



JOB DESCRIPTION

1. General information

JOB TITLE: Medicine Management Technician

GRADE: Band 5

DIRECTORATE: Offender Healthcare (seconded to Oxleas Prison Services Ltd (OPS))

HOURS OF WORK: 37.5hrs per week

RESPONSIBLE TO: Senior Prison Services Technician
(line manager)

ACCOUNTABLE TO: Managing Director/Superintendent Pharmacist

BASE: Kent Prisons – HMP Swaleside

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha

Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

2. Overview of the Post

To (1) provide a medicines management service to allocated prison(s), (2) administer medicines on the house blocks against valid prescriptions to offenders and (3) work in the dispensary at HMP Swaleside as required.

3. Key Task and Responsibilities

To provide a medicines management service to the allocated prison(s) on a weekly basis with the professional support of a prison services pharmacist.

To oversee the ordering/supply of repeat prescriptions.

To supervise assistants, when in the dispensary in providing dispensing services for all the prisons.

To dispense prescriptions and stock items when in the dispensary.

To work towards accreditation as a checking technician and/or medicines administration to provide final dispensing checks and medicines administration services, if not already achieved.

To ensure high standards of work in the dispensary and when out on prison visits and to ensure all Standard Operating Procedures (SOPs) are read and adhered to.

Management responsibilities

To manage own workload when providing medicines management services.

Clinical

To provide weekly clinical visits to the allocated prison(s), under the professional supervision of a pharmacist. On these visits the post-holder will:

- a) undertake a stock top-up service for all areas in which medicines are stored.
- b) review the expiry dates and storage facilities for all such medicines and report any deficiencies to the prison service pharmacist for that prison.
- c) assist the prison service pharmacist to provide advice to prisoners and staff about the appropriate use of medicines.
- d) undertake 3-monthly controlled drugs stock checks and report any issues to the prison service pharmacist for that prison.

Promote healthy lifestyles for offenders in line with local and national guidelines or promotions.

Administer medicines to offenders against a valid prescription on the house blocks.

To demonstrate on-going continual professional development (CPD) and be responsible for self-development and learning within the field of pharmacy or other specialty where appropriate.

Research

To participate in clinical and departmental audits as required.

Communication

Internally: Pharmacy staff, prison primary care staff, prison mental health service staff, IDTS and CARAT teams, prison security staff.

Externally: GP surgeries, Community Pharmacies, Hospitals

Custodial Responsibilities

Assume personal responsibility for the security of issued keys.

Understand and comply with prison orders, procedures, and instructions in your area of work.

Comply with all security requirements.

Respond to any situation or circumstance that might indicate a threat to security of the establishment or to the safety of an individual, completing Incident, Security, Injury, or other reports as appropriate.

Report breaches of order and discipline including reporting and recording untoward incidents according to local protocol.

Contribute to effective risk assessment and management procedures.

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's

intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

Note:

Please attach an organisational chart alongside, a person specification, and Job Description.



PERSON SPECIFICATION

JOB TITLE: Medicine Management Technician

DEPARTMENT: Offender Healthcare

GRADE: Band 5

Education/Qualifications	How measured
<ul style="list-style-type: none"> NVQ level 3 Pharmacy Services or equivalent Working towards Accredited Checking or equivalent experience/qualification Evidence of CPD Registration with GPhC as a pharmacy technician	Application Form
Experience	
<ul style="list-style-type: none"> 2 years' experience of working in a pharmacy Desirable: <ul style="list-style-type: none"> Previous prison or mental health pharmacy experience 	Application Form and Interview
Skills/Abilities/Knowledge	
<ul style="list-style-type: none"> Good oral communication skills Good interpersonal skills Good knowledge of working within a set of SOPs Ability to work independently and as part of a team Ability to use initiative to problem solve Excellent organisational skills Good organisational skills Ability to work well under pressure and to meet deadlines Ability to use (or learn to use) computer packages including Pharmacy Manager/ JAC and Microsoft Some understanding of mental illness and substance misuse and their 	Application Form and Interview

treatment	
Effort and Environment <ul style="list-style-type: none"> • Ability to stand for long periods for dispensing/checking and entering prescription data on computer • Ability to sustain concentration through frequent interruptions where accuracy is important including final accuracy check • Some lifting of boxes and heavy bags • Exposure to medicines in containers controlled by COSHH regulations • Working within a secure environment 	Application Form and Interview
Other Requirements <ul style="list-style-type: none"> • Well-motivated • Good time keeping • Attention to detail • Ability to take responsibility • Ability to drive and access to a car • Flexible and adaptable • Aptitude to learn new tasks 	Application Form and Interview

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name