

## JOB DESCRIPTION

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**POST TITLE:** Pre-Registration Pharmacy Technician (PRPT)

**BASE:** Pharmacy Department, Prospect Park Hospital

**BAND:** Band 4 AFC (70% in year one; 75% in year two)

**LINE MANAGER:** Lead Education and Training Pharmacy Technician

**PROFESSIONAL ACCOUNTABILITY:** Chief Pharmacist

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## OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority.
- **Committed** to providing good quality, safe services.
- working **Together** with you to develop innovative solutions.

## JOB SUMMARY

The Certificate of Higher Education in Pharmacy Technician Practice Apprenticeship takes 24 months to complete. By completing the knowledge and work-based skills and passing this qualification, the post holder will be eligible to apply for professional registration with The General Pharmaceutical Council (GPhC).

This is a full-time position with four days on the job training and one day per week with the University of East Anglia (virtually), where underpinning knowledge will be learnt, assessed, assignments set, as well as other activities.

Whilst in the workplace, the post holder will carry out a range of pharmaceutical duties under supervision of appropriate staff members and will rotate through all areas of the Pharmacy department to be able to provide a comprehensive pharmacy service.

On completion of the PRPT apprenticeship and registration with the GPhC there is the opportunity to continue employment for a further year whereby consolidation of the last two apprenticeship years will be put into practice.

## **RESPONSIBILITIES**

- To complete the PRPT apprenticeship with attendance virtually at college one day per week.
- To be self-motivated and responsible for undertaking self-study in your own and work time to ensure completion of the PRPT apprenticeship.
- To attend any additional study days, workshops, and rota placements to obtain a portfolio of skills, evidence and assessments required for the PRPT apprenticeship.
- To ensure time management skills are effective within all rotations and complete tasks in a timely manner.
- To take ownership of own development objectives in each rotation (Dispensary, Procurement/Stores, Ward-Based Medicines Optimisation, Medicines Information and Medicines Safety).
- To complete all pharmacy in house workbooks within each rotation.
- To adhere to and always comply with pharmacy standard operating procedures (SOPs); Trust SOPs; pharmacy and national procedures.
- To ensure a working knowledge of IT and electronic systems used within the pharmacy, including the pharmacy labelling system, pharmacy robot, RiO and prescription tracking.
- To ensure a working knowledge of IT systems used for college such as Microsoft TEAMS.
- To participate in regular staff appraisal, personal development plans, 1:1's and college progress review meetings.
- To participate in the dispensary late duty rota.
- To contribute actively and constructively towards a working environment that encourages teamwork, mutual support, inclusion, and excellence in service delivery.
- To learn to communicate and give constructive feedback to others and receive feedback from others in a professional manner.
- To learn and apply learning for providing straightforward information and/or advice to patients, relatives, carers, and other health professionals regarding medications under the direction and supervision of appropriate members of staff.

### **Dispensary Rotation**

- To complete the dispensary workbook within the first year.
- To complete dispensing logs, and controlled drug labelling and dispensing logs within the first year of apprenticeship.
- To learn and apply learning to accurately label and dispense all types of prescriptions incoming into pharmacy.
- To learn how to accurately self-check own and others work when labelling and dispensing and whilst completing the accuracy checking element of the apprenticeship.
- To understand the requirements of the clozapine clinics and the prescribing of clozapine, to label, dispense and accuracy check effectively.
- To accurately complete all set dispensary housekeeping duties set out on the rota on a daily, weekly, and/or monthly basis.
- To learn to use the Prescription Tracking System at each stage of the dispensary process.

### **Procurement/Stores Rotation**

- To complete the stores; pharmacy returns; and ward-based stock top up workbooks and be signed off within the first year.
- To complete all in-house training on how to carry out a stock top-up on the in-patient wards and to then be responsible for completing top-ups on designated ward(s).
- To learn and apply learning to enable accurate receipt and returns of goods from suppliers and wholesalers, using the pharmacy computer system IT systems including scanners and robot software.
- To learn and apply learning enabling the processing of stock requests, transport of medicines procedures and ordering of medicines/goods.

