

Job Description

Job Title	: Rotational Pharmacy Technician
Department	: Pharmacy
Care Group / Directorate	: Pharmacy
Band / Grade	: 4
Responsible to	: Dispensary Manager, Patient Services Chief Pharmacy Technician , Aseptic Services Lead Pharmacy Technician, Clinical Services
Accountable to	: Chief Pharmacist
Location	: Denmark Hill

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching Trusts with a turnover of £1 billion, 1.5 million patient contacts a year and around 15,000 staff based across 5 main sites in South East London. The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) sites at Denmark Hill in Camberwell and at the Princess Royal University Hospital (PRUH) site in Bromley.

King's is committed to delivering Sustainable Healthcare for All via our Green Plan. In line with national Greener NHS ambitions, we have set net zero carbon targets of 2040 for our NHS Carbon Footprint and 2045 for our NHS Carbon Footprint Plus.

Our values at King's, are that we're a kind, respectful team;
Kind. We show compassion and understanding and bring a positive attitude to our work
Respectful. We promote equality, are inclusive and honest, speaking up when needed
Team. We support each other, communicate openly, and are reassuringly professional

The trust-wide strategy Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, Outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion (EDI) at the heart of everything we do. By being person-centred, digitally-enabled, and focused on sustainability, we can take Team King's to another level

King's is dedicated to embracing the broad diversity of our staff, patients and communities and stand firmly against all forms of prejudice and discrimination. This includes, but is not limited to, racism, ableism, homophobia, biphobia, transphobia, sexism, ageism, religious discrimination, and any other prejudiced behaviour that undermines the rights, wellbeing and identity of our staff, and patients.

As part of our commitment to EDI, we have five staff network groups that represent and advocate for staff:



Job Summary

The Rotational Pharmacy Technician will participate in a rotation covering aseptics, dispensary and clinical services. The post holder will gain practical experience and assist in the delivery of the service in each section. If not already accredited they will work towards becoming an Accredited Checking Pharmacy Technician (ACPT) when in dispensary and in the clinical services rotation will work towards the completion of an in-house validation training manual and will become a validated in-process accuracy checker when in the aseptics rotation.

We are looking for an adaptable, enthusiastic person with a zest for learning to work in this exciting role; you will be fully trained and locally accredited if appropriate in each section. All staff participate in a 7 day working model which requires working Saturdays, Sundays and some evening shifts.

The successful candidate will participate in a rotation across 3 areas of the pharmacy department: dispensary, clinical services and aseptic. The main duties are varied according to the rotation. More details are in the job description.

Key Working Relationships

Internal to Pharmacy:

Pharmacists
Trainee Pharmacists
Pharmacy Technicians
Pharmacy Stores Staff
Pre-registration Pharmacy Technicians
Assistant Technical Officers
A&C Staff

External to Pharmacy

Medical Staff
Nursing Staff
Other Ward Staff
Primary Care Healthcare Professionals
Patients and their relatives/carers
General Public
General Pharmaceutical Council

Main Duties and Responsibilities

Policy/Service Development

- To ensure the safe, effective and economical use of drugs for all patients in the Trust.
- To be responsible for the implementation of new or revised policies and procedures specific to the dispensary, medicines management or aseptic services that will have an impact within the pharmacy department.
- To contribute to wider policies that have an impact within the pharmacy department and across the Trust
- To be pro-active in the regular review and update of dispensary, medicines management and aseptic policies and procedures.
- To propose changes to working practices and dispensing techniques that will maximise the potential for efficiency and safety
- To participate in the training and supervision of staff working in the dispensary, medicines management or aseptic Service as part of their induction
- To check Patients' Own Drugs (PODs) for use during inpatient stay
- To support the Dispensary Manager, Lead Pharmacy Technician, Clinical Services and the Chief Pharmacy Technician, Aseptics, in the development of the service
- To attend and contribute to any regional and national meetings in relation to pharmacy services and to feedback and recommend any changes and/or improvements to the service as appropriate to the Dispensary Manager, Lead Pharmacy Technician, Clinical Services or Chief Pharmacy Technician, Aseptic Services.
- Be able to provide the final accuracy check on clinically screened dispensed prescriptions in the dispensary and be a validated checker in Aseptics
- To be able to use Trust EPMA computer systems to order non-stock medication and endorse POD assessments.
- To be able to work independently and follow departmental SOPs and dispense medication accurately and to refer non-routine enquiries and other matters as appropriate to a more senior member of staff
- To be able to use pharmacy computer systems correctly, enter data accurately from transcription sheets, prescription forms and any other prescriptions written by others and ensure that data is stored and archived appropriately in accordance with local and regionally agreed guidelines.

