

Epsom and St Helier University Hospitals NHS Trust

PHARMACEUTICAL SERVICES

JOB DESCRIPTION

Job Title:	Bank Senior Dispensing Assistant
Band:	Bank Grade 2
Accountable to:	Chief Pharmacist
Managed by:	Deputy Chief Pharmacist Operational and Patient Services
Responsible to:	Principal Technician, Patient Services
Liaises with:	Pharmacy staff Ward Staff Porters

Role of the Department

To provide a co-ordinated pharmaceutical service which is broad-based, cost-effective and efficient.

To promote safe, legal, rational and economic use of medicines and all allied products to all its clients.

Job purpose

To assist in the efficient economical running of the pharmacy service by dispensing prescriptions in accordance with departmental policies and by maintaining accurate stock levels of pharmaceutical products in wards and departments, including Pharmacy.

Main Responsibilities

1. To undertake in-patient, discharge and out-patient dispensing using the Pharmacy Computer System and in accordance with departmental policies and procedures.
2. To assist in the stock management in the dispensary by maintaining accurate stock levels in all areas including the completion of daily stock take sheets, as well as general housekeeping duties, e.g. tidying shelves, reshelving medicines.
3. To assist with the ward / departmental topping up service to ensure that appropriate pharmaceutical products and consumables are available for use by relevant health care personnel as required.
4. To routinely check expiry dates of all stock, ensuring good stock rotation and correct storage conditions, maintaining a log as required and reporting any exceptions to the Principal/Senior Technician.
5. To monitor and log fridge temperatures on a daily basis, reporting any exceptions to the Senior Technician.

6. To prepare, update and print computerised lists for stock issues for all relevant clients.
7. To assist in the maintenance of accurate records and information by the correct use of the Pharmacy Computer System and prescription tracking system and by filing prescriptions, requisitions and other pharmaceutical information.
8. To order/requisition stock from the Pharmacy Store as required.
9. To maintain a clean, tidy and organised work area.
10. To assist in the collection of performance/workload/audit data as required.
11. To participate in and contribute to departmental meetings to maintain and develop the pharmaceutical service, contributing to the development of new procedures as required.
12. To participate in a rotation of duties with other dispensing assistants, student technicians and technicians to maximise departmental efficiency.

General Responsibilities

The post holder is required to:-

- Work within agreed Trust and departmental policies and procedures and to accepted standards of practice.
- Work on other sites in the Trust by agreement.
- Undertake such other duties as may be required from time to time, as are consistent with the responsibilities of the grade.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Treat patients and customers with dignity and courtesy.
- Ensure that medicines do not fall into unauthorised hands.
- Have responsibility for the health, safety and welfare of self and others and to comply with the requirements of the Health and Safety regulations, including COSHH.
- Promote Equal Opportunities and to comply with the requirements of the legislation and the Trust's policies.
- Attend such training courses and meetings as are necessary for the efficient performance of the post holder's duties.
- Participate in the Trust's appraisal system.
- Comply with the requirements of the Data Protection Act.
- Comply with the Trust's No Smoking Policy.
- Comply with Duty of Candour principles.

This job description is a reflection of the current position and may change in emphasis or detail in the light of subsequent service developments.

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PERSON SPECIFICATION

Post: Pharmacy Dispensing Assistant
Band: 2

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	NVQ Level 2 pharmacy services		Documentation
EXPERIENCE		Knowledge of stock rotation & expiry dates Experience working in a hospital or community pharmacy	Application Interview References
SKILLS/ABILITIES	Good time management skills Good telephone manner Keyboard skills Good interpersonal skills Good customer relation skills Good communication skills (verbal and written) Basic mathematical ability Ability to work under pressure Ability to work as part of a team Ability to work accurately and methodically Ability to organise own workload	Computer literate Experience of CMM Pharmacy Computer System	Application Interview References
GENERAL	Efficient Reliable attendance Flexible Caring Willingness to learn		Interview References