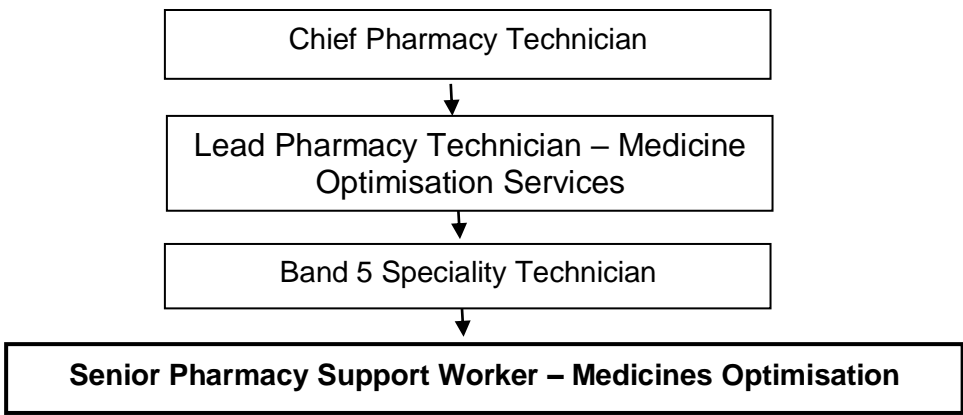


1. JOB DETAILS	
Job title:	Pharmacy Support Worker – Medicines Optimisation Services
Accountable to:	Chief Pharmacist
Managerially (if required)	Specialist Pharmacy Technician
Professionally (If required)	Chief Pharmacy Technician
Agenda for Change Band:	Band 2 to 3 Progression
Location:	Pharmacy Department, HDFT
2. JOB SUMMARY	
<ul style="list-style-type: none"> • This post is a band 2 to band 3 progression. Once completed Dispensing Assistant course and all dispensary and stores competencies and started ward based training the post holder will progress to a band 3. • To provide support in the delivery of a safe, efficient and cost-effective Medicines Optimisation Service across the in-patient dispensary and ward areas. • To provide support in implementing developments within Medicines Optimisation Services to meet the needs of the patient • To label, dispense and supply prescriptions • To accurately receive orders of pharmaceuticals, store them correctly and to supply them against requisitions from wards and departments and prescriptions for our inpatients. • To work flexibly between the hours of 8.30am and 7pm as part of the ward based and operational team in order to provide and maintain a comprehensive pharmaceutical service in line with current departmental policies and procedures • To contribute to the weekend, late night and bank holiday rota. 	
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	
 <pre> graph TD A[Chief Pharmacy Technician] --> B[Lead Pharmacy Technician – Medicine Optimisation Services] B --> C[Band 5 Speciality Technician] C --> D[Senior Pharmacy Support Worker – Medicines Optimisation] </pre>	

5. KEY WORKING RELATIONSHIPS

Liaison with the following stakeholders on a regular basis in order to fulfil the job description and deliver a comprehensive pharmaceutical service;

- Senior Pharmacists
- Clinical Pharmacists
- Trainee Pharmacists
- Pharmacy Technicians
- Trainee Pharmacy Technicians
- Pharmacy Support Workers
- HDFT staff (including clinical, portering and procurement staff)
- External service users

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

6. DUTIES AND RESPONSIBILITIES OF THE POST

- To undertake all pharmacy duties according to the procedures and policies of Harrogate and District NHS Foundation Trust Pharmacy Department, undertaking any general or specific training deemed necessary in order to perform these duties safely and effectively.
- Prioritise workload in conjunction with the Medicines Optimisation Technicians and Clinical Pharmacists and be able to respond to urgent requests for inpatient and discharge medication.
- To label, dispense and supply inpatient, outpatient and discharge medication (including relabelling patients own medications) in readiness for final accuracy checking.
- To receive, unpack and check deliveries within stores and take part in the medicines management ward stock topping up service.
- To calculate varying degrees of doses and quantities to supply on prescriptions.
- To collect and deliver medicines to and from wards and clinical environments in a timely manner.
- To minimise delays in discharge and missed doses by ensuring that medication is available at the appropriate time.
- To ensure the safe and timely transfer of named patient medications between wards.
- To co-ordinate the order, supply and delivery of controlled drugs to the wards.
- To participate in the discharge planning of patients in conjunction with Pharmacy, ward staff and other healthcare professionals both in secondary and primary care.
- To be responsible for stock control and medicines management on the wards of HDFT, in communication with the Clinical Pharmacist, ward staff and Medicines Optimisation Pharmacy Technician, ensuring that the appropriate amounts of stocks are available and correct storage conditions and stock rotation are maintained.
- To process medication waste; assessing medicines for destruction and assessment of medicines which are safe to return to pharmacy/ward-stock for re-issue to patients according to established pharmacy, health and safety and risk assessment procedures.
- To communicate delays in supplies of medicines to patients and staff, where appropriate.
- To endorse electronic prescription charts with relevant medicine supply-related information.
- To highlight medication-related errors to the Clinical Pharmacist or Medicines Optimisation Pharmacy Technician.
- To prepare and dispense patient compliance aids and controlled drugs.
- To adhere to all ward and pharmacy-related policies, including infection control

policies.

- To complete and maintain relevant competencies and mandatory training requirements.
- To assist in the training and development of newly appointed staff.
- To organise own workload, in conjunction with the ward Medicines Optimisation Pharmacy Technician.
- To contribute to the weekend, late night and bank holiday rota.

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"> GCSE Grade C or above in English, Mathematics and Science 	<ul style="list-style-type: none"> Dispensing assistant course or NVQ Level 2 in Pharmaceutical Services (or equivalent)
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) 	
Personal Circumstances	<ul style="list-style-type: none"> The availability and flexibility to work on the weekend, late night and weekend rota 	
Other requirements	<ul style="list-style-type: none"> Satisfactory occupational health clearance 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.