

### Job Description

<b>Post Title</b>	<b>Pre-registration Pharmacy Technician rotational across GMMH footprint</b>
<b>Band</b>	<b>Band 3</b>
<b>Directorate</b>	<b>Medical &amp; Pharmacy</b>
<b>Location/Base</b>	<b>Trust Pharmacy departments GMMH wide including Prisons</b>
<b>Responsible to</b>	<b>Chief pharmacy Technician</b>
<b>Accountable to</b>	<b>Director of Pharmacy</b>

#### **Job Summary/Purpose**

Pre-registration pharmacy technician(s) will attend a two-year course to become a qualified Pharmacy Technician, registered with the General Pharmaceutical Council. The course is held at technical college on a day release basis, leading to a qualification that allows then to register with the GPhC. Through supervised work experience and allocated study leave, the student will be expected to undertake the principle duties.

### Main Duties & Responsibilities

<b>Heading</b>	<b>Duty/Responsibility</b>
<b>Dispensing and checking of medication</b>	<ol style="list-style-type: none"> <li>1. Dispense medicines to inpatients and outpatients in accordance with current legislation. Attain highest level of expertise and maintain high standards of work at all times.</li> <li>2. Communicate with doctor/consultant to resolve prescribing problems within own remit.</li> <li>3. Participate in ward topping up and individual patient dispensing, ordering supplies of drugs and dressings in accordance with an agreed stock list.</li> <li>4. Participate in complex dispensing: provision of Self-Medication drugs and Compliance Aids.</li> <li>5. Participate in staff rota covering all routine dispensary tasks.</li> <li>6. Work in the satellite pharmacies based across the GMMH footprint to provide services to the wards</li> <li>7. Work at the SLA and other Trust sites as necessary to provide services to the mental health wards.</li> <li>8. Answer routine queries regarding storage and or further supplies; refer complex problems to senior grade technicians or pharmacists.</li> </ol>
<b>Supply of Drugs</b>	<ol style="list-style-type: none"> <li>1. Undertake the checking of stock on wards / departments for correct quantities, storage and expiry dates.</li> <li>2. Participate in stock control, receipt and correct storage of drugs at current working site</li> <li>3. Participate in the maintenance of drug stocks and supplies by checking drugs received and delivery notes, participating in a programme of regular expiry date checking and rolling stock</li> </ol>

	<p>takes.</p> <ol style="list-style-type: none"> <li>4. Assemble stocks and depot injections for Community Mental Health Teams in accordance with orders received.</li> <li>5. Assist in the replenishment of the out of hours supplies including the upkeep of any electronic cabinets</li> <li>6. Assist in the replenishment of Emergency drugs and Hypoglycaemia trays</li> <li>7. Comply with storage requirements of drugs to ensure their efficacy.</li> </ol>
<b>Patient Care</b>	<ol style="list-style-type: none"> <li>1. Assist in the promotion of medicines management issues on the wards by ensuring that each patients section of the drug trolley contains the correct medication in accordance with the prescription card.</li> <li>2. Notify pharmacy of any changes on prescription cards to enable clinical check of medication.</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. Assist in the security of drugs stocks within the department and on the wards.</li> <li>2. Ensure that all stock is booked out in a timely manner, to maintain an effective livestock control system</li> <li>3. Participate in a programme of regular expiry date checking and rolling stock takes</li> <li>4. Inform the chief/ deputy chief pharmacy technician of stock discrepancies.</li> <li>5. Check all good received against delivery notes, informing the chief technician of any discrepancies.</li> </ol>
<b>Communication</b>	<ol style="list-style-type: none"> <li>1. Answer the telephone and respond to routine queries in a professional manner,</li> <li>2. Respond to patients, carers and staff, who present at the front desk, in a professional and polite manner.</li> <li>3. Maintain effective working relationships within and external to the Trust.</li> </ol>
<b>IT</b>	<ol style="list-style-type: none"> <li>1. Accurately record all issues, updating the Patient Medication Records on the Pharmacy Ascribe computer system using prescription data prepared by Consultants, Doctors and GPs to maintain a 'live' patient information system.</li> <li>2. Maintain and accurate patient information system using Ascribe.</li> <li>3. Accurately record patient information on relevant trust systems such as Paris, and EPMA</li> <li>4. Update and print ward stock lists as required.</li> </ol>
<b>Training and Supervision</b>	<ol style="list-style-type: none"> <li>1. Demonstrate own areas of work to new members of staff and students.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Demonstrate own areas of work to other healthcare professionals.</li> <li>3. Successfully complete the current required training course within the two-year Contract of Employment. Which leads to registering with the GPhC.</li> <li>4. Ensure own personal safety by undertaking / updating relevant training i.e. breakaway and de- escalation techniques and carrying pin-point alarm on designated wards / units.</li> </ol>
<b>Research and Development</b>	<ol style="list-style-type: none"> <li>1. Undertake the dispensing of unlicensed drugs and maintenance of the appropriate records.</li> <li>2. Participate in mandatory training and annual appraisal scheme, as appropriate for Continuing Professional Development.</li> </ol>
<b>General</b>	<ol style="list-style-type: none"> <li>1. Be flexible in working practices in line with service demands.</li> <li>2. Be willing to travel offsite to wards/departments, prisons and SLA sites to deliver pharmaceutical services.</li> <li>3. Participate in Bank Holiday / Weekend rota and annual stock take.</li> <li>4. Carry out other duties by arrangement with the supervising pharmacist or chief pharmacy technician.</li> <li>5. Ensure own personal safety by undertaking/updating relevant training i.e. breakaway and de-escalation techniques and carry pin-point alarm when visiting Forensic and Acute Mental Health Wards/Units.</li> <li>6. Promote and comply with Health &amp; Safety at Work Policies and notify appropriate senior staff immediately on identification of risk or hazards.</li> <li>7. Carry out all work in accordance with departmental policies and procedures and safe systems of work.</li> </ol>
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ol style="list-style-type: none"> <li>1. To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager.</li> <li>2. To understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>3. To understand the Trusts Strategic Goals and how you can support them.</li> <li>4. To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> <li>5. To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles</li> <li>6. To avoid unlawful discriminatory behaviour and actions when</li> </ol>

