

Job Description

Job Title	Rotational Pharmacy Technician
Department	Pharmacy
Division	Clinical Support Services
Band	4
Reporting To	Team Leader, Dispensary Services
Job Reference	J2079

▪ Role

The postholder will provide a comprehensive pharmaceutical service to the Wirral University Teaching Hospital NHS Foundation Trust and off site units belonging to the Hospices served by the Pharmacy Department with particular emphasis on the technical aspects of dispensing, manufacturing, issuing and stock control of medicines.

He/she will provide advice to patients and carers regarding the supply and use of medicines.

He /she will participate in the training of junior members of staff.

▪ Key Responsibilities

To provide accurately dispensed medicines from the dispensaries and pharmacy satellites at Arrowe Park and Clatterbridge Pharmacy and the Aseptic Services Unit.

To support the Medicines Management Technicians (MMTs) at ward level with the implementation of an efficient medicines management system to ensure that patients get the right medicines at the right time.

To provide advice to patients and carers regarding the supply and use of medicines.

▪ Duties and Key Tasks

1. Participate in the technician rotation programme which currently includes:
 - Dispensary
 - Pharmacy satellites
 - Medicines Management Technician Team
 - Aseptic Services
 - Procurement
 - Clinical Trials
2. Accurately procure, assemble, manufacture and dispense medicines in accordance with departmental procedures for each rotation. This includes dispensing of clinical trials, controlled drugs and unlicensed medicines and ensuring that dose volumes dispensed for high risk patient groups including children and neonates are correct.
3. Identify potential problems regarding the lack of availability or accuracy of medicines

▪ Duties and Key Tasks

- for individual prescriptions, seeking advice on suitable alternatives or agreed delivery timetable.
4. Ensure that medication is dispensed to meet agreed delivery times and to minimise waiting times for patients.
 5. Compound extemporaneous medicines, according to a specified worksheet to a high level of accuracy and specialist skills.
 6. Receive prescriptions from hospital staff in accordance with dispensary procedures. Prioritise prescriptions according to urgency. Inform ward staff of prescription progress where necessary.
 7. Counsel patients regarding their medication regimes in order to ensure complete patient understanding including benefits of their medication and possible side effects. These may be patients with certain barriers, e.g. hearing problems, language issues.
 8. Deal with queries from patients and other hospital staff, referring complex issues to supervisor or line manager.
 9. Maintain high quality of data input of patient information into the pharmacy computer system in order to ensure excellent labelling standards for dispensed medicines.
 10. Ensure stock levels of all products are accurate and support the appropriate ordering of stock through liaison with the buying office. Inaccuracies in all medicines should be investigated before being referred to line manager without delay.
 11. Understand the validation of prescriptions and the reasons behind exemptions to facilitate the accurate receipt of payments for prescription charges.
 12. Attend to basic automated dispenser problems as required.
 13. Undergo training to become an accredited checker once proven to be working to required standard and eligible to under BTEC qualification (time dependent). **
 14. Participate in the Aseptic dispensing services provided on the Wirral. This includes the preparation of complex sterile intravenous injections and cytotoxic products using aseptic skills and techniques, with the use of specialist equipment.
 15. Support the MMT team with providing an efficient medicines management system to a group of wards/clinical areas. This includes:
 - the provision of appropriate supplies of inpatient medicines for bedside administration
 - utilising ward stock medicines for bedside administration
 - checking the suitability of patient's own drugs, liaising with MMTs if any discrepancies
 - participating in audits undertaken by the MMT team

▪ Duties and Key Tasks

16. Participate in the training of student technicians using the in-house training programme.
17. Keep abreast of new developments and attend training courses where appropriate.
18. Participate in the training of student technicians using the in-house training programme.
19. Participate in duty rotas to ensure the maintenance of pharmaceutical services at weekends and bank holidays.
20. Be a role model and actively promote the role of the technician.
21. Be responsible for own CPD and ensure written record is available for review at appraisal. Attend and participate in departmental meetings and actively participate in continuous quality improvement of pharmaceutical care.
22. Undertake any duties relevant to this grade on discussion with Team Leader Dispensary Services.

▪ Extra Factual Information

The employee shares with the employer the responsibility for suggestions to alter the scope and duties to improve the working situation. This document is intended to be a guide to the general scope of duties and not an inflexible specification.

HEALTH & SAFETY

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

RISK MANAGEMENT

- Support the Risk Management process within the Wirral Hospital Trust.
- Work with the directorate to ensure risks to patients, staff and public are identified through the use of the Trust Incident Reporting system.



▪ 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

Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
• NVQ Level 3 in Pharmaceutical Sciences/BTEC in Pharmaceutical Sciences or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Must be registered with General Pharmaceutical Council of Great Britain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Working in a pharmacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Pharmacy labelling and stock control systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Accredited Accuracy Checker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
• Hospital pharmacy experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
• JAC stock control system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
• Interpret and dispense prescriptions accurately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Excellent interpersonal and customer service skills	<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
• Organise and prioritise work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Word processing, email, accurate data entry skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Able to motivate self and others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Effectively provide advice to patients regarding medicines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• IT literate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Commitment to Continuing Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form

Personal Attributes	Essential	Desirable	Measure
• Enthusiasm for the position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Methodical with attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application

Personal Attributes	Essential	Desirable	Measure
			Form
• Friendly, empathetic and reliable team worker, able to relate to all staff grades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Ability to cope in busy environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Conscientious and reliable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• Self motivated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Other Requirements	Essential	Desirable	Measure
• Ability to work weekends and bank holidays in accordance with departmental rotas	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Organisation Chart

