

## Job description

<b>Post</b>	Pharmacy Technician
<b>Band</b>	Band 4
<b>Department</b>	Pharmacy
<b>Responsible to</b>	Dispensary Manager
<b>Professionally Accountable to</b>	Chief Technician
<b>Date written</b>	January 2023
<b>Written by</b>	Daniel Hawksworth

## Job summary

- To participate in dispensary-based technical services to provide flexible and responsive services to patients.
- The technical aspects of medicine supply are organised and managed by technical staff.
- Those aspects of work with a professional dimension will require pharmacists' supervision.

## Key working relationships

Liaises with staff within Pharmacy  
Liaises with staff on the wards/clinics

## Organisational structure

Forms part of Clinical Support Services Division

## Main duties and responsibilities

**To assist in the provision of medicines for the treatment of patients.** This will include the following tasks:

- To accurately and promptly dispense prescriptions for in-patients, out-patients, day-patients and leave/discharge patients.
- To issue dispensed medicines to patients and confirm that they know how to use them.
- To supply Controlled Drugs and keep appropriate records.
- To undertake 'final-checking' according to a defined policy when competence has been proven.
- To undertake 'Enhanced Patient Counselling' following appropriate training.
- If required, to take part in the staff rotation system and undertake duties elsewhere in the Pharmacy to maintain the service.
- If required, to issue and/or 'top-up' supplies of stock preparations for wards, departments and other areas.

**To use technical and pharmaceutical skills to ensure control, security, quality and value for money of medicines.** This will include the following tasks:

- To assist in maintaining appropriate storage and stock levels of medicines in Pharmacy Department to ensure quality, potency and economy.
- To help maintain an accurate computerised Pharmacy stock control system; to take part in daily stock checks.
- To assess and return medicines for re-use in accordance with the departmental policy.
- To maintain necessary records. If required, to collate information and present reports.



Compassion



Accountability



Respect



Integrity



Courage

Band 4 Non Rotational Technician, Sept 2021

- To undertake appropriate duties in the Pharmacy Quality Assurance Service.

**Other Duties.** This will include the following tasks:

- If required, to deputise for Senior Pharmacy Technicians.
  - To assist in the training of pharmacy and other staff, and the supervision of Pharmacy Dispensers.
- To undertake other duties elsewhere in the locality.

### Statutory and miscellaneous

- Take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires. (all registered staff)
- This post involves access to patients and their data including children and/or vulnerable adults as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary to apply for and be in receipt of a satisfactory **standard DBS check** of the post holder. **(this statement relates to patient facing but non clinical role)**
- The Trust requires all new starters to subscribe to the DBS update service where it is a requirement of the role.
- Be responsible for maintaining own vaccinations/Hepatitis B immunity.
- Safeguard patient confidentiality at all times including adherence to the Data Protection Act.
- Attend the Trust statutory refresher courses as necessary
- This post is subject to the terms and conditions of employment of Northampton General Hospital NHS Trust.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirement of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. Appropriate notice of such changes will be given.

### Confidentiality, Data protection and data quality

General Data Protection Regulation (GDPR) 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 its principles; and
- adhere to Trust policies and to maintain strict confidentiality at all times

It is a requirement of employment with the trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained (where appropriate).

