

# Job Description

<b>Job Title</b>	Rotational Pharmacy Support Worker
<b>Department</b>	Pharmacy
<b>Division</b>	Corporate
<b>Band</b>	2
<b>Reporting To</b>	Pharmacy Distribution Supervisor/Trainer
<b>Job Reference</b>	J2113

## ▪ Role

The post holder will receive and pick medicines in line with standard operating procedures (SOPs) and deliver a distribution service for stock medicines to wards, departments and clinics within Wirral Hospital Trust and other external customers.

He/she will participate in providing a top-up service to wards and other clinical areas.

He/she will deliver a high standard of pharmaceutical service to all healthcare professionals and participates in the delivery of pharmaceutical care to patients

## ▪ Key Responsibilities

Ensure that all goods received into Wirral Central Pharmacy Stores can be accounted for and are secure. Ensure that pharmaceutical products within the Wirral Central Pharmacy stores are stored appropriately.

Distribute pharmaceuticals to all wards, departments, clinics and outside hospitals within standard operating procedures.

## ▪ Duties and Key Tasks

- Receive medicinal products from suppliers in line with (SOPs).
- Record batch numbers for unlicensed products.
- Ensure that all missing goods/returns are dealt with and the correct paperwork is completed.
- Ensure that all pharmaceutical preparations are stored appropriately.
- Carry out stock rotation at the point of goods receipt.
- Input goods into the Pharmacy Robot (automated stock receipt and picking system).
- Against a pre-defined ward/department/clinic stock top-up sheet, visit the clinical area to determine stock requirements. This includes work in areas where there are critically ill patients are cared for such as the Intensive Care Unit.
- Pick pharmaceutical products in Wirral Pharmacy Stores against the pharmacy computer generated picking list for wards and departments and outside clinics.
- Deal with ad hoc stock requests as they arise (by telephone or paper request) from wards/departments and outside clinics.
- Undertake the daily stock reconciliation process. This requires knowledge of the ordering, goods receipt, distribution, inter-site transfer of stock and dispensing processes.
- According to a standard operating procedure, identify returned part pack and full packs of medicines from wards and return them via the pharmacy computer system and onto the pharmacy shelves.
- Over-label pharmaceutical products in accordance with manufacturing worksheet and in line with SOPs.

- Assemble emergency drug boxes wards/departments in accordance with a manufacturing worksheet and make necessary stock movement on the pharmacy stock control system.
- Understand the Health and Safety considerations associated with pharmaceutical products and deal with spills from hazardous substances appropriately eg cytotoxic drugs.
- Manually handle IV fluids, bulk feed deliveries and manoeuvre cages and tote boxes for delivery to external customers e.g. wards/departments, outside clinics.
- Participate in bag runs to wards when required or as necessary.
- Deal with frequent interruptions eg telephone enquiries from internal and external customers.
- Fix the robot when basic errors occur

## ▪ Extra Factual Information

### **Infection Control**

All staff must ensure rigorous and consistent compliance with standard infection control precautions which include:

- hand hygiene
- dress code
- the use of personal protective equipment and all other policies relevant to infection prevention and control.
- attendance at mandatory infection control lectures is an essential component of the role.

### **Health and Safety**

- To comply with safety instructions/policies laid down.
- To use in a proper and safe manner the equipment and facilities provided
- To refrain from willful misuse or interference with anything provided in the interests of health and safety and from any action which may endanger self or others.
- To report as soon as possible, all hazards and defects and take appropriate action where applicable.
- To report all accidents and untoward occurrences and ensure accident/incident forms are completed.

### **Risk Management**

To support the Risk Management process within the Wirral University Teaching Hospital NHS Foundation Trust. To work with the directorate to ensure risks to patients, staff and public are identified through the use of the Incident Reporting system.

# Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
Math's & English GCSE or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Standard keyboard skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
IT Literate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
NVQ 2 (Pharmaceutical Services) or equivalent experiential learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Experience working in Healthcare Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Experience working in Stores & Distribution Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
Perform basic mathematical calculations in relation to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Good oral communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Good written communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Ability to organize and prioritise workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Word processing/e-mail, accuracy entry skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Good interpersonal and customer service skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Good problem solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to identify different medicines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessment Test
Ability to work alone or as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	References

Personal Attributes	Essential	Desirable	Measure
Enthusiasm for the role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Willingness and self-motivation to learn in the workplace and college	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Methodical with attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Friendly, empathetic and reliable team worker able to relate to all grades of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to cope with a busy environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measure</b>
Conscientious and reliable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measure</b>
Participation in evening, weekend and bank holiday working as per departmental roster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to carry out moderate to intensive physical effort throughout the working day and carry out concurrent activities including climbing ladders, stretching, bending and standing for long periods of time, manoeuvring cages and medicine boxes and manual handling bulk deliveries of medicines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Satisfactory attendance and sickness record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	References

# Organisation Chart

