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| Job Title | Senior Pharmacy technician |
| Equivalent band | 5 |
| Area | Pharmacy |
| Accountable To | Head of Pharmacy |
| Reports To | Head of Pharmacy |
| Direct Reports | Head of Pharmacy |
| Hours | 37.5 |
| Key Working Relationships: | Ward nurses, Theatre nurses and ODPs, pharmacy team |
| Additional responsibilities (optional) | Weekend pharmacy overtime. |

# Job summary

To act as a senior pharmacy technician and provide a high standard of pharmaceutical services which consistently meet the needs of all service users safely and effectively. This will involve working within the pharmacy team with the aim to deliver a good medicines management service in line with General Pharmaceutical Council of Great Britain (GPhC) guidelines throughout the hospital including patients, hospital departments, allied health-care professionals, consultants and hospital associates. To work within the relevant SOPs including the relevant health and safety and COSHH procedures and within own limits of responsibility/competency.

# Job role

**Dispensary & General**

* To dispense outpatient, in-patient and TTA’s, and control drug prescriptions in accordance with local and standard operating procedures.
* To provide a Pharmacy service to patients of the hospital including labelling, dispensing and providing administration information to the patient.
* To work to a standard of working practice to enable accurate and efficient labelling, assessing and dispensing of medicine with narrow margins for error and efficient turn around times.
* To participate on the ward top up including wards, theatre’s and other departments
* Liaise with Nursing and Pharmacy Staff to ensure that stock lists and stock levels reflect the requirements of the clinical area.
* To dispense Controlled Drug requisitions for wards and departments.
* To counsel patients/carers on the safe and effective use of their prescribed medicines and to facilitate concordance where patients may have understanding barriers to overcome.
* To attend to personal callers and telephone requests in a courteous manner and to communicate effectively with patients, carers, nurses and doctors.
* To maintain patient confidentiality and data protection at all times.
* To maintain adequate stock levels and ordering stock.
* To be involved in regular expiry date checks and general stock take.
* Carry out stock checks within the department in accordance with local procedures to ensure computer records accurately reflect actual stock holding.
* Identify and reports stock discrepancies to a pharmacist to ensure that pharmaceutical products are available for patients when required.
* Maintain storage areas in a clean, organised, safe and tidy condition in accordance with Health and Safety regulations.
* Receive and checks goods received with delivery notes.
* Enter and follows local procedures for goods received.
* Undertake manual handling up to maximum of 20Kg per item. For heavier items, this will involve the use of appropriate equipment.
* Participate in weekend, bank holiday and late working rotas to meet the needs of the service.
* Assist in training of less experienced colleagues or students.
* Undertake initial and ongoing training in all relevant aspects of the pharmacy service.
* To ensure that continuing professional development is carried out.
* Participates in maintaining and replenishing the resuscitation boxes and emergency trays in accordance with local procedures.

**Medicines Management**

* For accredited or training towards AMMT carry out drug histories and medicines reconciliation on admission using various sources and making a comparison to their in-patient drug chart to determine if any discrepancies, which need to be highlighted to the pharmacist.
* To provide an assessment of the suitability of patients own medication (PODs) for use within the hospital by the patient.

To communicate effectively with patients, carers, nurses and doctors to elicit information to clarify patient’s drug history.

* To counsel the patient on the use of their current medication and any new medication that is started by the hospital.
* To refer appropriately to the pharmacist any complex queries which are outside the expected sphere of competence.
* To conduct Pharmacy auditing as per the hospital auditing programme, develop and maintain audit reports and lead on the actions for improvement.

**Accuracy Checking**

* Conducting the final accuracy check for legally valid prescriptions that have been clinically checked by a pharmacist.
* Utilisation of near miss log, work closely with pharmacists to identify root cause analysis and adopt correct reflective measures when dealing with near-misses, non-conformance and dispensing errors.
* Strive to deliver and maintain efficient turnaround times for patient receipt of their medicines.
* Maintain culture of transparency, no blame and continuous learning from non-conformances.
* Discuss findings in team meetings.

**PERSON SPECIFICATION**

**JOB TITLE: Senior Pharmacy Technician**

**DEPARTMENT: PHARMACY**

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| **Category** |  | **Criteria** | **Method of Assessment** |
| QUALIFICATIONS/  ATTAINMENTS | ESSENTIAL | * Professional registration with the General Pharamceutical council. * NVQ level 3 plus accredited underpinning knowledge (BTEC in Pharmaceutical science or equivalent). * Mandatory CPD to maintain fitness to practice. * Accredited Checking Pharmacy Technician qualification. | Certificates |
| DESIRABLE | * Maths, English GCSE at grades A to C or equivalent functional skills level 2 evidence. * IT GCSE at grade A to C or equivalent functional skills level 2 evidence. |
| EXPERIENCE/  KNOWLEDGE | ESSENTIAL    DESIRABLE | * Recent experience of medicine management systems in a hospital setting. * Knowledge of General Pharmaceutical Council Codes of Professional Conduct, Ethics and Performance and their implications for practice. * Proficient in the use of a PC, including the use of software and systems. * Knowledge of hospital pharmacy standards and guidelines e.g. RPS and GPhC recommendations. * Knowledge of Clinical Governance and auditing. * Demonstrates a significant contribution to change management. * Previous experience of guideline, policy and procedures formulation. * Private hospital experience. | CV or Application Form  Interview  References  Presentation |
| SKILLS/  ABILITIES | ESSENTIAL | * Able to communicate articulately at all levels in the organisation (written & verbal). * Work processing, email, accurate data entry skills. * Able to work under pressure, prioritise work and meet deadlines. * Good numeracy skills.# * Effectively provide adivse to patients regarding medicines. * Able to relate to and motivate others. | CV or Application Form  Interview  References |
| PERSONAL & OTHER ATTRIBUTES | ESSENTIAL | * Demonstrates commitment and enthusiasm for providing high quality pharmaceutical services. * Adopts a flexible and adaptable approach to work. * Positive and enthusiastic attitude. * Supportive of staff and their development needs. * Able to work on their own initiative, recognise and drive improvement and work as part of a team. | Interview  References  Presentation |

# Staff signature……………………………………..………. Date……………………………………….…….

Manager signature………………………………………… Date………………………………………………

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