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		

- 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.

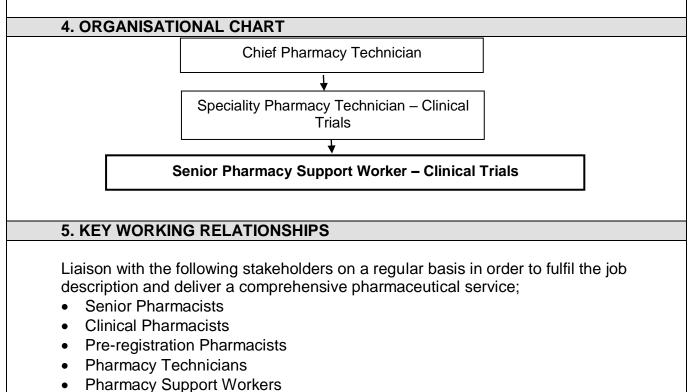
## **3. ROLE OF DEPARTMENT**

## Pharmacy Mission statement

"Promoting and achieving excellence, value and safety for our patients through innovation in

#### medicines management"

To provide an efficient, effective and patient focused service to patients and staff of Harrogate and District NHS Foundation Trust.



- 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

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### PERSON SPECIFICATION

# POST TITLE: Medicines Management Pharmacy Assistant

Factor	Essential	Desirable
Qualifications	<ul> <li>NVQ Level 2 in Pharmaceutical Services (or equivalent)</li> </ul>	<ul> <li>GCSE Grade C or above in English, Mathematics and Science</li> </ul>
Experience	<ul><li>Experience of working with the public</li><li>Experience of working in a healthcare setting</li></ul>	<ul> <li>Experience of working in the NHS</li> <li>Experience of working in a Community or Hospital Pharmacy</li> </ul>
Knowledge	<ul> <li>Able to work on your own initiative and within a team</li> <li>Ability to work without supervision</li> <li>Ability to work with complex drug names</li> <li>Ability to learn department working patterns and procedures</li> </ul>	
Skills and Aptitudes	<ul> <li>Good communication - able to follow written and verbal instructions</li> <li>Able to answer the telephone and deal with enquiries from hospital staff and members of the public</li> <li>Numerically literate</li> <li>Good organisational skills</li> <li>IT skills (entering details on to a computer and interpreting information)</li> </ul>	
Other requirements	<ul> <li>Satisfactory occupational health</li> <li>Satisfactory DBS clearance</li> </ul>	

#### 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.