

Senior Pharmacy Technician

Job Description

Job ID	ID-661
Pay band	6
Department/Section	Medicines Management
Job purpose	<p>Responsible for delivering, managing and developing management of medicines within Lincolnshire Community Health Services NHS Trust.</p> <p>Lead on the development of a culture of continuous learning and quality improvement, working closely to advise and guide service managers.</p>
Main tasks, duties and responsibilities	<ol style="list-style-type: none"> 1. To ensure that medicines related stock processes are undertaken in line with Trust policies and current medicines legislation. Ensuring stock lists are regularly reviewed with operational staff and specialist pharmacy services. 2. Joint responsibility, along with all other medicines management staff, pharmacists and ward technicians, for the safety and security of all medicines including controlled drugs. 3. Participate with other staff, including pharmacists, in ensuring the appropriate / effective use of medicines for patients within all operational services; ensuring medicines related problems are dealt with promptly and by an appropriate person. 4. Participate in the medicines related training of clinical based staff, communicating medicines management and technical information to services and individual staff members. 5. Supervise stock management processes within clinical services and advise on practice and process. Ensure that prescribing and supply is undertaken to reflect the contents of the Lincolnshire Joint formulary, challenging where appropriate. To collect data from various sources to provide reports e.g. from NHS Business Services Authority (NHSBSA) and services and finance teams to monitor activity in conjunction with guidelines and formularies and present to Drug and Therapeutics

	<p>committee.</p> <ol style="list-style-type: none"> 6. Participate and deliver service audits as required. To undertake auditing of medicines related processes, services and wider initiatives. To analyse and report on medicines related data, prescribing activity and stock information. 7. To participate in relevant internal and external working groups to provide medicines related information / analysis advice and support. 8. To ensure compliance with confidentiality and governance requirements. 9. To organise and manage Medicines Management office functions to support efficient and effective working practices, to provide administrative support to the Medicines Management Service including the management and administration of Prescribing and Medicines Management documents, e.g. standard operational procedures and policy documents. 10. Maintenance of the Non-Medical and Medical Prescribing database and the distribution of prescribing support materials. To act as authorised signatory for registration of non-medical prescribers with the NHS BSA. 11. To be the first point of contact for queries, both from within the organisation and from external sources, regarding all service operational and policy & procedure documents. Some queries could be of an urgent nature regarding immediate requirement of the appropriate policy or guidance for prescribing support. 12. To maintain the website of staff information resources, e.g. guidelines, maintain an e-filing system and identify review dates. 13. To create, set-up and run monthly prescribing reports on data management software, to monitor service and individual prescribing activity and to support clinical services by providing regular 14. Involvement in development of LCHS policies and service development. Responsible for proposing development of and implementing those policies within the Medicines Management agenda. To share and present knowledge, standards and objectives, providing medicines management advice on prescribing related issues to prescribers within LCHS and to maintain a database of non-medical prescribers. 15. To develop and improve medicines management related services for the populations served by LCHS. Ensuring that legislation, policies and procedures are applied correctly within service areas. To review and analyse all available information and data on medicines management related services and identify areas for development. To seek and reach agreement with appropriate individuals and agencies in service development regarding specifications for services,
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	<p>timescales for progress, resources and action plan development, ongoing evaluation and revision of objectives.</p> <ol style="list-style-type: none"> 16. To interpret and analyse a variety of prescribing and clinical data and undertake comparative work to identify prescribing behaviours, areas of good practice, areas for development and identify potential problem areas (clinical or financial) where further support of action may be required. 17. To improve the quality of services and patient care provided by all staff involved within medicines management and prescribing related services. To provide a professional advisory role to practitioners to support cost effective and quality prescribing practice and overall service improvements based upon evidence-based practice. To evaluate and audit the service provided and take an active role in assessing, managing and supporting practitioners where there are identified difficulties or risk to practice and / service delivery. 18. To support alternative medicines supply routes (e.g. supplementary prescribing, Patient Group Directions) to develop clear strategies for implementation and support and facilitate service delivery and patient choice and access to medicines 19. To develop knowledge and practice across professional and organisational boundaries for practitioner groups and self. To facilitate, promote and support use of national and local guidelines and policy within all areas of prescribing, medicines management and patient services. 20. To support the future developments of Independent and non-medical prescribing. To liaise with nurses, pharmacists, AHPs and service managers to ensure all staff receive appropriate and timely information. To ensure local policies, procedures and guidelines in relation to prescribing are developed, reviewed, implemented and evaluated to guarantee consistency of approach across LCHS. 21. To audit the effects of Independent Prescribing on service delivery and development. To provide advice and support on prescribing issues and future developments and initiatives within independent prescribing. 22. To facilitate and support Continuing professional development for independent prescribers. 23. To ensure the technological infrastructure is appropriate to assure the organisation of safety, value for money and performance in all medicines related activities. 24. To ensure all appropriate staff are fit for purpose in administering medicines as part of their roles within the organisation.
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	<p>25. To regularly undertake Research and Development (weekly) and participate in clinical audits/trials.</p> <p>26. Lincolnshire Community Health Service requires all staff to safeguard children, young people and adults. All staff are required to access the organisational policies, also the Local Safeguarding Children Board and the Local Safeguarding Adults Board policies and procedures that underpin the safeguarding agenda. The safeguarding policies to be followed are found at www.lincolnshirecommunityhealthservices.nhs.uk and www.lincolnshire.gov.uk.</p> <p>27. LCHS policies, procedures and guideline - It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures and guidelines. These can all be found on the Trust's website.</p>
Reporting to	Head of Medicines Management