	<p>dealing with the colleagues, services users, members of the public and all stakeholders.</p> <ol style="list-style-type: none"> <li>7. To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>8. Not to communicate to anyone, Inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission.</li> <li>9. To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li> <li>10. To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li> <li>11. Take reasonable care of the health and safety of yourself and other persons</li> <li>12. To contribute to the control of risk and to report any incident, accident or near miss</li> <li>13. To protect service users, visitors and employees against the risk of acquiring health care associated infections.</li> <li>14. To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li> </ol>
--	---

**Further Information for Postholder(s)**

This job description is not exhaustive but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holder’s period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust’s discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

## Person Specification

<b>Post Title</b>	<b>Pre-registration Pharmacy Technician rotational across GMMH footprint</b>
<b>Band</b>	<b>Band 3</b>
<b>Directorate</b>	<b>Medical &amp; Pharmacy</b>
<b>Location/Base</b>	<b>Trust Pharmacy departments GMMH wide</b>
<b>Responsible to</b>	<b>Chief Pharmacy Technician</b>
<b>Accountable to</b>	<b>Director of Pharmacy</b>
<b>Job Summary/Purpose</b>	
<p>To provide quality, effective pharmacy services to improve patient care including technical and clinical services, and to assist in education and training of pharmacy and nursing staff. To promote further development of the pharmacy technician's role within the Trust.</p>	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>Minimum of 5 GCSE Grade C or above (or equivalent) to Include Maths, English Language and 2 Sciences (or dual science)</li> <li>Willingness to undertake mandatory training and study to qualify as a pharmacy technician in the two-year fixed term</li> <li>NVQ level 2 in pharmacy services</li> </ul>		AP/OA
<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should:</p> <ul style="list-style-type: none"> <li>Have previous pharmacy experience.</li> </ul>	<ul style="list-style-type: none"> <li>Have previous experience of hospital pharmacy</li> <li>Experience of dealing with members of the public</li> </ul>	<p>AP/IN</p> <p>AP/IN</p> <p>AP/IN</p>
<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>IT Skills including pharmacy software</li> </ul>	Have a basic understanding of mental illness	AP/IN

<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• Excellent communication skills – verbal, written and listening.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to demonstrate departmental activities to other pharmacy staff and healthcare professionals.</li> </ul>	AP/IN AP/IN
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• Participation in appraisal scheme and CPD.</li> <li>• Willingness to work in a high security environment.</li> <li>• Willingness to undertake / update training in personal safety.</li> <li>• Willingness to undertake training in line with service developments</li> <li>• Willingness to adapt to changing needs of the service/ organisation</li> <li>• There is a frequent requirement to travel across Trust sites in order to carry out this role</li> </ul>		AP/IN AP/IN AP/IN AP/IN AP/IN AP/IN

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by:** Donna Bartlett  
**Designation:** Chief Pharmacy Technician  
**Date:** April 2024