

Job description

Position	Rotational Pharmacy Technician
Grade	Band 5
Location	Pharmacy
Hours	37.5 hours per week
Responsible to	Dispensary Manager

Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.



Job summary

- To work as part of the Pharmacy team to provide an effective pharmacy service in the Pharmacy Dispensary, at Ward Level and to support the dispensing of out-patient prescriptions.
- To work, as an Accredited Checking Technician, Medicine Management Technician, completing Clinical Checks and Counselling patients with their medicines.
- To participate in the on-call rota

Scope and range

This role supports and is part of the Pharmacy Team serving The Princess Alexandra Hospital NHS Trust including St. Margaret's Hospital in Epping, Herts and Essex Hospital in Bishops Stortford, Saffron Walden Hospital and associated clinics. To assist in the provision of Pharmacy Services to the Trust's hospitals, community clinics and external providers.

Duties and responsibilities

To participate as a team member to deliver a ward based pharmacy service in the Trust to:

- Prioritise the work at ward level and work with the dispensary to meet deadlines.
- Liaise daily with ward staff to determine new admissions to ward
- Visit new admissions and check, for use, Patients Own Drugs
- Check patients own medications and assess their suitability for use following set criteria
- Liaise with Pharmacists to ensure all charts are clinically validated, including new patients and newly written items
- Transcribe in-patient, stock items and 'one stop' dispensed items, ensure validation is carried out by the pharmacist.
- Counsel patients, ensure patient is counselled on the appropriate use of each new medication prescribed and discharge medication, following criteria, refer to the pharmacist if necessary.
- Endorse drug chart against set criteria.



- Participate in Drug History Taking following set criteria
- Liaise with ward staff/doctors regarding patient discharge planning.
- Ensure each patient has at least 14 days To Take Away (TTA) medication for discharge.
- Clinically pre-screen prescriptions, following clinical accreditation and feed back to pharmacist, highlighting any safety concerns.
- Ensure effective and accurate communications with clinical pharmacists regarding concerns and discrepancies.
- Assist in the provision of seamless care by providing pharmaceutical information to other healthcare workers and patients.
- Organise stock and non-stock provision, including Controlled Drug supply.
- Assist in Self Medication Schemes as needed
- Assist and advise in the use of compliance aids, against set criteria.
- Undertake specific project/audit work as agreed by the Pharmacy Department.
- Write Standard Operating Procedures (SOP's) and other policies and procedures and contribute to the updating of existing SOP's.

To work as part of the Pharmacy Team in the provision of a dispensary based Pharmacy service to:

- Identify, select dispense and distribute drugs for in and out patients prescriptions and discharge summaries.
- Identify dispense and distribute pharmaceutical items including Controlled Drugs, Clinical Trials and extemporaneously prepared products to wards and departments throughout the Trust according to Standard Operating Procedures (SOP's)
- Take part in patient counselling and provide information on medicines to patients, doctors and other health care staff.



- Carry out reception duties, involving dealing with patients, relatives and all grades of healthcare workers, including receiving out-patient prescriptions against set criteria.
- Deal with telephone enquiries and handle prescription charges.
- Use the computer systems to track prescriptions.
- Operate the automated pharmacy storage and dispensing system.
- To participate in the provision of ward top-up system.
- Accuracy check of dispensed items following completion of Regional Checking Accreditation.

To carry out the following in all areas of Pharmacy:

- Maintain stock control and stock rotation.
- Follow all standard operating procedures (SOP's) accurately.
- Maintain a clean and tidy working environment.
- Maintain accurate manual and computer records.
- 'house-keeping' duties.
- Ensure disposal of pharmaceutical waste in all areas is carried out according to SOP's.
- Assist in the training of Pharmacy Assistant Technical Officers and Student Medical Technical Officers.
- Identify pharmaceutical items which are unavailable for the prescription and follow appropriate SOP.
- Ensure any problems with prescriptions are referred on to the most appropriate member of staff, where necessary.
- Ensure action for drug/drug related recalls is carried out in accordance with SOP's.
- Ensure professional and legal standards are adhered to.



- All work will be checked by a pharmacist and or designated staff in accordance with SOP's, except for areas covered by a competency framework agreed by the Chief Pharmacist.
- Contribute to the updating of existing SOP's.

To follow all Health and Safety standards in compliance with Trust policies and procedures. This includes:

- Report all accidents, incidents and near misses
- Dealing with hazardous chemicals (including cytotoxic drugs) used in the department, following COSHH regulations.
- Attendance of all mandatory training

Participate in the dispensary stand-by and on-call rota.

To supervise and assist with the training of:

- Pharmacy Assistant Technical Officers, Pre-registration Pharmacy Technicians, Pharmacy Medical Technical Officers all grades, Pre-Registration Pharmacists and Vocational/Work Experience students.
- To be registered and maintain registration, as a Pharmacy Technician, with the General Pharmaceutical Council, and to act in accordance with the code of ethics.

The post holder agrees to participate in Continuing Professional Development (CPD) including further training and learning in order to develop the knowledge, understanding, skills, attitudes and values to become competent in the duties described. This will include the Regional Technician Self Development Scheme, the Regional Accredited Technician Checking Scheme, Counselling and Medicine Management Regional Accreditation.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and the manager. All duties must be carried out under supervision or within Trust policy and procedure.



Person specification

Position	Rotational Pharmacy Technician
Grade	Band 5

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

Trust values	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

Education and qualifications	
NVQ Level 3 and BTEC or equivalent qualification in Pharmaceutical Science	E
Ability to complete Regional Checking Accreditation	E
Registration with the General Pharmaceutical Council	E
Regional Checking Accreditation	D

Experience	
Hospital Experience	E

Skills and knowledge	
Computer Literate	E
Good Thinking & Reasoning Skills	E
Good Communication Skills, both written and oral	E
Ability to plan, prioritise and organise workload	E
Effective Customer Service skills - able to work to meet the needs of customers of the department and meet the standards of the Trust Code of Conduct at all times	E

Personal qualities	
Meticulous to Detail	E
Team player, with ability to work in a multidisciplinary team	E
Good time management skills	E
Enthusiastic with a positive response to change	E
Pleasant and Cheerful	E
Commitment to and evidence of Continuing Professional Development	E
Flexible within the work place	E
Available 5 out of 7 days	E
Good training aptitude	D
Adaptable	D
Car Owner/Driver	D