



Pharmacy Department

Medicines Management Technician

Job Description

Grade:	Band 5
Based at:	Pharmacy Department, OUH NHS Trust
Accountable to:	Clinical Director of Pharmacy and Medicines Management
Managed by:	Ward Based Technician Manager Specialist Directorate Pharmacist
Liaison with:	Clinical pharmacists within clinical teams Specialist nurses within directorate Clinicians within various medical specialities Other Ward Based Technicians Other pharmacy staff Nursing and medical staff Patients
Supported by:	Practitioner Development Technicians

Medicines management aims to maximize the efficient, safe and cost effective use of medicines, focused around the needs of patients.

Overall Objectives

1. To improve the quality of care to patients in a clinical area by means of an efficient medicines management system. This will include the use of patient's own drugs (PODs), providing original pack dispensing, near-patient discharge systems and counselling patients about their medicines.
2. To provide a pharmacy service that ensures the safe and cost effective use of medications.
3. To work as part of the dispensary team to facilitate the efficient and effective discharge of in-patients from the hospital environment.
4. To be an active member of the Pharmacy Department and ensure continuous two-way exchange of information to maintain high standards with the Trust.

Key Result Areas

Ward based role

1. To be part of the Pharmacy team providing a near-patient medicines management service to ward areas.
2. To become an accredited Medicines Management Technician, or complete reaccreditation in order to transfer skills where appropriate.
3. To become accredited to assess PODs according to the Trust's criteria.
4. To implement and maintain the POD scheme according to Trust policies.

5. To train nursing, medical and pharmacy staff regarding the POD scheme.
6. To become accredited to initiate the supply of non-stock items for one-stop/full pack dispensing.
7. To become accredited to complete medicines reconciliation using a variety of available sources.
8. To aid discharge planning in conjunction with the clinical pharmacist and ward staff.
9. To work with the clinical pharmacist and ward staff to support medicines management at ward level.
10. To become accredited to undertake patient counselling on selected patients e.g. warfarin initiation, inhaler counselling.
11. To work with the clinical pharmacist to counsel patients on their discharge medication.
12. To become accredited to complete controlled drug checks for selected wards within the Directorate.
13. Refer interventions to the Clinical Pharmacist, and to report and investigate incidents where appropriate.
14. Work with the ward team to ensure safe storage of medicines at ward level, including temperature checks and appropriate storage of controlled drugs.
15. To liaise with ward staff over any relevant medicines management issues.
16. To become accredited to undertake homecare prescription validation as appropriate to clinical area.
17. To become accredited to undertake medicines related blood monitoring as appropriate to clinical area.
18. In conjunction with the clinical pharmacist and ward staff, to support the maintenance and updating of ward stock lists for the designated clinical areas.
19. To work closely with the ward pharmacy top-up assistant in maintaining a well-controlled and appropriate medication and fluid stock holding.
20. To participate in the audit of the medicines management service, as well as departmental and Trust-wide medication audits, as requested by the Clinical Pharmacist Manager or Ward Based Technician Manager
21. To participate in the training of new or existing technicians or ward based assistants on the medicines management role.
22. To participate in a reciprocal cover arrangement to maintain the medicines management service.
23. To work closely with the Directorate Pharmacist to ensure high cost drugs for outliers are accurately issued and returned.
24. Regularly review drug use and expenditure together with the Directorate pharmacist, and report on this when requested.
25. To document and audit financial drug savings and returns, and to produce reports.
26. To be responsible for the timely return or transfer of medicines between pharmacy and the wards.

General Pharmacy Role

1. To work as part of the dispensary team to facilitate the efficient and effective discharge of patients from their clinical area out of the hospital environment by participation in the dispensary rotas, including a minimum of 25% of your time providing daily dispensary support.
2. If requested, to gain an NVQ assessor qualification in order to support the formal training of student technicians. In addition, to complete Fire Incident Coordinator and Back Care Facilitator training.
3. To be a role model and mentor for trainee and qualified pharmacy staff.
4. To attend regular team meetings in order to keep updated on key information.
5. To develop and maintain an expertise and knowledge in issues related to pharmacy practice and medicines management, and development of pharmacy technicians.

Professional Role

1. To maintain professional registration with the General Pharmaceutical Council (GPhC).
2. To ensure confidentiality is maintained at all times.
3. To be professionally accountable for actions and advice.
4. To follow departmental and Trust policies and procedures.
5. To maintain an up to date Continuous Professional Development (CPD) record.
6. To take part in annual appraisals with the Clinical Pharmacist Manager and Ward Based Technician Manager.
7. To participate in late, weekend and Bank Holiday rotas.
8. Any other reasonable duties as requested by the Clinical Director of Pharmacy and Medicines Management.

Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment. Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major incidents Policy
- Fire Policy

And should make themselves familiar with the 'local response' plan and **their** role within that response.

Responsibilities for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust has the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.

Children's Rights

The post holder will endeavor at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

Safe guarding children and vulnerable adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Information Governance

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

Serious Untoward Incidents

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Trust Incident Reporting Policy.

Note

- 1) This Post is subject to appraisal, which is a two way process.
- 2) This job description is not definitive or restrictive in any way and should be regarded only as a guide to the duties required, and also it will be understood that at a time of rapid change within the Health Service other responsibilities may be added, as determined by the Clinical Director of Pharmacy and Medicines Management. The job description does not form part of the contract of employment.
- 3) The post-holder will be expected to participate in flexible working if introduced.
- 4) Out of hours working may be included and participation in such arrangements will be required.
- 5) Individual's continuous Professional Development needs will be identified and supported.

Person Specification for Medicines Management Technicians

Essential Qualities	Desirable Qualities
Qualified Pharmacy Technician with an NVQ3 or other equivalent qualification	Experience of working on wards
Registered with the General Pharmaceutical Council	Previous experience of working in appropriate clinical area
Relevant years post qualification experience	Experience of a near-patient ward based medicines management service
Accredited as a checking technician	Experience of the Patients Own Drug scheme
Accredited in Medicines Management and/or Medicines Reconciliation	Accredited to validate homecare prescriptions
Demonstrable time management and organisational skills	Accredited to perform patient blood monitoring
Enthusiastic, adaptable, flexible and able to demonstrate an ability to work independently, and as part of a team, under pressure	Understanding and experience of extended technician role
Able to demonstrate using own initiative appropriately	Experience of teaching/training others
Appropriately assertive and confident	A good working knowledge of Microsoft Office programs.
Demonstrable written and verbal communication skills	Experience of working with clinical trials, practice research and auditing
Willing to travel between sites	NVQ assessor, Back Care Facilitator

Updated by: Katie McDonald

Date: February 2022