Patient/Client Care

- To deliver a customer-focused service to all patients and to adhere to the highest principles of customer services when dealing with patients, staff and the public.
- Promote pharmaceutical care for all patients.
- To dispense medication and draw-up doses during aseptics rotation.
- Be able to check clinically screened dispensed prescriptions and become a validated In-process accuracy checker in aseptics
- To provide patients with information on common drug dosage and use.
- To assess Patients' Own Drugs (PODs) for use during inpatient stay
- To provide appropriate and sufficient supplies of medication during admission
- To liaise with ward and pharmacy staff to facilitate the efficient transfer of medication when patients move wards

Financial / Resource Management

- To immediately report any deficiency in equipment and systems to the Dispensary Manager

- To comply with SOPs relating to efficient stock control in the issue, return and recycling or safe disposal (as appropriate) of drugs from wards, departments & clinics

Staff Management / Training

- To assist in the training and day to day supervision of new staff as part of their induction
- To supervise junior staff (less experienced pharmacy technicians, trainee pharmacists pharmacy technicians and ATOs) and recommend changes to working practice in order to ensure correct and safe working practices are utilised.
- To undertake CPD to ensure that knowledge is continually updated
- To participate in relevant departmental meetings to ensure staff are up to date on current issues with regard to the dispensary, aseptics and medicines management services.

Research & Development

- To publish or present project work carried out in conjunction with colleagues.
- To contribute to the overall audit & analysis of services
- To participate in other departmental audits and projects as required

General

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
- We want to be an organisation where everyone shares a commitment to delivering the very best care and feels like their contribution is valuable and valued.
- At King's we are a kind, respectful team:

Kind. We show compassion and understanding and bring a positive attitude to our work

Respectful. We promote equality, are inclusive and honest, speaking up when needed

Team. We support each other, communicate openly, and are reassuringly professional

- To observe and maintain strict confidentiality of personal information relating to patients and staff.
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

- All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication.

Safe Guarding

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns
- reporting any safeguarding child or adult concerns appropriately

Infection Control Statement

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role.

These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

PERSON SPECIFICATION

Rotational Pharmacy Technician – Band 4

	Essential	Desirable
Education and Qualifications		
GPhC recognised Level 3 pharmacy technician qualification	X	
Registered as a pharmacy technician with the General Pharmaceutical Council (GPhC)	X	
Mandatory CPD to maintain fitness to practice	X	
Accredited Checking Pharmacy Technician (ACPT) qualification (can be as part of Pharmacy Technician Training or as a standalone eg: CPPE or Buttercups ACPT training)		X
Knowledge and Experience		
Knowledge of all regulations and legislation relevant to pharmacy, dispensary and clinical services	X	
Knowledge of pharmacy computer systems	X	
Experience post registration relevant to hospital pharmacy practice with assessed competencies		X
Experience of research and audit work		X
Skills and Competencies		
Be able to provide and receive complex information from colleagues	X	
Be able to communicate effectively in both written and verbal formats with staff and patients	X	
Track record of successfully working within teams	X	
Able to motivate self	X	
Be able to use presentational aids	X	
Be able to analyse information relating to service provided or individual patients where there are a range of facts requiring analysis and where a range of options need to be compared	X	
Be able to analyse and interpret information relating to medicines and their uses	X	
Be able to make sound judgments in relation to service provided or patient-specific issues	X	
Be able to make sound judgments on how to fulfill urgent orders, where there are a range of options	X	
Be able to plan own activities on a day to day and ongoing basis	X	
Problem solving skills	X	
Physical / Mental /Emotional Effort		
To possess highly developed physical skills in relation to accuracy	X	
To have basic keyboard and computer skills (word processing and spreadsheet).	X	
Be flexible in responding to the demands of the service	X	
Be able to concentrate on complex matters (e.g. checking of dispensed prescriptions, assessing medications), despite frequent interruptions	X	
Be able to concentrate for extended periods despite an unpredictable work pattern	X	
Be methodical in approach	X	
Ability to work well under pressure by prioritizing and managing time effectively	X	
Be able to participate in frequent light physical effort for several short periods	X	
Be able to provide information and advice to distressed patients in a calm and empathetic manner	X	

Working Conditions		
Be able to work in a busy demand-led service or busy/noisy ward with occasional exposure to verbal aggression from patients	X	
Other		
Able to participate in different shift patterns depending on rotation. Able to participate in weekend working and bank holiday rotas	X	