the future the department may require staff to work shifts that ensure that the continual service needs of the department can be met. Should the department's position change you will be required to work within a rotational shift pattern which would include shifts through the departments 24 hours a day/7 days per week service. Shift patterns will be determined by your line manager and you will be required to work your contracted hours as and when necessary to meet the service needs of your department.

### **KEY RELATIONSHIPS**

- Senior Pharmacy Technicians within all areas of pharmacy
- Medical and nursing staff
- Other MFT Pharmacy staff

### **INFECTION PREVENTION AND CONTROL**

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control manual. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and control.

### **HEALTH AND SAFETY**

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

### **RISK MANAGEMENT**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

### **CONFIDENTIALITY AND SECURITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

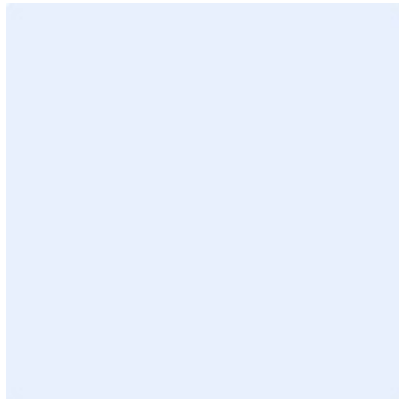
## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

### **ORGANISATIONAL CHART**

Please click below to insert the organisational chart/structure as a text, or upload the organisational structure below the text box.

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## Person Specification

**Job Title: Pharmacy Technician**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• BTEC and NVQ Level 3 in Pharmaceutical Sciences or equivalent (2 Years) (or qualifying by Sep 2019)</li> <li>• Registered as a pharmacy technician with the GPhC</li> </ul>	BTEC Level 4 in Accuracy Checking Dispensed Medicines (1 year) or equivalent recognised qualification
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>Understand and perform a range of work procedures and practices which require underpinning theoretical knowledge including.</p> <ul style="list-style-type: none"> <li>• Dispensary processes</li> <li>• Controlled Drugs legislation</li> <li>• Medicines storage and security</li> </ul> <p>Evidence of Continual professional development (CPD)</p>	<p>Working in hospital pharmacy</p> <ul style="list-style-type: none"> <li>• In Patient Dispensing top-up</li> <li>• Controlled Drug dispensing</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Accuracy in dispensing process and use of computer software</li> <li>• Manual dexterity</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively with other healthcare professionals and members of the public.</li> <li>• Organise own day to day</li> </ul>	

	<p>work.</p> <ul style="list-style-type: none"> <li>• Able to work independently.</li> </ul>	
<b>ATTRIBUTES</b>	<p>Neat and professional appearance</p> <ul style="list-style-type: none"> <li>• Must work well alone and as part of a team.</li> <li>• Must have mature and responsible attitude to work.</li> <li>• Must be able to accept and carry out instructions.</li> <li>• Must be able to work under pressure and adaptable to suit the duties of the post.</li> <li>• Must be committed to continuing professional and personal development</li> </ul>	Click or tap here to enter text.
<b>OTHERS</b>	Click or tap here to enter text.	Click or tap here to enter text.