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| JOB TITLE Pharmacy Technician – Medicines Management |

**LOCATION: Practice Plus Group Hospital Plymouth**

**SALARY: 29 K to 36K depending on experience**

**RESPONSIBLE TO: Site Lead Pharmacist**

**ACCOUNTABLE TO: Head of Nursing and Clinical Services (onsite) and Chief Pharmacist – Secondary Care (Professionally)**

**HOURS OF WORK: 37.5 hours per week**

**Job Summary:**

The post holder will work closely with the base pharmacy site at Practice Plus Group Hospital Plymouth and will be liaising directly with the multi-disciplinary team at the centre to provide a high-quality pharmacy and medicines management services, in accordance with the priorities set by the Site Lead Pharmacist, Site Senior Management and National Chief Pharmacist. The post holder will:

* + - * Ensure that medicines management within the Hospital comply with all current legislation, accepted professional and ethical standards and clinical requirements.
      * Provide medicines procurement, distribution, dispensing, and stock control and maintenance within the Hospital.
      * Provide pharmacy clinical services such as medicines reconciliation on admission/discharge, assessment of medication prior to surgery in pre-admission clinics and counselling patients on discharge.
      * Maintain and apply robust clinical governance arrangements (risk management, guidelines, policies, audits, etc) for all aspects of medicines management within the Hospital.
      * Act as an initial point of call for medicine related enquiries and provide medicine information to all clinical teams at the Hospital.
      * Support the Site Lead Pharmacist to maintain the delivery of a high-quality patient focused and progressive clinical pharmacy service to Practice Plus Group Hospital Plymouth

**MAIN DUTIES & RESPONSIBILITIES**

**Pharmacy Services and Medicines Management**

* Responsible for the procurement of medicines via the pharmacy computer system.
* Responsible for receiving medicines orders from suppliers and the good keeping of all the necessary paper work and documentation.
* Maintain top up service rota and provide top-up service to clinical areas including theatres, outpatient clinics, satellite units, etc.
* Process orders for medicines from clinical areas including theatres, outpatient clinics, satellite units, etc.
* Assemble medicines for delivery/transfer ensuring that they are packed in a way to minimise risk to operators and porters.
* Co-ordinate medicines stock transfers between different sites of PPG.
* Liaise with Site Lead Pharmacist and site relevant staff with regards to medicines shortage and supply problems ensuring that ‘to follows’ or alternative items are supplied promptly.
* Manage medicines stock in the clinical area and ensure that stock is stored correctly and rotated, as well as offer support to clinical areas staff in putting stock away.
* Co-ordinate and record temperature measurements in clinical areas holding medicine stock and report any discrepancies to the site management and site lead pharmacist
* Co-ordinate daily stock checks, investigate anomalies and where authorised correct stock levels.
* Co-ordinate and manage the review and maintenance of clinical areas stock lists in consultation with the Site Lead Pharmacist and the Site Senior Management.
* Dispose of medicines appropriately.
* Process medicines returns and ensure stock is correctly assessed for re-use.
* Dispense and supply medicines against patient specific directions in accordance with all legal and professional standards.
* Oversee the supply of medicines through non-medical prescribing routes such as PGDs, over labelled TTO packs
* Maintain and apply robust clinical governance arrangements (risk management, guidelines, policies, audits, etc) for all aspects of medicines management within the Hospital.
* Carry out medicine management audits including safe and secure, quarterly CD audits across the Hospital.
* Oversee controlled drugs management within the site including record keeping, secure storage and safe/prompt destruction.
* Collect pharmacy services KPI and use national benchmarking data to identify trends and comparisons to inform service development and improvement plans.
* Action MHRA/Patient safety alerts related to medicines, complete necessary documentation in accordance with PPG policy and ensure that all alerts/actions are communicated to all relevant staff at the Hospital.
* Assist in ensuring that financial management achieves economy effectiveness by efficient accountable use of resources.
* Provide pharmacy clinical services such as medicines reconciliation on admission/discharge, assessment of medication prior to surgery in pre-admission clinics and counselling patients on discharge.

**Collaborative working relationships**

* Develop good working relationships and communication with all clinical and managerial staff within the site.
* Partake in periodical site meetings to share knowledge and to deliver an effective medicines management locally.
* Collaborate with the wider MDT to ensure that the medicines optimisation agenda is embedded within your site clinical practices.
* Liaise with medical, nursing and other staff in the provision and development of the clinical pharmacy service and contribute to patient care by providing medicine information advice
* Use available information to influence prescribers. Keep up-to date with prescription protocols and legislation at a local and national level and openly relate and discuss this with all members of the clinical team
* Use experience and professional judgement to assist in problem solving and troubleshooting within the pharmacy department
* Actively promote the clinical pharmacy service and share achievements locally

**Education and Training**

* Provide training addressing the needs for pharmacy and all healthcare staff groups within your site relating to policies, medicines and prescribing, although some of this training may also include staff external to Practice Plus group.
* Deliver monthly medicines management training to clinical staff.

**Professional development**

* Undertake appropriate training to comply with the job role. Be responsible for own continuing professional development in line with professional requirements and to ensure that knowledge is continually updated and maintain a portfolio of practice.

**Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

* The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

*This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.*

*This job description is subject to regular review and appropriate modification.*

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| **Person Specification: Pharmacy Technician – Medicines Management** |

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|  | Essential/ Desirable | Application Form/ Interview |
| **Qualifications/training and professional development** |  | |
| NVQ Level 3 or BTEC in Pharmaceutical Sciences or an equivalent pharmacy technician qualification. | E | A |
| Pharmacy Technician Registered with General Pharmaceutical Council (GPhC). | E | GPhC Register |
| Accredited Checking Technician (ACT) or willing to work towards ACT. | E | A |
| National Medicines Management Accreditation or equivalent. | E | A |
| **Experience** |  | |
| Post qualification experience working in community, secondary, intermediate or primary care pharmacy services | E | A/I |
| Experience of working with medicines/pharmacy procurement, distribution (including cold chain and controlled drugs), safe storage and transportation of medicines processes. | E | A/I |
| Hospital pharmacy experience (or equivalent) experience in areas of Pharmacy Technical Services and / or Medicines Management | D | A/I |
| Medication reconciliation processes | D | A/I |
| Experience with implementing or working with Electronic Prescribing and Medicines Administration (ePMA) systems | D | A/I |
| Audit, analysing data. | D | A/I |
| Multi-disciplinary working. | D | A/I |
| **Skills, abilities and knowledge** |  | |
| General knowledge of common drug therapy and their uses. | E | A/I |
| Computer skills. This includes keyboard skills and the ability to use IT software, e.g., Internet, Intranet, Microsoft Office (Word, Excel, Outlook) and an understanding of information management and technology in the management of pharmaceutical services. | E | A/I |
| Recognises personal limitations and boundaries of professional competence, able to identify when advice needs to be sought. | E | A/I |
| Knowledge of medicines management and relevant legislation and policies. | E | A/I |
| Able to work within teams, good interpersonal abilities. | E | A/I |
| Time management and prioritisation skills. | E | A/I |
| Organisation and prioritisation skills. | E | A/I |
| **Attitude** |  | |
| Deal with confidential issues in a professional and sensitive manner | E | A/I |
| Reliable, enthusiastic and self-motivated | E | A/I |
| Able to lift / carry pharmaceutical goods | E | A/I |
| Professional appearance and manner. | E | A/I |