

JOB DESCRIPTION

Job Title	Dispensing ATO
Pay Band	Band 2
Reporting to	Band 6 of day to day area of work
Accountable to	Technical Services Manager
Key relationships	Pharmacist, MTO and ATO

Job Summary

The post holder will participate with other team members of the pharmacy staff aiming to provide an efficient and comprehensive pharmaceutical service within the pharmacy departments of Southport and Ormskirk Hospitals NHS Trust, under the direction of the Chief Pharmacist. Duties will include labelling, dispensing, stock rotation, storage, dealing with dispensary queries and patient counselling.

Main duties & responsibilities

1. To be a member of the Pharmaceutical Service team as required at Southport District General, or Ormskirk District General Hospitals.
2. To participate in inpatient, outpatient and discharge dispensing including extemporaneous, unlicensed, Controlled Drugs within the guidelines of the GPhC's Guidelines for Medicines Ethics and Practice.
3. To undertake cytotoxic dispensing in accordance with departmental procedures and the criteria set out under COSHH Regulations and Regional and National Standards.
4. To participate in Annual Performance Appraisal Reviews, setting joint objectives in relation to the Trust set objectives.
5. To co-operate in the operation and development of the ASCRibe Pharmacy computer system under the direction of the Computer Services Manager.
6. To participate in the physical receipt of medicines and sundries, including signing for delivery and put away such items in the

appropriate location ensuring stock rotation. To assist in the maintenance of stock levels and stock storage ensuring efficient turnover whilst maintaining quality and potency.

7. To raise orders through the ASCRibe computer system for wards and departments as per approved stock order sheets.
8. To assemble stocks of medicines for wards, departments and associated hospitals.
9. To accuracy check orders of stock medicines for wards, departments and associated hospitals, after completion of in-house training package.
10. To check expiry dates on stock items on a regular basis, no less than monthly.
11. To re-issue returned drugs in accordance with local procedures.
12. To participate with Saturday and Bank Holiday duties on a Rota basis.
13. To receive and check details on incoming prescriptions, taking money for prescription charges if appropriate.
14. To file documentation and prescriptions according to departmental procedures.
15. To participate on a voluntary basis with late night duties as considered appropriate by the Technical Services Manager or other supervising pharmacists or senior technical staff.
16. To participate in appropriate training schemes for pharmaceutical staff. To keep relevant pharmaceutical clinical and technical knowledge up to date.

COMMUNICATION

17. To provide accurate record keeping of CDs kept in the Pharmacy including supplies to wards and departments, orders received into the Pharmacy and regular Audits of the accuracy of the computer and paper records.
18. Input and maintain data ensuring the Patient Medication Record is accurate and up to date.
19. To answer telephone and face to face queries of a routine nature from a wide range of staff groups, either in the Pharmacy or on the wards. Refer appropriate queries to the relevant member of the Pharmacy team when necessary.

20. To liaise with various members of the Pharmacy team and ward staff when solving supply problems and ensuring the best service to patients.

21. To undertake Patient Counselling in the Out-patient area taking into account difficult situations which can arise with aggressive, elderly, terminally ill patients and/or complex medication regimes, after completion of NVQ Level II training.

RESEARCH

22. To dispense clinical trials in accordance with the dispensing protocol, ICH GCP Guidelines and European Directive under supervision of the Clinical Trial Pharmacist, after completion of NVQ Level II training.

TRAINING

23. To undertake Mandatory training on an Annual basis determined by the Trust on CPR, Risk and Manual Handling.

24. Undertake appropriate mandatory training in infection control and comply with all Trust Infection Control policies relevant to the post, particularly with regard to the hand hygiene policy

25. To provide mentoring, induction and training of student technician's, pre-registration pharmacists, dispensary ATOs, summer placement and work experience students and any other relevant members of the Pharmacy team.

General

1. To abide by the relevant Codes of Professional Practice if applicable and NHS Codes of Conduct.
2. It is a requirement of employment within Southport and Ormskirk Hospital Trust that all staff must comply with the obligation of confidentiality to person identifiable information. The Data Protection Act 1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the trust to uphold the principles of the Act.

Any employee disclosing confidential/patient records or information to any unauthorised person or persons will render the employee subject to disciplinary action.

3. The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. Every member of staff employed by the Trust must take responsibility for any request for information that they receive and respond in line with Southport and Ormskirk Hospital Trust's Freedom of Information Policy and guidance.

4. All employees are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
5. All staff employed by Trust must adhere to the standards of record keeping outlined in the Records Management Policy and guidance documents.
6. To ensure compliance with all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Essential Standards of quality and safety.
7. Undertake appropriate Induction and Mandatory training, including infection control and comply with all Trust Infection Control policies relevant to the post, particularly with regard to the hand hygiene policy. To remind and challenge colleagues of their Infection Prevention and Control responsibilities if there is a potential or actual breach of policy.
8. It is incumbent on the post holder to continually update his/her professional awareness and carry out other duties deemed appropriate to the grade of the post.
9. The post holder is required to take all reasonable measures in relation to their health and well-being.
10. The post holder is required to adhere to Trust procedures in relation to Equality and Diversity, including the Staff Charter and NHS Constitution.
11. The post holder is required to adhere to the values of the Trust. **SCOPE: Supportive, Caring, Open and Honest, Professional, Efficient**
12. Staff must be aware of any comply with Safeguarding Policies and Procedures for both adults and children in order to promote safeguarding and prevent abuse to vulnerable people who may be working, visiting or receiving treatment within the organisation. All staff have a responsibility to report any suspicion of abuse to their Line Manager or Safeguarding Leads.
13. This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder.
14. The duties listed above may change over time and additional duties may be required appropriate to the pay band of the post.

Date job description reviewed	April 2016
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PERSON SPECIFICATION

Recruitment Criteria	Essential	Desirable
Qualifications		
Will work towards achieving NVQ LEVEL II in Pharmacy Services	x	
Knowledge & Experience		
Dispensing Assistant		x
Computer literate (training will be provided)	x	
Skills & Abilities		
Good communication skills, both written and verbal	x	
Ability to work on own initiative and as part of a team	x	
Ability to pay attention to detail	x	
Ability to work to a high specification of accuracy	x	
Ability to understand the importance of confidentiality	x	
Pleasant, helpful disposition	x	
Commitment to Continual Professional Development	x	
Good time management skills	x	
Self-motivating and flexible	x	
Physical effort		
To sit at VDU/Isolator, to push, pull and handle deliveries of drugs	x	
Mental Effort		
To concentrate for dispensing and checking	x	
Emotional Effort		
To dispense and counsel terminally ill and distressed patients	x	
Working Conditions		
To handles drugs and deal with a variety of patients	x	