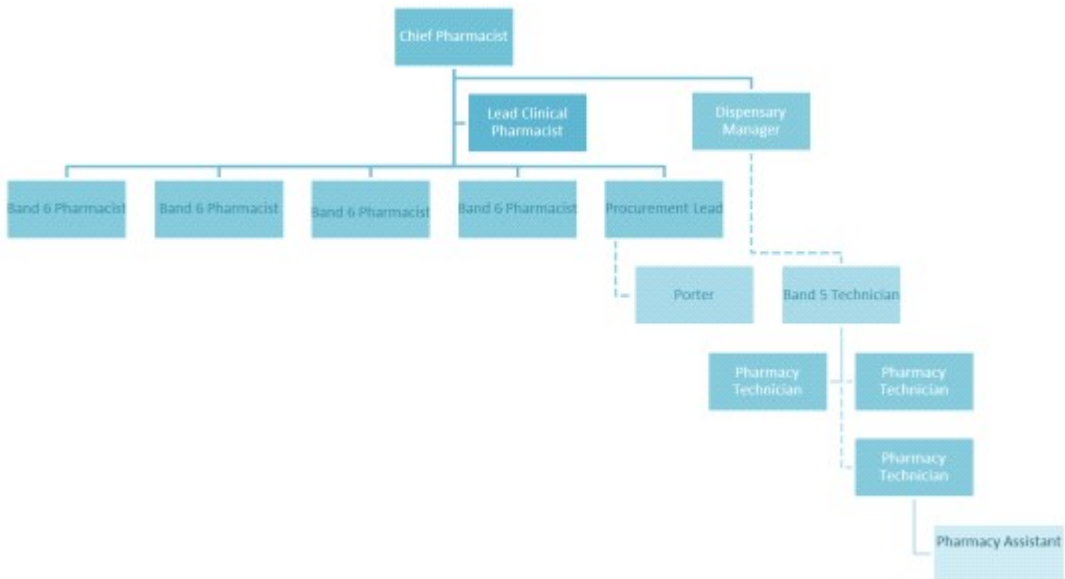


JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION	
Job Title:	Pharmacy Technician
Band/Grade:	4-5
Hours of Work:	37.5
Accountable to:	Chief Pharmacist
Responsible:	Chief Pharmacist
Department:	Pharmacy
Job Reference:	
Last Update (insert Date):	July 2018
Disclosure and Barring(DB) Check Required:	Yes LevelEnhanced

2. JOB PURPOSE
<p>To undertake a defined series of duties of a relating to dispensing and procurement of medicines under the direction the Chief Pharmacist or Dispensary Manager. The post holder will deputise for the Lead Technician/ Dispensary Manager when required.</p>

3. ORGANISATIONAL STRUCTURE
 <pre> graph TD CP[Chief Pharmacist] --> LCP[Lead Clinical Pharmacist] CP --> DM[Dispensary Manager] LCP --> B6P1[Band 6 Pharmacist] LCP --> B6P2[Band 6 Pharmacist] LCP --> B6P3[Band 6 Pharmacist] LCP --> B6P4[Band 6 Pharmacist] LCP --> PL[Procurement Lead] DM --> P[Porter] DM --> BT[Band 5 Technician] BT --> PT1[Pharmacy Technician] BT --> PT2[Pharmacy Technician] BT --> PT3[Pharmacy Technician] PT3 --> PA[Pharmacy Assistant] </pre>

4. ROLE OF DEPARTMENT
<p>The Pharmacy Department provides a comprehensive Pharmacy service to the wards, departments and patients of the Hospital of St. John and St. Elizabeth.</p>

The department consists of a team of clinical pharmacists, pharmacy technicians, an assistant and porter.

The Pharmacy is a registered premises with the General Pharmaceutical Council. Prescriptions are dispensed for internal and external private patients. The Pharmacy sells a range of over the counter medicines.

The department aims to provide a safe, effective clinical service to patients, supporting wards, departments and clinicians within the Hospital.

5. RESPONSIBILITIES OF THE POST

Key Tasks

- Procurement of medicines for use within the Hospital
- Receipt of orders
- Putting away stock according to SOPs
- Supplying stock to wards and departments
- Charging of medication supplied to end users
- Dispensing medicines under the supervision of a Pharmacist
- Liaising with wards and departments regarding stock and orders
- Patient counselling
- Working accurately and efficiently to agreed standards
- Answering the telephone and dealing with queries in an effective and polite manner
- Participation in stock management, date checking and cleaning rotas where required
- Involvement with stock take process
- Participating in personal development by fulfilling objectives and continuing education
- Completion of mandatory and non-mandatory training
- Participating in the dispensary rota when suitably qualified
- Responsibility for departmental COSHH folder, keeping the data sheets up to date
- Fire Marshall
- Responsible for maintaining cardiac and anaphylaxis boxes in wards and departments
- Partaking in CPD, revalidation and re-registration with the GPhC
- Deputising for the Dispensary Manager
- Any other duties as requested by the Chief Pharmacist for the development of the service

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.5 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.6 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.7 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.8 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

7. CREATED BY: Frances Sudera

SIGNATURE:

PERSON SPECIFICATION

Post Title: Pharmacy Assistant

Criteria		Essential	Desirable	Assessment
Qualifications	BTec in Pharmaceutical Services or NVQ3 in Pharmacy services or equivalent Registered with the GPhC	✓ ✓		Interview
Experience	Service experience Previous Pharmacy experience Willing to partake in work rota Stock control Counselling patients Hospital or retail Pharmacy experience Customer services experience Basic life support training	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	Application form and interview
Skills and Knowledge	Basic computer skills , must be computer literate Knowledge of law and Ethics relating to the dispensing of medicines Good communication skills, written and oral Pharmacy systems knowledge Health and Safety at work knowledge First aid	✓ ✓ ✓ ✓ ✓	✓ ✓	References, application form and interview
Attributes and Qualities	Interpersonal skills Ability to work as part of a team Quick learner Motivated to succeed Accurate and precise Patient and calm Flexible and adaptable Willingness to participate in training and CPD	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		