



York and Scarborough Teaching Hospitals

NHS Foundation Trust

PHARMACY ASSISTANT - ASEPTICJOB DESCRIPTION

Job Title: Pharmacy Assistant – Aseptics
Band: 2
Directorate: Care Group 4
Reports to: Principal Pharmacy Technician
Accountable to: Pharmacy Operations Manager
Professionally Accountable to: Chief Pharmacist
Responsible for: N/A
Main Base: Based at York Hospital
Contract Status: Permanent/ Fixed term

JOB SUMMARY/ PURPOSE:

Undertakes a wide range of routine reception, assembly, supply and support duties in the aseptic unit and in wards and departments.

KEY RELATIONSHIPS:

Managed by the Principal Pharmacy Technician.
Supervised by the Senior Pharmacy Technician

KEY DUTIES:

1. To provide a reception service for staff telephoning and attending the pharmacy, dealing with routine enquiries and taking follow-up action as required.
2. To receive prescriptions into pharmacy, validating the patients name and source of the prescription.
3. To accurately record on the pharmacy computer all quantities of drugs and related items used in the preparation of special medicines.
4. To provide stock management services in the pharmacy, wards and departments, including placing requisitions to pharmacy stores, checking, receiving and storing medicines and rotating stock as well as following up uncompleted prescriptions and overdue requisitions.
5. To review and revise stock requisition order forms for wards and departments

6. To undertake stocktaking and checking in pharmacy and/or in wards and departments, ensuring appropriate storage conditions, security, expiry dates and stock quantities for medicines, including controlled drugs, taking corrective action where necessary and disposing unusable items in accordance with the waste disposal policy.
7. To process requisitions for medicines and related items from wards and departments, issuing stock, completing records and taking action to follow up stock shortages.
8. To support the dispensing of aseptic preparations by assembling raw materials in accordance with worksheets, recording batch numbers and expiry dates, labelling dispensed items and completing records as required.
9. To identify discrepancies in goods received and to take appropriate action to resolve them.
10. To undertake general clerical duties, including photocopying, filing, document/record retrieval and producing reports, which support the smooth operation of the aseptic department.
11. To maintain departmental statistics on workload, activity, wastage and capacity.
12. To report promptly any deviations from SOPs, difficulties, discrepancies and errors to the appropriate supervisor.
13. To clean, prepare and maintain pharmacy equipment and workstations to support their efficient use, including monitoring refrigerator operation.
14. To assist in the induction and training of new staff and trainees of all grades, through demonstration of roles.
15. To participate in training and education programmes organised in the trust, maintain skills and keep up to date with relevant developments in pharmacy.
16. To undertake such other duties appropriate to the grade, including covering for absent colleagues, as required and to generally contribute to the development, quality, safety and effectiveness of the whole pharmacy service.
17. To comply with trust policies and procedures and with the requirements of the Health & Safety at Work Act.
18. To adhere to the principles of Good Distribution Practice (GDP) where appropriate.

KEY VALUES:

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS

The post holder will uphold and support these values in accordance with the Personal Responsibility Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection and adult safe guarding knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection and adult safe guarding policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- Health & Safety: Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.
- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.
- Working Time Regulations: The postholder must ensure that they do not work more than an average of 48 hours per week based on a 17-week period regardless of whether this is for the Trust as a secondary contract, as overtime, bank/casual, agency work or with another employer.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

The Trust attaches great importance to sustainability and Corporate Social Responsibility. To achieve this it is the personal responsibility of all staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities. This will include (but is not exhaustive) - recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing and copying. Minimising water usage and reporting any electrical faults, water leakage or other environmental concerns promptly. Minimising travel or if travel needed utilising low carbon travel options where possible. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact on purchases.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder. The job description will be reviewed annually as part of the Trust's Appraisal process.

JOB DESCRIPTION AGREEMENT:

Job Holder [Print name]	Job Holder Signature
Recruiting Manager [Print name]	Recruiting Manager Signature

PERSON SPECIFICATION

PHARMACY ASSISTANT – ASEPTICS

Criteria	Essential	Desirable
Education, Qualifications and Training	Educated to GCSE Level or equivalent. Maths and English at C or above – or equivalent qualification/. You must have proof of qualifications.	
Experience & Knowledge Required		Working within a pharmacy or healthcare environment
Skills & Attributes	Able to use a range of computer programmes relevant to the post	
Aptitude & Personal Qualities	Flexible to changing work routines Work as part of a team Good communication & interpersonal skills Attention to detail Able to handle moderate loads Able to use own judgement to prioritise tasks Willingness to complete funded QCF Level 2 in Pharmacy Services which is required to fulfil role	
Values, Drivers & Motivators	Ability to demonstrate our organisational values and behaviours: <ul style="list-style-type: none">- Kind- Open- Pursue Excellence	