- To maintain good stock rotation and accurate stock control of medicines issued and returned through stores.
- To take part in the daily stock checks and expiry date checks

#### **Ward-Based Medicines Optimisation**

- To complete all training under appropriate supervision to enable the accurate and timely ordering of patient's non-stock medicines.
- To complete accurate assessments of Patient's Own Medicines (PODs).
- To complete accurate Medicines Reconciliation.
- To learn and use IT systems relevant to ward-based work (e.g., RiO, Emis)
- To be able to effectively communicate under supervision with other healthcare professionals.
- To work with the Clinical Pharmacy Technicians to provide data on environmental temperature monitoring (ambient and refrigeration) for medicines stored in ward settings and report temperature excursions to the appropriate staff.
- To assist the Clinical Pharmacy Technician if requested to do so, in terms of relabelling medicines on the ward.
- To organise the return of excess stock to the pharmacy department and ensure completion on return to base.

#### **Accuracy Checking Rotations**

- To learn and apply learning under supervision to be able to accurately check others work in dispensary.
- To complete accuracy checking workbook and have signed off and to complete 500 accuracy checked logs.
- To effectively communicate near misses and record them in accordance with dispensary procedures.

#### **Medicines Information and Medicines Safety Rotations**

- To complete the medicines information rotation including workbook and apply learning to assist the medicines information team with relevant information regarding incoming queries.
- To complete the medicines safety rotation and workbook and to complete a presentation to the department with the medicine's safety officer.

### **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values, and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work, and they underpin our organisational recruitment, appraisal, reward, and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars, and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care, then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust, or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

### PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential Or Desirable	Interview Essential or Desirable	Selection Tool
<b>Education/Qualifications/Training</b>			
<ul style="list-style-type: none"> <li>• <b>Five</b> GCSE's or equivalent at grade A-C/9-4. <b>Must include</b> <ul style="list-style-type: none"> <li>✓ Mathematics</li> <li>✓ English</li> <li>✓ Science</li> </ul> </li> </ul>	<b>E</b>		<b>A</b>
• Clear Written English (ILETS 7 – overseas candidates)	<b>E</b>		<b>A</b>
• Clear spoken English		<b>E</b>	<b>I</b>
• Computer literate with experience of Microsoft packages and databases.	<b>E</b>		<b>A</b>
• BTEC Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff or NVQ level 2 Pharmacy Services	<b>D</b>		<b>A</b>
<b>Continuous Professional Development</b>			
• Organisation of own learning in and out of workplace (approx. 10 hours per week)	<b>E</b>	<b>E</b>	<b>AI</b>
<b>Previous Experience</b>			
• Experience of working in a pharmacy environment	<b>D</b>		<b>A</b>
• Evidence of team/group work	<b>E</b>		<b>A</b>
• Customer service skills	<b>D</b>		<b>A</b>
<b>Knowledge, Skills &amp; Abilities</b>			
• Good oral communication skills		<b>E</b>	<b>I</b>
• Good written communication skills	<b>E</b>		<b>A</b>
• Ability to communicate well verbally with colleagues, other healthcare professionals and service users		<b>E</b>	<b>I</b>

• Ability to communicate well in writing with colleagues, other healthcare professionals and service users	E		A
• Ability to work well within a team alongside all grades of staff/colleagues and with other healthcare professionals	E		A
• Ability to work well and efficiently by oneself	E	E	AI
• Ability to respond well to pressure and to meet deadlines	E	E	AI
• Ability to demonstrate initiative, self-confident and motivated		E	I
• Awareness of boundaries within the role of a PRPT		D	I
• Ability to take and adapt to constructive feedback from peers and seniors		E	I
• Good computer skills	E		A
• Adaptable to change and role development		E	I
• Time management skill with the ability to prioritise own workload		E	I
• Act in a professional manner and work as part of a team	E		A
• Attention to detail	E		A
• Punctual and reliable	E		A
<b>Additional Requirements</b>			
• Multiple site working, when required to do so.	E		A
• Occupational health clearance	E		A

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