

JOB DESCRIPTION

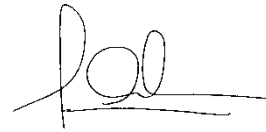
1. General information

JOB TITLE:	Pharmacy Assistant Technical Officer-Medicines Management
GRADE:	Band 3
DIRECTORATE:	Seconded to Oxleas Prison Services Ltd (OPS)
HOURS OF WORK:	<i>37.5 hours (Monday – Sunday – depending on the needs of the service, this may vary across Devon sites)</i>
RESPONSIBLE TO:	Senior Medicines Management Pharmacy Technician
ACCOUNTABLE TO:	Superintendent Pharmacist OPS
RESPONSIBLE FOR:	Stock control within the prison treatment areas in line with GPhC standards for Medicines optimisation in secure environments. Dispensing valid prescriptions. Administration of In Possessions medicines against valid prescriptions. Second checking Controlled Drug administration
LIAISES WITH:	Internally: Pharmacy staff, prison primary care staff, prison mental health service staff, IDTS, prison security staff and supplies and finance staff within Oxleas. Externally: Pharmaceutical manufacturers and suppliers, and any relevant regulatory bodies.
BASE:	HMP Channings Wood

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."



Ify Okocha
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

2. Overview of the Post

The post-holder will ensure, under the guidance of the senior pharmacy technician, (1) the smooth and efficient running of the pharmacy procurement and supplies functions for the prison site with regard to routine ordering, receipt of goods, computer input, appropriate storage of medicines, environmental monitoring, recycling and disposal of medicines in line with GDP and invoice processing; (2) Dispense clinically screened prescriptions. Undertaking supply of weekly and monthly In Possession medication to patients at Medication Administration Points as well as acting as second checker for Controlled Drug administration. Should the candidate not have obtained a NVQ Level 2 certificate however has experience in working within Healthcare, Care-home or other healthcare setting, candidate to be considered for post.

3. Key Task and Responsibilities

1. To be responsible for the day to day ordering, receiving and unpacking of pharmaceutical products from suppliers according to GDP and departmental SOPs
2. To ensure that medicines are sourced in a timely manner
3. To accurately use the pharmacy computer system to receive goods into the pharmacy store according to departmental SOPs.
4. To act as second checker for administration of Controlled Drugs by registered healthcare professionals.
5. To carry out regular stock checks, expiry date checks and other monitoring procedures such as logging fridge and ambient temperatures and dealing with any anomalies in accordance with GDP and departmental procedure.
6. To ensure high standards and accuracy of work and to ensure all Standard Operating Procedures (SOPs) are read and adhered to.
7. To ensure medicines returned from clinical areas, are sorted and either returned to stock or disposed of safely and appropriately in accordance with GDP, Trust guidelines and departmental procedures.
8. To undertake administration of weekly and monthly In Possession medication to patients
9. To ensure that all work carried out in procurement is done in accordance with current legislation, including GDP and departmental and Trust financial procedures.

Management Responsibilities

1. To manage work Medicines Optimisation work in treatment areas ensuring tasks are carried out in a timely manner and orders are received on time.

Communication

1. To communicate with routinely with HMP Channings Wood Pharmacy/Healthcare department to place orders, chase receipt of goods and to query discrepancies.
2. To deal with telephone queries and staff visiting the department, as first point of contact, dealing with them or referring to others if required according to SOPs.
3. To communicate, as necessary, with external regulatory bodies, information pertaining to the WDL or other requests.

Other

1. Post holders will need to undertake a prison security check (level 2) prior to being employed, as well the standard NHS recruitment checks.
2. To appreciate the secure environment you are working in and to adhere to all prison procedures as necessary.
3. To undertake any other tasks at the request of the senior prison services pharmacist.
4. Consider candidates with healthcare experience if no NVQ Level 2.

The following statements are mandatory for all job descriptions:

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

Note:

Please attach an organisational chart alongside, a person specification, and Job Description.



PERSON SPECIFICATION

JOB TITLE: Pharmacy Assistant Technical Officer-Medicines Management

DEPARTMENT: Southwest Region, OPS Pharmacy/Healthcare Team

GRADE: Band 3

Criteria	Essential	Desirable
Education/Qualifications		
NVQ level 2 Pharmacy Services certificate including the stores specific units 205 and 206 and registration with the GPhC		✓
Certificate in purchasing and supply (CIPS) level 2 or equivalent experience		✓
Completion of additional dispensary competencies (signed off as competent to dispense medicines)	✓	
Experience		
At least 2 years of experience as a pharmacy ATO and able to work in all sections of medicines supply	✓	
At least 1 year of experience working within pharmacy stores	✓	
Experience of working with pharmacy stock control IT systems (particularly JAC)	✓	
Experience of supervising and managing others on a day-to-day basis		✓
Experience of dealing directly with pharmaceutical manufacturers and wholesaler suppliers	✓	
Skills/Abilities/Knowledge		
Sound oral and written communication skills	✓	
Literate and numerate and be able to perform simple calculations	✓	
Competent in co-ordinating and completing day-to-day workload with minimal supervision	✓	
Knowledge of GDP (requirements of WDL)	✓	
Good interpersonal skills	✓	
Good knowledge of pharmacy stock control	✓	
Good organisational skills	✓	
Ability to work well under pressure and to meet deadlines	✓	
Able to work from written procedures	✓	
Ability to use (or learn to use) computer packages including JAC and Microsoft	✓	
Ability to sustain concentration	✓	
Team worker	✓	
Problem solving skills	✓	
Accuracy and attention to detail	✓	
Ability to exercise initiative	✓	
Telephone and reception skills	✓	
Knowledge of COSHH and H&S	✓	

Ability to handle conflict situations/refer as necessary	✓	
Effort/Environment		
Regular use of computer	✓	
Lifting of boxes and bags that may be heavy	✓	
Exposure to medicines in containers controlled by COSHH regulations	✓	
Working within a secure environment	✓	
Other Requirements		
Self motivated and reliable	✓	
Good time keeping	✓	
Attention to detail	✓	
Ability to take responsibility and be personally effective	✓	
Committed to self and service development	✓	
Flexible and adaptable	✓	
Trustworthy	✓	

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name