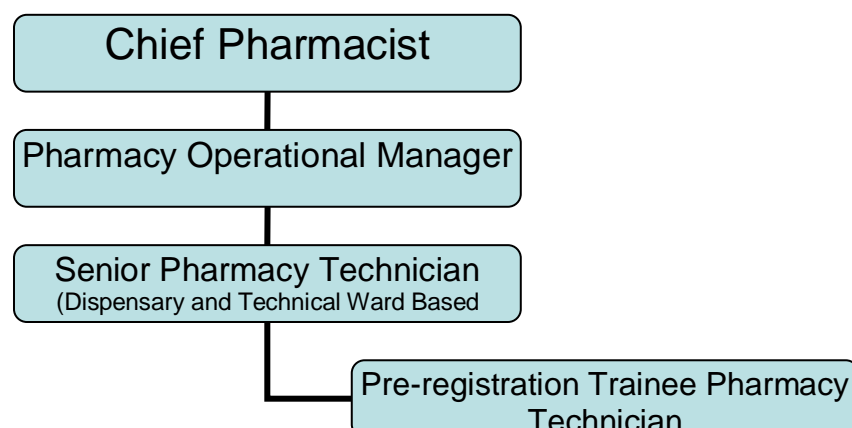


JOB DESCRIPTION

JOB TITLE	Pre-registration Trainee Pharmacy Technician
PAY BAND	Band 4 (1st year 70% of top point on band 4, 2 nd year 75% of top point on band 4)
DIRECTORATE / DIVISION	Allied Health and Clinical Support Services
DEPARTMENT	Pharmacy
BASE	Macclesfield District General Hospital
RESPONSIBLE TO	Senior Pharmacy Technician (Dispensary and Technical Ward Based Services)
ACCOUNTABLE TO	Chief Pharmacist
RESPONSIBLE FOR	The supply of medicines to all user of the pharmacy service at East Cheshire NHS Trust

Organisational Chart



Job Summary

To assist in the delivery of pharmaceutical care to patients at East Cheshire NHS Trust through the provision of a safe, efficient and effective dispensary and distribution service.

Key Duties/Responsibilities

General Role

1. To successfully complete the Dispensing training programme and to accurately dispense inpatient, outpatient and discharge prescriptions for wards and departments in the Trust.
2. To collect prescription charges and issue refunds as appropriate in line with departmental policies and procedures.

3. To liaise with clinical pharmacists, prescribers and other health care professionals as appropriate on matters relating to the accurate and timely dispensation of prescriptions.
4. To provide a stock supply distribution service to designated wards and departments as determined by the senior technician.
5. To attend college one day per week and to successfully achieve all work for the BTEC Level 3 Diploma in the Principles and Practice for Pharmacy Technicians.
6. To complete training as part of the college course for ward based technical services along with accuracy checking for pre-registration pharmacy technicians in line for course guidance and as determined by the Senior Technician.
7. To ensure that appropriate instructions, demonstrations and counselling of patients with regard to their drug therapy is offered and delivered as advised or directed by the clinical pharmacist and under their supervision in accordance with departmental policies and procedures.
8. As directed by senior pharmacy technicians and once competent to participate in the training of student Pharmacy technicians, work experience students, assistant technical officers, staff undertaking departmental induction and pre-registration graduates as appropriate.
9. To ensure the accurate use of all pharmacy computer systems and to record all issues, receipts and returns of medicines.
10. To participate in audit and monitoring of relevant aspects of dispensary services.
11. To dispense clinical trial medication in line with the clinical trial protocol.
12. To undertake dispensing of controlled drugs

OTHER DUTIES

13. To attend and contribute to clinical governance programmes, including clinical risk, incident management, investigation and reduction and to ensure compliance with department, Trust and national guidelines.
14. To participate in departmental meetings including team briefs as appropriate.
15. To participate in late duty, Saturday, Sunday and Bank Holiday rotas.
16. To participate in the Trust's major disaster emergency scheme.
17. To comply with the local and legal requirements related to the purchase, supply, use, safe custody and destruction of drugs with Pharmacy and in all other areas of the hospital.

18. To maintain a broad understanding of the work of the Pharmacy Department and of the Trust as a whole, and actively contribute your ideas for the improvement of service provision.
19. To ensure own actions contribute to the maintenance of a quality service provision.
20. To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
21. To participate in the Trust's performance appraisal system and to undertake any identified training and development related to the post.
22. To develop and maintain effective working relationships with colleagues.

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service

GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

Infection Control:

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Human Rights:

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

Values based Recruitment:

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

SAFEGUARDING Adults and Children:

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

Disclosure and Barring Service (DBS):

"REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions".

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

THE TRUST OPERATES A NO SMOKING POLICY

PERSON SPECIFICATION

JOB TITLE	Pre-registration Trainee Pharmacy Technician		
PAY BAND	Band 4 (1 st year 70% of top point on band 4, 2 nd year 75% of top point on band 4)		
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT (Application / Interview/ Assessment)
QUALIFICATIONS	4 GCSEs or equivalent at Grade C and above, including mathematics, English language, science and one other subject at the point of entry	NVQ (National Vocational Qualifications) 2 Pharmacy services Apprenticeship – from academic year 2011/2012 onwards	
KNOWLEDGE	Basic understanding of hospital pharmacy practice.	Previous pharmacy experience	
SKILLS	Good communication skills both verbal and written. Ability to work under pressure. Ability to work on own initiative and as part of a team. Self-motivated Reasonable IT skills		
EXPERIENCE		Previous pharmacy experience	
SPECIFIC JOB REQUIREMENT			
OTHER	To maintain a professional attitude at all times. Ability to work in a challenging environment.		

Signature of Post holder: Date:

Print Name:

Signature of Manager: Date:

Print Name: