

1. JOB DETAILS	
Job title:	Senior Pharmacy Support Worker – Clinical Trials
Accountable to:	Chief Pharmacist
Managerially (if required)	Specialist Pharmacy Technician
Professionally (If required)	Chief Pharmacy Technician
Agenda for Change Band:	Band 3
Location:	Pharmacy Department, HDFT
2. JOB SUMMARY	
<ul style="list-style-type: none"> To provide support in the delivery of a safe, efficient and cost-effective Clinical Trials service. To provide support in implementing developments within the Clinical Trials Service to meet the needs of the patient. To label, dispense and supply clinical trial prescriptions. 	
3. ROLE OF DEPARTMENT	
<p>Pharmacy Mission statement</p> <p><i>“Promoting and achieving excellence, value and safety for our patients through innovation in medicines management”</i></p> <p>To provide an efficient, effective and patient focused service to patients and staff of Harrogate and District NHS Foundation Trust.</p>	
4. ORGANISATIONAL CHART	
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Chief Pharmacy Technician</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Speciality Pharmacy Technician – Clinical Trials</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Senior Pharmacy Support Worker – Clinical Trials</div> </div>	
5. KEY WORKING RELATIONSHIPS	
<p>Liaison with the following stakeholders on a regular basis in order to fulfil the job description and deliver a comprehensive pharmaceutical service;</p> <ul style="list-style-type: none"> Senior Pharmacists Clinical Pharmacists Pre-registration Pharmacists Pharmacy Technicians Pharmacy Support Workers 	

- HDFT staff (including clinical, portering and procurement staff)
- External service users
- Research and Innovation team

This could be relating to issues with medication supply and may require you to escalate as appropriate.

6. DUTIES AND RESPONSIBILITIES OF THE POST

- Supporting the Pharmacy Technician with planning and organising day to day work and service delivery.
- Management of Investigational Medicinal Products (IMPs) including receipt, dispensing, returns, quarantine and destruction.
- Maintaining GCP spreadsheets.
- Input onto the Pharmacy Stock management computer system and receipt of medicines orders from external suppliers and the Stores and Distribution team.
- Liaison with internal Research teams and external Sponsors and associates.
- Daily management of returned medicines including accountability.
- Aseptic worksheet collection and data transfer to accountability logs.
- Filing of Chemocare orders and prescriptions.
- Archiving of clinical trial documentation according to Standard Operating Procedures (SOPs).
- Management of COMARK (temperature monitoring system) and equipment for safe storage of all clinical trial materials.
- Assisting in training of pharmacy staff in clinical trials.
- To highlight medication-related errors to the Clinical Pharmacist or Medicines Optimisation Pharmacy Technician.
- To complete and maintain relevant competencies and mandatory training requirements.

7. WORK SETTING AND REVIEW

All work will be undertaken under supervision of a Specialty Pharmacy Technician or a Responsible Pharmacist.

8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: **Medicines Management Pharmacy Assistant**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 in Pharmaceutical Services (or equivalent) 	<ul style="list-style-type: none"> GCSE Grade C or above in English, Mathematics and Science
Experience	<ul style="list-style-type: none"> Experience of working with the public Experience of working in a healthcare setting 	<ul style="list-style-type: none"> Experience of working in the NHS Experience of working in a Community or Hospital Pharmacy
Knowledge	<ul style="list-style-type: none"> Able to work on your own initiative and within a team Ability to work without supervision Ability to work with complex drug names Ability to learn department working patterns and procedures 	
Skills and Aptitudes	<ul style="list-style-type: none"> Good communication - able to follow written and verbal instructions Able to answer the telephone and deal with enquiries from hospital staff and members of the public Numerically literate Good organisational skills IT skills (entering details on to a computer and interpreting information) 	
Other requirements	<ul style="list-style-type: none"> Satisfactory occupational health Satisfactory DBS clearance 	

PERSON SPECIFICATION AGREEMENT

Post holder

Date

Line Manager

Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.