Person Specification

Criteria	Essential <i>It is expected that applicants will meet all the essential criteria to be considered eligible for appointment.</i>	Desirable <i>Enhance a person's capacity to do the job and can be acquired / learnt once in post.</i>
Qualifications	<ul style="list-style-type: none"> • Qualified Pharmacy Technician registered with GPhC. • Educated to diploma level 3 or equivalent in a relevant medicines related subject or equivalent qualification or significant equivalent proven experience (degree level). • NVQ 3 in Business Administration or equivalent experience 	<ul style="list-style-type: none"> • Evidence of project management • Experience in the leadership of staff / teams • Experience in senior role • Experience of working in medicine-related services e.g. community pharmacy, hospital dispensary or medicines management service. • Knowledge of Safe and Secure Handling of medicines and Controlled Drug regulations. • Experience of collecting, manipulating and presenting data in appropriate format using Microsoft Office Word and Excel
Skills/competencies	<ul style="list-style-type: none"> • Provide and receive complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups. • Negotiate on difficult and very complex and detailed issues. • Good communication skills • Ability to work on own initiative and as part of a team. • Accuracy and attention to detail. • Excellent organisational skills. • The ability to independently problem solve in own work area and adapt and develop alternative processes. 	<ul style="list-style-type: none"> • Evidence of continuous professional development. • Report writing skills • Experience of working with various levels of healthcare professional

Knowledge	<ul style="list-style-type: none"> • Advanced theoretical and practical knowledge • Knowledge of all administrative processes related to the provision of the medicines management service. • Awareness of Equality & Valuing Diversity Principles • Understanding of Confidentiality & Data Protection Act 	<ul style="list-style-type: none"> • Knowledge of the audit process
Experience	<ul style="list-style-type: none"> • Evidence of project management • Experience in the leadership of staff / teams • Experience in senior role • Experience of working in medicine-related services e.g. community pharmacy, hospital dispensary or medicines management service. • Knowledge of Safe and Secure Handling of medicines and Controlled Drug regulations. • Experience of collecting, manipulating and presenting data in appropriate format using Microsoft Office Word and Excel 	<ul style="list-style-type: none"> • Experience of SystmOne clinical IT systems. • Experience of working with ePACT data and the ePACT.net system.
Special attributes/specific requirements	<ul style="list-style-type: none"> • Excellent knowledge and understanding of all aspects of the management of medicines within a variety of settings • Experience of implementing change in clinical practice or service delivery to improve the quality of patient care. • Good negotiating and influencing skills 	<ul style="list-style-type: none"> • Experience of cost improvement • Experience of further development of team roles in the pharmacy team. • Effective project management skills with demonstrable ability to meet key targets and deadlines
Personal qualities	<ul style="list-style-type: none"> • Ability to work collaboratively in a supportive, facilitative manner to bring about the required results • Ability to motivate and enthuse staff reporting to the post holder and also other groups the post holder works with • Ability to lead by example to ensure the team maintains the highest possible professional and ethical standards 	<ul style="list-style-type: none"> • Demonstration of the following: <ul style="list-style-type: none"> ○ Innovative thinking ○ Decisive nature ○ High level self-motivation and resilience ○ Ambition and drive • Supporting and empathetic to service and operational imperatives

	<ul style="list-style-type: none"> • Ability to travel to different destinations for meeting requirements • Work flexible hours as required. 	
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I declare that I have read and understood the Job Description and Person Specification of the role.

Post holder name:

Date:

Line manager name:

Date: