

**OXLEAS NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Dispensary Pharmacy Technician
<b>GRADE:</b>	Band 5
<b>DIRECTORATE:</b>	Seconded to Oxleas Prison Services Ltd (OPS)
<b>HOURS OF WORK:</b>	37.5 hours (Monday - Friday)
<b>RESPONSIBLE TO:</b>	Lead Prison Services Pharmacy Technician
<b>ACCOUNTABLE TO:</b>	Managing Director/Superintendent Pharmacist
<b>RESPONSIBLE FOR:</b>	HMP Bristol Dispensary daily operations
<b>LIAISES WITH:</b>	<b>Internally:</b> pharmacy staff, prison primary care staff, prison mental health service staff, IDTS and CARAT teams, and prison security staff.  <b>Externally:</b> Pharmaceutical manufacturers and suppliers, other suppliers of ancillary equipment.
<b>BASE:</b>	Pharmacy Department, HMP Bristol

**Overview of the Post**

To (1) manage on a daily basis the pharmacy dispensary and procurement operations at HMP Bristol, (2) manage the team of pharmacy technicians and assistants, based in the dispensary at HMP Bristol (3) to assist the lead pharmacist to manage the requirements of the Wholesale Dealers License on a daily basis.

**Key Tasks and Responsibilities**

1. To organise and manage the day-to-day running of the pharmacy dispensary and procurement operation at HMP Bristol, reporting any immediate issues to the responsible pharmacist and the Lead Pharmacy Technician.
2. To supervise, mentor and train pharmacy technicians and assistants using specialist knowledge and experience.
3. To dispense prescriptions and stock items when in the dispensary.
4. To be an accredited checking technician (ACT) providing final accuracy checks or be working towards the accreditation.
5. To promote and ensure high standards of work to all staff in the dispensary and to ensure all Standard Operating Procedures (SOPs) are read and adhered to.
6. To assist the Lead Pharmacy Technician with writing, updating and monitoring the use of SOPs for dispensary procedures.

7. To ensure, on a daily basis, that all pharmacy operations are within the requirements of the Wholesale Dealers License
8. To ensure systems are in place to support the ordering/supply of repeat prescriptions.

### **Management Responsibilities**

1. To manage pharmacy technicians and assistants working within the dispensary at HMP Bristol.
2. To manage and coordinate leave requests from members of the pharmacy dispensary, using internal SOPs and Healthroster.
3. To deputise for the Lead Pharmacy Technician
4. To manage on a daily basis the requirements of the Wholesale Dealers license, reporting any issues to the responsible person or their deputy.

### **Leadership**

1. To undertake routine supervisions and assist in the annual appraisals of the dispensary based Pharmacy Technicians and Assistant team members.
2. To mentor and train dispensary pharmacy staff using specialist knowledge and experience, to ensure all staff are working to high standards.
3. To train as an accredited checking facilitator (if not already achieved) and to ensure all pharmacy technicians achieve accreditation in a timely manner when employed.
4. To train as an NVQ assessor (if not already achieved) and support all dispensary based technical staff through their NVQ qualifications as necessary.

### **Clinical**

1. To ensure robust stock management and control in line with the requisites of the GPhC, Home Office and the MHRA
2. Promote healthy lifestyles for offenders in line with local and national guidelines or promotions.
3. To demonstrate on-going continual professional development (CPD) and be responsible for self-development and learning within the field of pharmacy or other specialty where appropriate.

### **Research**

1. To participate in clinical audits and departmental audits as required.

### **Other**

1. Post holders will be subjected to an advanced DBS check, a prison security check (level 2) prior to being employed.
2. To appreciate the secure environment you are working in and to adhere to all prison procedures as necessary.
3. To undertake any other tasks at the request of the Lead Prison Services Pharmacist.

## **The following statements are mandatory for all job descriptions:**

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST.

This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients/offenders, staff and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

## **Safeguarding Children**

Safeguarding children is everyone's responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of Oxleas staff who have contact with service users, or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staff are also required to attend mandatory safeguarding children training.

## **Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

## **Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

## **Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

## **No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premise.

**Signed by Line Manager**

**Signed by post holder**

**Date**

**Date**

**Print Name**

**Print Name**

## Oxleas NHS Foundation Trust

### Bristol Pharmacy Prison Services

### Person Specification

**Job Title:** Senior Dispensary Pharmacy Technician

**Grade:** AfC band 5

Criteria	Essential	Desirable
<b>Education/Qualifications</b>		
NVQ level 3 Pharmacy Services or equivalent	✓	
Accredited Checking Technician Certificate		✓
ACT Facilitator		✓
NVQ A1 assessors award		✓
Evidence of CPD	✓	
Registration with GPhC as a pharmacy technician	✓	
<b>Experience</b>		
4 years experience of working in a pharmacy post qualification	✓	
Minimum of 2 years prison or hospital pharmacy experience		✓
2 years mental health experience		✓
Management experience		✓
<b>Skills/Abilities/Knowledge</b>		
Knowledge and experience of checking dispensed prescriptions		✓
Good oral and written communication skills	✓	
Good interpersonal skills	✓	
Good knowledge of writing and working within a set of SOPs	✓	
Ability to work independently and as part of a team	✓	
Ability to use initiative to problem solve	✓	
Excellent organisational skills	✓	
Good supervision and training skills	✓	
Good time management	✓	
Ability to work well under pressure and to meet deadlines	✓	
Ability to lead a team	✓	
Ability to use computer packages including Pharmacy Manager/ JAC and Microsoft	✓	
Some understanding of mental illness and substance misuse and their treatment		✓
<b>Effort/Environment</b>		

Ability to stand for long periods for dispensing/checking and entering prescription data on computer	✓	
Ability to sustain concentration through frequent interruptions where accuracy is important including final accuracy check	✓	
Some lifting of boxes and heavy bags	✓	
Exposure to medicines in containers controlled by COSHH regulations	✓	
Working within a secure environment	✓	
<b>Other Requirements</b>		
Well motivated	✓	
Good time keeping	✓	
Attention to detail	✓	
Ability to take responsibility	✓	
Ability to drive and access to a car	✓	
Flexible and adaptable	✓	
Aptitude to learn new tasks	✓	