



Pharmacy Department

Pharmacy and Ward Based Assistant

Job Description

Grade:	Band 3
Based at:	All sites
Accountable to:	Clinical Director of Pharmacy and Medicines Management
Managed by:	Lead Pharmacist, Lead Medicines Optimisation Technician. Site Operational Manager
Liaison with:	Divisional Lead Pharmacist Clinical pharmacists within clinical teams Ward Based Technicians Other pharmacy staff Nursing and medical staff Patients
Supported by:	Practitioner Development Technicians

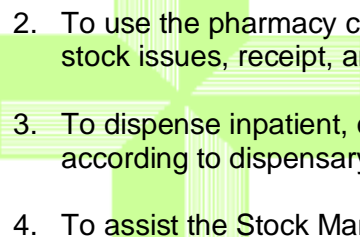
Overall Objectives

1. To improve the quality of care to patients in a clinical area by means of an efficient medicines management system.
2. To provide a pharmacy service that ensures the safe and cost-effective use of medications at a ward level.
3. To work as part of the dispensary team to facilitate the efficient and effective discharge of in-patients from their clinical area out of the hospital environment.
4. To be an active member of the Pharmacy department and ensure continuous two-way exchange of information to maintain high standards with the Trust.

Key Result Areas

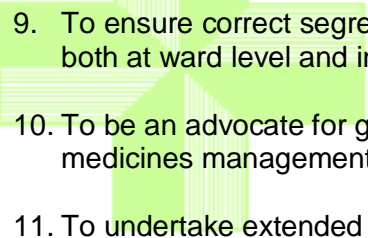
Dispensary role

1. To provide daily support to the dispensary workforce.

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2. To use the pharmacy computer system to produce dispensing labels and to make stock issues, receipt, and transfers.
 3. To dispense inpatient, outpatient clinical trial and controlled drug prescriptions according to dispensary procedures.
 4. To assist the Stock Management Team with unpacking deliveries and filling the automated dispensing system.
 5. To participate in conducting of regular Controlled Drug stock checks alongside a Registered Technician.
 6. To be responsible for putting away dispensing stock including part packs and maintaining tidy storage areas.
 7. To participate in extemporaneous dispensing e.g. preparing creams, ointments and liquid preparations.
 8. Maintaining equipment used in the dispensing process.
 9. To participate in the training and induction of pre-registration students and ATO's.
 10. To participate in the audit and development of the dispensary service.
 1. To provide reception cover as per the Dispensary rota, and to answer the telephone and direct queries as appropriate.

Ward-based role

2. To be responsible for the supply and delivery of any medicines required during inpatient stay according to the local procedures and guidance to reduce the number of missed doses.
3. Assist in the transfer of medicines between wards and locating medicines that have been left behind when patients transfer wards.
4. Dealing with problems associated with the ordering of stock on behalf of the ward or refer where appropriate, liaising closely with the relevant pharmacy staff.
5. To be involved in expiry date checking of ward stock.
6. To work closely with the pharmacy top-up assistant in maintaining a well-controlled and appropriate medication and fluid stock holding.
7. To provide support to the ward technician(s) and pharmacist(s) to ensure medicines management, including safe and secure storage of medicines, return of medicines into Local Funding, and facilitating near-patient dispensing.
8. To return unused medicines from the ward(s) back to pharmacy.

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9. To ensure correct segregation and disposal of all types of waste such as cytotoxics both at ward level and in the dispensary.
 10. To be an advocate for good communication between ward staff, pharmacists, medicines management technicians and the dispensary.
 11. To undertake extended roles at ward level according to local Standard Operating Procedures, following a period of supervised practice. This may include writing-controlled drug (CD) orders in ward CD order books.
 12. To monitor and report any issues regarding the safe storage of drugs to the ward pharmacist and/or ward manager.
 13. Photocopying, filing, and scanning documents when necessary. Collecting and disseminating documents received within pharmacy. To collect essential documentation, such as working copies, on behalf of the pharmacist to support swift discharge of patients.
 14. To contact GP surgeries or community pharmacies as requested by other members of the pharmacy team to either provide or retrieve information relating to medicines management.

General role

15. To provide training, including induction, to pharmacy support staff as required.
16. To undertake in-house and/or external training appropriate for the role.
17. To complete reports and audits as requested.
18. To participate in a programme of work-based training, development, and appraisal.
19. To ensure confidentiality is always maintained.
20. To maintain a tidy and clean working environment.
21. To participate in early and late duties, evening, weekend, and bank holiday working according to the departmental rotas.
22. Any other duties as requested by the Lead Pharmacist, Ward Based Technician Manager or Clinical Director of Pharmacy and Medicines Management.

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest, and open environment.

Staff will be provided with the necessary education, training, and support to enable them to meet this responsibility.

Staff should be familiar with the

- ☐ Major Incident Policy
- ☐ Fire Policy
- ☐ Incident Reporting Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

RESPONSIBILITIES FOR HEALTH AND SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILD PROTECTION

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

CRIMINAL RECORDS AND BARRING POLICY

Oxford University Hospitals NHS Trust is committed to carefully screening all employees who work with children and vulnerable adults, and therefore this appointment is subject to a satisfactory DBS Disclosure. All applicants must also give a full employment history on their application form.

INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

DATA QUALITY

Data quality is a vital element of every member of staff's job role. The Oxford University Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

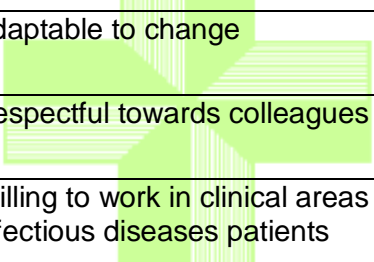
All staff should ensure that they have read and understood the Trust's Data Quality Policy.

Note

- 1) This Post is subject to appraisal, which is a two-way process.
- 2) This job description is not definitive or restrictive in any way and should be regarded only as a guide to the duties required, and also it will be understood that at a time of rapid change within the Health Service other responsibilities may be added, as determined by the Chief Pharmacist. The job description does not form part of the contract of employment.
- 3) The post-holder will be expected to participate in flexible working if introduced.
- 4) Out of hours working may be included and participation in such arrangements will be required.
- 5) Pharmacists will be required to participate in on-call arrangements according to site and experience.
- 6) Individual's continuous Professional Development needs will be identified and supported.

Person Specification for Ward Based Assistant

Essential Qualities	Desirable Qualities
NVQ2 in pharmaceutical sciences	Previous NHS experience
Experienced dispenser	Experience of using the local pharmacy computer system
Experience of stock management	Experience of hospital pharmacy
Able to work as part of a team and independently	Well organised
Proven time management skills	A good working knowledge of Microsoft Office programs
Able to use own initiative appropriately	Experience of a changing work environment
Good verbal communication skills	
Willing to travel between sites	
Enthusiastic and responsible attitude	
Ability to work well under pressure	



Adaptable to change	
Respectful towards colleagues and patients	
Willing to work in clinical areas with infectious diseases patients	

Produced By: Emma Heyden

Date: 24/11/22

Approved by: Lisa Broom

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