



Pharmacy Department

Medicines Management Pharmacy Technician (Acute Medicine & Rehabilitation)

Job Description

Grade:	Band 5
Based at:	Pharmacy Department, OUH NHS Foundation Trust
Accountable to:	Clinical Director of Pharmacy and Medicines Management
Managed by:	Ward Based Technician Manager AMR Directorate Pharmacist
Liaison with:	Pharmacists within clinical teams Nursing and medical staff Other Pharmacy Technicians Other pharmacy staff Patients
Supported by:	Practitioner Development Pharmacy Technicians Specialist Pharmacists

Medicines Management aims to input into the clinical care of patients to maximise the efficient, safe and cost effective use of medicines.

Overall Objectives

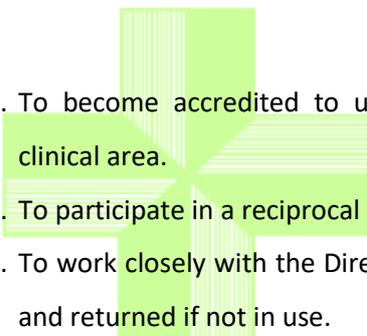
1. To undertake medicines reconciliation for patients admitted to units within the Acute Medicine & Rehabilitation (AMR) directorate.
2. To improve the quality of clinical care to patients in the Acute Medicine & Rehabilitation (AMR) directorate by means of an efficient medicines management system. This will include the use of patient's own drugs (PODs), facilitating efficient supply of medications (including original pack dispensing), near-patient discharge systems and counselling patients about their medicines.
3. To provide a clinical pharmacy service that ensures the safe and cost effective use of medications, including reviewing ward stock lists.
4. To participate in the education and training of other members of the pharmacy and multidisciplinary teams.
5. To participate in audits as per Trust requirements, for example Safe & Secure Storage of Medicines and Controlled Drug audits.
6. To be an active member of the Pharmacy department and AMR Pharmacy Team ensure continuous two-way exchange of information to maintain high standards with the Trust.



Key Result Areas

Ward based role

1. To be part of the Pharmacy team providing a clinical and ward-based medicines management service to clinical areas within the directorate.
2. To become an accredited Medicines Management Technician, or complete reaccreditation in order to transfer skills where appropriate.
3. Once accredited, to complete medicines reconciliation using appropriate available sources.
4. To refer clinical interventions to the ward pharmacist as appropriate.
5. To become accredited to assess PODs according to the Trust's criteria, then to implement and maintain the use of PODs according to Trust policies.
6. To become accredited to initiate the supply of non-stock items for one-stop/full pack dispensing.
7. To aid discharge planning in conjunction with the pharmacist and ward staff.
8. To liaise with and train nursing, medical and pharmacy staff regarding medication management issues and the safe use or storage of medication, including PODs.
9. To work with the ward team to ensure safe storage of medicines at ward level, including temperature checks and appropriate storage of controlled drugs.
10. To be responsible for the timely return or transfer of medicines between pharmacy and the wards.
11. To counsel patients on the medications prior to discharge. This includes, once appropriate training has been undertaken, selected medicines requiring specific information e.g. anticoagulant initiation, inhaler counselling, SGLT-2 inhibitor initiation.
12. To become accredited to complete relevant audits, such as the Safe & Secure Storage of Medicines and Controlled Drugs audits for clinical areas, as requested by the Lead Pharmacists or Lead Pharmacy Technician for Medicines Optimisation.
13. To report and investigate incidents where appropriate.
14. To participate in the training of new or existing Pharmacy Technicians or ward based pharmacy assistants.
15. To become accredited to undertake homecare prescription validation as appropriate to clinical area.

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16. To become accredited to undertake medicines related blood monitoring as appropriate to clinical area.
 17. To participate in a reciprocal cover arrangement to maintain the medicines management service.
 18. To work closely with the Directorate Pharmacist to ensure high cost drugs are accurately issued and returned if not in use.
 19. Regularly review drug use and expenditure together with the Directorate pharmacist, and report on this when requested.

General Pharmacy role

1. To work as part of the dispensary team to facilitate the efficient and effective discharge of patients from their clinical area out of the hospital environment by participation in the dispensary rotas, including a minimum of 25% of time providing daily dispensary support.
2. If requested, to gain an NVQ assessor qualification in order to support the formal training of student technicians. In addition, to complete Fire Incident Coordinator and Back Care Facilitator training as required.
3. To be a role model and mentor for trainee and qualified pharmacy staff.
4. To attend regular team meetings in order to keep updated on key information.
5. To develop and maintain an expertise and knowledge in issues related to pharmacy practice and medicines management, and development of pharmacy technicians.

Professional role

1. To maintain professional registration with the General Pharmaceutical Council (GPhC)
2. To maintain an up to date Continuous Professional Development (CPD) record.
3. To ensure confidentiality is maintained at all times.
4. To be professionally accountable for actions and advice.
5. To follow departmental and Trust policies and procedures.
6. To take part in annual appraisals with the Pharmacist Manager and Ward Based Technician Manager.
7. To participate in departmental late, weekend and Bank Holiday rotas
8. Any other reasonable duties as requested by the 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 incidents Policy
- Fire 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 has 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.

Children's Rights

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

Safe guarding 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.

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.

Serious Untoward Incidents

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Trust Incident Reporting 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 Clinical Director of Pharmacy and Medicines Management. 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) Individual's continuous Professional Development needs will be identified and supported.

Person Specification for Medicines Management Pharmacy Technician

Essential Qualities	Desirable Qualities
Qualified Pharmacy Technician with an NVQ3 in Pharmaceutical Science, or equivalent	Relevant post-qualification experience
Registered with the General Pharmaceutical Council (GPhC)	Previous experience of working in appropriate clinical area
Qualified as an Accredited Accuracy Checking Technician	Experience of near-patient ward based medicines management service
Accredited in Medicines Management and/or Medicines Reconciliation	Experience of using Patient's Own Drugs as per policy
Experience of providing a ward-based pharmacy service	Accredited to validate homecare prescriptions
Demonstrable time management and organisational skills	Accredited to perform patient blood monitoring
Enthusiastic, adaptable, flexible and able to demonstrate an ability to work independently, and as part of a team, under pressure	Understanding and experience of extended pharmacy technician roles
Able to demonstrate using own initiative appropriately	Experience of teaching/training others
Appropriately assertive and confident	Good working knowledge of Microsoft Office
Demonstrable written and verbal communication skills	Experience of working with clinical trials, practice research or auditing
Willing to travel between sites	NVQ Assessor
	Back care facilitator

Updated By: Lorna Masson

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