JOB DESCRIPTION

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title:	Medicines Management Technician
Band:	5
Responsible to:	Clinical Lead Pharmacist
Responsible for:	
Accountable to:	Chief Pharmacist
Place of work:	Oxfordshire and Wiltshire
Hours:	37.5 hours

JOB PURPOSE

To work as an effective and proactive member of the Medicines Management Team, ensuring patients receive the highest standard of care, in accordance with Government legislation and guidance, and local policies and procedures.
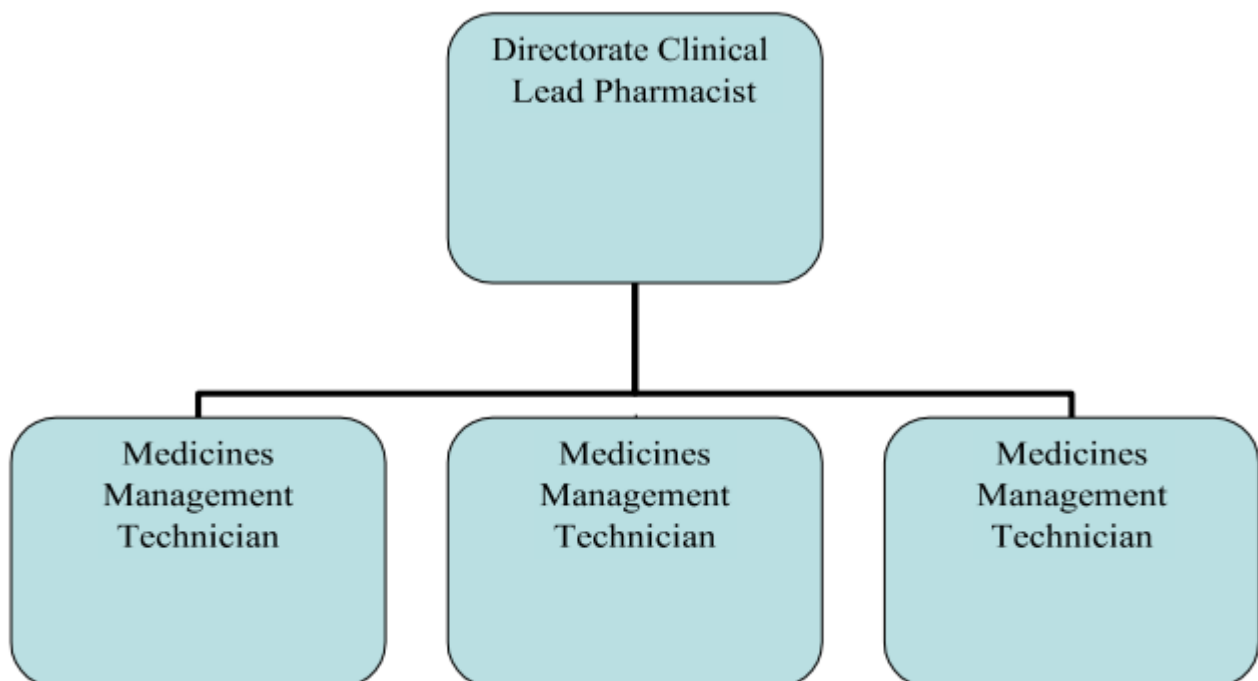
DUTIES AND RESPONSIBILITIES

Main Duties
1. To be part of the local clinical teams, responsible for the provision and development of the medicines management service to designated wards and/or departments where appropriate.

2. Within department policies and Standard Operating Procedures, be accountable for problem solving at ward level, the provision of routine and non-routine advice and day to day decisions on medicines management issues, reporting back or referring where appropriate.

3. Complete a 'medicines reconciliation' for all new admissions according to national standards, which will include accessing the Trust Electronic Health Record, contacting hospitals, GP surgeries, community pharmacies and talking to service users/carers to compile a complete and accurate list of current medication.

4. Conduct Controlled Drug reconciliation on a three-monthly basis and report results to Site Lead and ward/department managers.

5. Be responsible for the maintenance of the Patients Own Drugs (PODs) scheme for designated wards according to Trust policy.

6. Train nursing, medical and pharmacy staff in the use of PODs.

7. To supply non-stock items according to department procedures.

8. Dispense short leave and discharge prescriptions on site, where appropriate.

9. Work with clinical teams to review and update ward stock lists for designated wards.

10. Work with clinical teams to ensure seamless transfer of patient care which may include attending ward hand over meetings, conducting one to one meetings with patients when necessary together with provision of TTOs, liaising with prescribers, community pharmacists and GPs regarding ongoing supplies of medication.

11. In conjunction with the clinical pharmacist, counsel patients on medicines taking into account issues of client competence, behaviour and understanding.

12. Be responsible for the development of a link technician role to ensure good multidisciplinary working.

13. Record and communicate details of all personal medicines management interventions and contributions and to participate in the Medicines Management Audit programme.

14. Participate in the training of student technicians and new Medicines Management Technicians.

15. Ensure correct procedures are implemented and adhered to in any and all environments where Clinical Trials are being conducted.

16. Participate in the accredited accuracy checking technician programme.

17. Participate in the pharmacy medicines optimisation training programme.

STRUCTURE CHART

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                    │ Directorate Clinical │
                    │  Lead Pharmacist     │
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│  Management   │     │  Management   │     │  Management   │
│  Technician   │     │  Technician   │     │  Technician   │
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CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development
- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct
- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity
- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety
- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control
- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to

reduce the spread of healthcare-associated infections (HCAIs).

- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined the the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Job Title: Medicines Management Technician (MMT) Band: 5		
Criteria for Selection	**Essential Requirements**	**Desirable Requirements**
Knowledge Requirements	Competence in the use of Microsoft Office (i.e., spreadsheets, word processing, presentation software) Able to use a Pharmacy Patient Record and supply system.	Knowledge of the Ascribe® Pharmacy System
Qualifications – Academic / Skills / Professional	NVQ Level 3 in Pharmacy Services or equivalent with experience. GPhC registered Technician. Medicines Management Accreditation. Evidence of CPD.	Accredited Checking Technician. Advanced Medicines Management Accreditation.
Further Training or Job-Related Aptitude and Skills	Good organisational ability. Ability to work effectively as part of a team, and individually. Ability to cope with the demands of constantly changing priorities. Supervisory experience. Ability to communicate effectively with service users and colleagues at all levels.	
Experience	Experience of practicing as a pharmacy technician in a hospital setting.	Pharmacy experience on a community hospital or mental health ward.
Personal Qualities	- Self-motivated - Positive - Adaptive and flexible - Able to "think outside the box" - Team player	
Contractual Requirements or other requirements	Driver's license, ability to manage travel between sites.	