

JOB DESCRIPTION

1. General Information

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| JOB TITLE: | Senior Pharmacy Technician, Medicines Management |
| GRADE: | Band 5 |
| DEPARTMENT: | Pharmacy, Guy's and St Thomas' Hospital |
| HOURS: | 37.5 |
| RESPONSIBLE TO: | Senior Clinical Specialist Pharmacist Principal Pharmacy Technician |
| ACCOUNTABLE TO: | Chief Pharmacist |

Guy's & St Thomas NHS Foundation Trust

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation. We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark. We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities. We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs. We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Department Information

The Pharmacy departments of Guys and St Thomas' provide safe and effective pharmaceutical ward and dispensary services to the many inpatients and outpatients of the Trust's many specialities.

Organisational Values:

The post holder will:

- **Put patients first** - consider the patient's needs and wishes in all that they do
- **Take pride in what they do** - strive for highest standards on own work and challenge colleagues to do the same
- **Strive to be the best** - in terms of patient care & teamwork
- **Act with integrity** - maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- **Respect others** - patients, visitors and colleagues. Actively give and receive feedback.

2. Job Summary

To be responsible for providing a safe, efficient and accurate ward based pharmacy service for hospital inpatients. To provide support to the dispensary in the dispensing, checking and counselling of prescriptions.

3. Key Relationships

SUPERVISES: Rotational and Permanent Dispensary Technicians
Pre-registration Pharmacists
Pre-registration Technicians
Pharmacy Assistants

LIAISES WITH: Principal Pharmacy Technician
Dispensary Manager and Senior Technicians
Pharmacy Store and Distribution Staff
Clinical Pharmacists
Pharmacy Education and Development Staff
Nursing and Medical Staff

4. Duties and Responsibilities

4.1 Service Delivery and Operational Management

- 4.1.1 Provide a pharmaceutical Medicines Management service to patients. This includes:
 - i. Communicating detailed information to patients & carers about drug doses, indications, side effects and efficacy.
 - ii. Liaising widely (e.g. GP staff, Nursing homes, patients, carers etc) to ensure the timely availability of patients medication.
 - iii. Reviewing and ordering of patient specific medication for new and repeat items to ensure timely and cost-effective supplies using the departments MMP system.
 - iv. Reviewing MMP medications, ordering and dispensing TTO prescriptions to ensure availability of stock to ensure timely supply for patient discharge.
 - v. Assessing Patients own Drugs for suitability for use in the Trust.
 - vi. Record accurate written medication reconciliations for newly admitted and transferred patients.
 - vii. The final checking of clinically screened discharge medicines against the TTO before release to the patient.
- 4.1.2 Checking stock levels and register entries of controlled drugs in line with Trust policy on a daily top-up basis.
- 4.1.3 Completing three monthly CD stock checks.
- 4.1.4 Assist with the review of ward stock lists to reduce risk and wastage.
- 4.1.5 Provide a safe and efficient supply of pharmaceutical products to patients. This may involve the:
 - i. Dispensing and final checking of drug products and compliance aids after screening by Pharmacist.
 - ii. Working in the dispensary on a session basis, ensuring that good dispensing practices are followed and that all staff are working within the appropriate Standard Operating Procedures.
- 4.1.6 Liaise with clinical pharmacists to highlight and refer clinical problems, ensure that requests are processed safely and prioritised to match clinical urgency.
- 4.1.7 Assist in the delivery of all aspects of storage, record keeping, stock control and stock rotation on the wards, dispensary and specified Directorate.
- 4.1.8 Participate and provide an Omnicell service and cycle counts as per Directorate.

4.2 Human Resource Management

- 4.2.1 Supervise Rotational Technicians, Pharmacy Assistants, Pre-registration Pharmacy Technicians and Pre-registration Pharmacists to ensure that work is conducted to a high standard and in accordance with Standard Operating Procedures.

4.3 Quality Management and Clinical Governance

4.3.1 Ensures that the Trust and Departmental Health and Safety policies and procedures are understood and adhered to by all staff working in the team.

4.3.2 Assist in the collection and preparation of workload quality and financial indicators.

4.4 Education and Training

4.4.1 Participates and delivers staff induction within the Directorate.

4.4.2 Participates and deliver Medicines Management education, training, and assessment of staff within the Directorate.

- 4.4.3 Undertake the assessments and appraisals of rotational pharmacy technicians.
- 4.4.4 Undertake an agreed specific programme of education and training and personal professional development to enable effective delivery of the responsibilities and duties expected of the post.
- 4.4.5 Undertake mandatory CPD as required by the GPhC.
- 4.4.6 Participates in the delivery of the Pre-registration Pharmacy Technician QCF training in the pharmacy areas, and undertakes assessor functions as required.
- 4.4.7 Attend department and Trust QCF standardisation and networking meetings to ensure assessment practice meets current QCF standards and QCF Code of Practice requirements as required.
- 4.4.8 Participate in the education and training of non-pharmacy staff (e.g. nurses) as required.

4.5 Research and Development

- 4.5.1 Routinely gather data for the audit of services and assists with analysis.

4.6 Pharmacy Practice

- 4.6.1 Participate in the out of hours Technician rotas, which involves late duty, lock up, weekends and bank holidays.
- 4.6.2 To undertake other duties as requested by the Principal Pharmacy Technician Medicines Management
- 4.6.3 The Job description will be reviewed on annual basis or as required in consultation with the post holder.
- 4.6.4 To work in-line with Trust Policies and Procedures including the Equal Opportunities Policy.

The post holder is required to follow Trust policies and procedures, which are regularly updated including:

Confidentiality/ Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOi) 2005, post holders must apply the Trust's FOi procedure if they receive a written request for information.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Initials and date of Preparation

Karen Haynes and Tess Fenn- March 2012