

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Rotational Pharmacy Assistant** |
| **Band:** |  |
| **Responsible To:** | **Senior Technicians in areas of work** |
| **Accountable To:** | **Director of Pharmacy** |
| **Section/Department/Directorate:** | **Pharmacy** |

**Job Purpose:**

|  |  |
| --- | --- |
| To take part in a rotation scheme between all sections of the pharmacy department.  To assist in the provision of a Pharmaceutical Service across all areas of work including the packing and supply of drugs to wards, departments & external hospitals. To maintain a pharmaceutical top-up service to wards within the acute hospital. To prepare ingredients/worksheets and labels for aseptic products and to assist in the production of chemotherapy. To order stock, receive deliveries, book in goods and store appropriately. To undertake environmental monitoring of the cleanroom suite. To demonstrate job to other staff and undertake any other duties under supervision that will aid in the smooth running of the service. | |
| **Context:** |
| Will be required to cover for other assistants within the Pharmacy on a rotational basis or when staff shortages require this to ensure continuity of service.  The Rotational Pharmacy Assistantwill be based in the **acute** hospital.  The post holder will fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**  Liaise with other staff within the department.  Chemotherapy Unit Staff.  Ward and Departmental Staff.  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Organisational Chart:** |
|  |
| **Key Result Areas/Principal Duties and Responsibilities**  Aseptic/Chemotherapy services.  Dispensing and Distribution of Pharmaceutical Products.  Order, receipt and maintenance of medicines.  Provision of a top-up service to wards.  Environmental monitoring of the manufacturing facilities. |
| **Communication and Relationship Skills**  Communicates with all Pharmacy Staff and Nursing Staff, both within and external to NDHT.  Communicates with drug suppliers to resolve discrepancies in orders.  Communicates with Sodexo staff regarding delivery of drugs.  Liaises with other staff to resolve patient scheduling queries.  **Knowledge, Training and Experience**  NVQ Level 2, which can be acquired on the job.  **Analytical and Judgement Skills**  Will need to be able to follow worksheets and notify senior staff of any problems regarding these or any equipment being used.  Assembles ward orders, lists and prescriptions; contacts wards for clarification relating to these.  Determine quantities required when dispensing pharmaceuticals.  **Planning and Organisational Skills**  The Assistants will need to, under supervision:  i) organise own day-to-day activities,  ii) plan straightforward tasks,  iii) plan & organise on-going activities and work together to achieve this.  This potentially impacts upon patient care.  **Physical Skills**  As drug doses are being prepared accuracy is essential.  Manual dexterity to prepare drugs.  Worksheets need to be produced accurately ensuring all information is correct and legible.  Standard keyboard skills.  Regular lifting of stock.  Moving of heavy pallets using the equipment provided.  Standing for long periods.  **Responsibility for Patient and Client Care**  Produces sterile products and dispenses TTA’s for patients.  Dispense and supply Pharmaceuticals in a timely manner.  **Responsibility for Policy and Service Development**  The post holder is expected to work to defined policies  **Responsibility for Financial and Physical Resources**  Responsible for receiving and storing stock. Stock Checks. Stock Rotation. Distribution of prepared items.  **Responsibility for Human Resources**  Will be required to demonstrate their roles to new staff of all grades.  **Responsibility for Information Resources**  Post holder is required to record information manually, enter data using computer software, inputting, storing & providing information on database or other systems, and produce labels etc for prescriptions.  **Responsibility for Research and Development**  The post holder is required to handle clinical trial drugs.  **Decision Making**  Major decisions must not be made without reference to a supervisor/line manager. The post holder works using a combination of all 3 methods but with the understanding that they contact a supervisor if unsure about anything : i) work with supervision close by, ii) is guided by standard operating procedures, iii) work is managed rather than supervised.  **Physical Effort**  Regularly required to lift/move boxes.Required to move heavy pallets using the equipment provided.Standing for long periods. Sitting at an isolator for long periods during chemotherapy preparation.  **Mental Effort**  Concentration is required in all routine tasks; dispensing, preparing drugs, worksheets etc whilst working in a busy environment.  **Emotional Effort**  Ability to deal with demanding staff.  Sometimes hear of deaths of long term patients  Deal with high stress levels of patients and staff.  Undertakes regular visits to wards  **Working Conditions**  Busy working environment.  Handling cytotoxic drugs/chemicals, working in special suits using isolators in clean rooms, constantly changing, many interruptions – phone, callers etc |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST :**  **Rotational Pharmacy Assistant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Pharmacy Service Skills NVQ Level 2 (can be obtained on the job).  Bath Aseptic Dispensing Course, Level 1 (can be obtained on the job) | E  D |  |  |  |
| KNOWLEDGE/SKILLS:  Computer literate | E |  |  |  |
| EXPERIENCE:  Experience of working in a pharmaceutical or healthcare setting. | D |  |  |  |
| PERSONAL REQUIREMENTS:  Good interpersonal skills, good communication skills, ability to be empathetic, handle difficult or emotional situations, good organisational skills, ability to work under pressure.  Ability to concentrate for long periods of time  Able to work both alone and as a team member | E  E  E |  |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  D | Interview  Interview |  |  |

\*Essential/Desirable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | **🗸** |
| Radiation |  | Challenging Behaviour |  | Manual Handling | **🗸** |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |