

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Rotational Pharmacy Technician** |
| **Band:** | **Band 4** |
| **Responsible To:** | **Dispensary Manager** |
| **Accountable To:** | **Chief Pharmacist** |
| **Section/Department/Directorate:** | **Pharmacy / Clinical Support** |

**Job Purpose:**

|  |  |
| --- | --- |
| To effectively participate in the provision of the pharmacy service to the Northern Devon Healthcare NHS Trust on a rotational basis within the pharmacy department following standard operating procedures. | |
| **Context:** |
| The pharmacy department provides pharmacy services to the acute hospital, community hospitals, hospice and mental health services.  The Rotational Pharmacy Technician will be willing to work in all areas of the pharmacy department and to be able to deputise for the senior technicians when called upon to do so. The areas include dispensary (both in-patient and out-patient) and technical services. This will include the supply of clinical trial medications.  The Rotational Pharmacy Technician will 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:**  The Rotational Pharmacy Technician will work effectively with all members of the pharmacy team.  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** |
| **Communication and Relationship Skills**  Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.  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.  Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imported and possible barriers such as language, culture, understanding or physical or mental health conditions.  **Analytical and Judgement Skills**  Participate in the checking of in-patient, outpatient and clinical trial prescriptions by undertaking the South West Pharmacy Education and Training Accredited Checking Pharmacy Technician (ACPT) scheme in line with departmental policy.  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.  Assess patient’s own medication for suitability for use on discharge.  **Planning and Organisational Skills**  Able to plan own day-to-day workload. Deputise for senior technicians when necessary and to organise other staff as necessary.  **Physical Skills**  Adequate manual dexterity for dispensing prescriptions in the dispensary and technical services areas.  **Responsibility for Patient and Client Care**  Counsel patients on the use their medications. Contribute in the timely supplies of medications for inpatients, out patients and patients requiring chemotherapy.  **Responsibility for Policy and Service Development**  Contribute to the development of policies and services related to the delivery of the pharmacy services, including clinical trials.  **Responsibility for Financial and Physical Resources**  Handles money in the form of prescription payments for outpatient prescriptions. Handling of medicines and associated pharmaceutical resources.  **Responsibility for Human Resources**  Supervise and train junior members of staff and students.  **Responsibility for Information Resources**  Inputs and accesses information regarding patient data and medicines supplies and stocks. Participate in audit data collection and inputting when necessary.  **Responsibility for Research and Development**  To participate in the pharmacy provision of clinical trial medication. To be involved in the development of standard operating procedures and recordkeeping in line with Good Clinical Practice.  **Decision Making**  Answering phones and the pharmacy hatch with supervision to hand.  **Physical Effort**  Regular lifting boxes, walking to wards, sitting to input data. Standing for long periods of time.  **Mental Effort**  Requires long periods of concentration for all aspects of work. Calculations necessary for dispensing and checking prescriptions.  **Emotional Effort**  Counselling patients who have a long term condition which may be fatal.  **Working Conditions**  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.  The post holder will be expected to work flexible hours as required to provide extended days and weekends / bank holidays. |

**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 Technician**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Registered Technician with General Pharmaceutical Council  Accredited checking Pharmacy Technician qualification  Good Clinical Practice training | E  D  D | Application from  Application form  Application form |  |  |
| KNOWLEDGE/SKILLS:  Understanding of pharmaceutical problems  Knowledge of potential automation and IT solutions | E  D | Interview  Interview |  |  |
| EXPERIENCE:  Working a pharmacy technician in hospital including technical services  Working as an accredited checking technician in a hospital | D  D | Application form  Application form |  |  |
| PERSONAL REQUIREMENTS:  Able to work independently to manage own workload  Able to work as a team member  Good written and oral communication skills | E  E  E | Interview  Interview  Application form / interview |  |  |
| 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  E | 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 | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |