**Job Description**

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| **1. Job Details** |
| Job Title: | Cancer Services Pharmacy Technician  |
| Responsible to: | Advanced Pharmacist, Technical Services |
| Professionally Responsible to: | Director of Pharmacy |
| Grade:  | 5  |
| Unit: | Pharmacy/Seamoor Unit  |
| Location: | North Devon District Hospital |

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| **2. Job Purpose** |
| * Deliver quality care to patients on the Seamoor Unit as part of an efficient medicines management system.
* In conjunction with the Cancer Services Pharmacist, ensure the effective use of patients’ own medicines and the efficient provision of medicines for patients receiving treatment on the day treatment unit and on leaving hospital.
* To provide a range of medicines management services under the direction of the Lead Pharmacist and Unit Manager.
* To provide a range of departmental services under the direction of the Lead Technician Technical Services.
* The role also includes dispensary-based responsibilities including dispensing and accuracy checking.
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| **3. Dimensions** |
| Staff: Part of a team of 70+ Pharmacy staffWorkload Annual medicines expenditure of approx. £11 million Approx. 260,000 transactions per annum. |

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| **4. Organisational Chart** |
| Clinical Pharmacy Services Manager Lead Cancer PharmacistCancer Services Pharmacy Technician  |

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| **5. Main Tasks/Duties and Areas of Responsibility** |
| **Medicines Management** * Follow relevant procedures for Medicines Management in order to deliver the service in a safe and effective manner.
* To coordinate medicines supply activity within the unit and to provide effective communication and co-ordination with the pharmacy aseptic unit.
* Be accredited and maintain accreditation as a medicines management technician as part of the South West Region scheme in order to work at ward level as a qualified medicines management technician.
* Develop a team-based approach to the provision of pharmacy services to the ward, and demonstrate commitment to the integration of the two services for the benefit of patients.
* Obtain accurate medication histories for patients on admission by liaising with the patient and/or primary care team in order to support decisions about continued care.
* To undertake patient counselling on selected patients and to work with the clinical pharmacist to ensure patients understand their discharge medication.
* Liaise with nursing staff and patients to guarantee the service we provide meets the requirements of its users.
* Deliver and lead the daily handover to Seamoor Unit staff; explaining relevant clinical information to the team and answering questions as appropriate.
* Review and authorise SACT treatment, working within parameters set by the electronic prescribing system.  Ensure accuracy of prescribing by referring ambiguous prescribing details to the supervising pharmacist or prescribing Doctor.
* Review patient’s blood results when available prior to authorising any SACT treatment.  Flagging any concerning results with the wider team.
* Produce an accurate and up to date handover sheet to be distributed to the Seamoor team and used to manage workflow the following day.
* Create, maintain and develop medicines management policies, procedures and standards
* To be responsible for the supply of items for one-stop dispensing (once clinically checked by pharmacist).  To ensure all patients medication is transferred to the correct clinical area, to the correct patient as necessary.
* To coordinate patient scheduling and implementation in conjunction with the clinical pharmacist and ward staff, through involvement with medical and nursing staff identifying patients requiring oral medication dispensing, re-labelling as necessary and discussing patients own medication.
* Carry out medication checks pre-administration with nursing staff as an accredited checking technician.
* Mark SACT treatment as given on the electronic prescribing system to ensure accurate clinical records.
* Carry out accuracy checking of dispensed items in the dispensary when required
* To work weekends and bank holidays on a rota system as required.
* Be able to use Epic systems in order to carry out all roles effectively.
* Ensure SACT data is maintained and kept up to date.
* Be a prime contact, and develop and maintain co-ordinating role for Technical Services in terms of dispensing oral chemotherapy for outpatients and day patients, including regimes prescribed on Chemocare. This will include the development of safe and effective systems for prescriptions of medicines funded through the Cancer Drugs Fund and Exceptional Treatment Panels.
* Participate in reviews of work methods and contribute to the development of new processes and systems to minimize risk and to ensure that services are improved continuously.

**Departmental Duties** * Carries out the final check of the dispensing process as an accredited checking technician
* To issue dispensed medication to outpatients and counsel them on the correct and safe usage of their medication so that patients feel well informed and able to comply with their medication regimen.
* To dispense prescriptions in accordance with professional and ethical standards laid down by the Royal Pharmaceutical Society and in accordance with departmental time and error standards.
* To issue and ensure other authorised pharmacy staff issue Controlled Drugs to meet all the legal requirements in the Misuse of Drugs Act (1971) and to departmental procedures.
* To ensure all drug transactions are entered accurately and timely to the pharmacy computer system so stock discrepancies are minimised.
* To identify and pursue personal training needs with the object of improving personal development and performance, and to collaborate in the training of other pharmacy staff as appropriate.
* To take responsibility for specific areas of work or projects as may be agreed from time to time, including contributing towards team goals and objectives.
* To participate in weekend and Bank Holiday rota in accordance with departmental rotas.
* To undertake such other reasonable duties as may be required from time to time.
* Requires long periods of concentration for all aspects of work. Calculations necessary for dispensing and checking prescriptions.
* Handling medicines including cytotoxic drugs. Handling potentially hazardous materials that have been returned to the pharmacy. Working in aseptic conditions in the technical services department.
* Participate in the pre and in-process checking of aseptically prepared products by undertaking the South West Medicines Information and Training Pre and In-process Checking Scheme.

**Communication*** Counsel patients in order to provide effective and appropriate advice to patients on medication use in order to ensure their understanding of their medication including benefits of their medication and possible side effects. These may be patients with certain barriers, e.g. hearing problems, language issues.
* Deal with queries and complex issues from patients and other hospital staff.
* Effectively contend with informal / verbal complaints from ward staff or patients in the first instance before appropriate referral to line manager if necessary.

**Responsibilities*** Participate in the checking of in-patient, outpatient and clinical trial prescriptions by undertaking the South West Pharmacy Education & Training Accredited Checking Pharmacy Technician (ACPT) scheme in line with departmental policy.
* Identify potential problems regarding the lack of availability of medicines for individual prescriptions, seeking advice on suitable alternatives or agreed delivery timetable.
* Ensure medication is dispensed to meet agreed delivery times and to minimise waiting times for patients.
* Ensure that the exemption status of patients is checked in order to accurately collect prescription fees.
* Be a role model for technical staff and actively promote the role of the pharmacy technician

**Training** * Ensure that a written record of Continuing Personal Development (CPD) is maintained for review at appraisal.
* Participate in regular medicines management training sessions for nursing staff.

**Professional** * Be responsible for personal Continuing Professional Development portfolio, involvement in the Regional Technician Self-Development Programme, and to attend internal and external study days.
* Follow legal, ethical, professional and employers’ codes of conduct.
* Any other duties as reasonably required by the Head of Department.

**Infection Control**Ensure safe practice to minimize the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of responsibilities as listed in the Infection Control Operational Policy. |

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| **6. Communication and Working Relationships** |
| Medical and Nursing StaffPatients and carersAseptic Services Team GPs and pharmacists in primary careAll members of pharmacy department |

**Person Profile**

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| Job Title: | **Cancer Services Pharmacy Technician**  |
| Grade: | 5 |
| Department: | Pharmacy |

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| **Criteria Required** | **Essential** | **Desirable** |
| **Qualifications & Training** | Registered Technician with General Pharmaceutical Council.Accredited checking Pharmacy Technician qualification. | Accredited Medicines Management Pharmacy Technician qualification.Accredited Pre and In Process checking Pharmacy Technician qualification |
| **Specific Knowledge & Skills** | Understanding of pharmaceutical problemsMedicines Management service Cancer Services | Knowledge of potential automation and IT |
| **Special Experience** | Working as an accredited checking Technician in a hospitalWorking within cancer services | Ability to manage / supervise staffWorking in a medicines management service  |
| **Physical Skills & Effort** | Combination of sitting, standing and frequent moving between clinical areas to deliver service and liaise with staff. |  |
| **Emotional Effort** | Counseling patients who have a long-term condition which may be fatal. |  |
| **Mental Effort** | Concentration for long periods of time required during monitoring of prescriptions and communicating with patients.Sustained concentration for producing reports, policy documents, guidelines and protocols. |  |