### **Safeguarding Children & Adults at Risk**

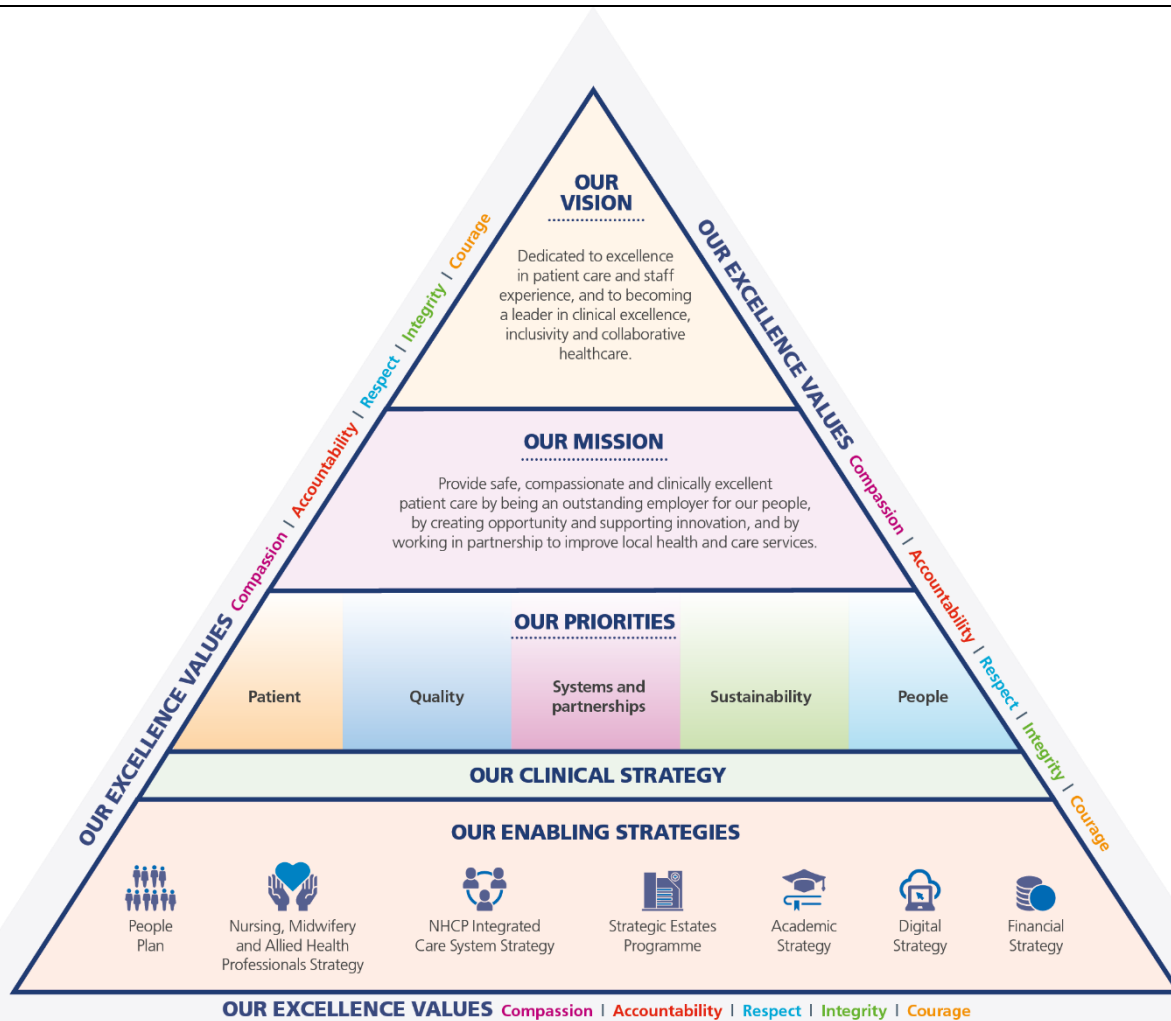
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

### **Our Vision and Values**

Northampton General Hospital NHS Trust and Kettering General NHS Foundation Trusts are both part of the University Hospitals of Northamptonshire NHS Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information about working for us:

- [Northampton General Hospital NHS Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)



## Our Excellence Values



Compassion



Accountability



Respect



Integrity



Courage

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other people's shoes.

We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.

We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.

We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.

We dare to take on difficult challenges and try out new thinks. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

## PERSON SPECIFICATION

Shortlisting Criteria	Essential	Desirable
<b>Education, Training &amp; Qualifications</b>		
Qualified Technician; NVQ Level 3 with BTEC in Pharmacy Services or City and Guilds Dispensing Technician Certificate/Society of Apothecaries Pharmacy Technician Certificate or training to qualify (will qualify within the next 12 months)	X	
Registered Technician with GPHC	X	
<b>Knowledge &amp; Experience</b>		
Computerised stock control system	X	
Counselling patients in the use of their medicines	X	
How dispensing errors occur	X	
Good manufacturing practice	X	
Technical 'final-check' of dispensed medicines	X	
Supervisory role within Pharmacy		X
Training of other staff		X
Knowledge of medicines , including how to handle potentially hazardous medicine / substances.		X
Hospital Pharmacy experience		X
<b>Skills</b>		
Excellent communication skills, written and verbal	X	
Computer skills (dispensing, stock control)	X	
Ability to work effectively under pressure	X	
Evidence of accuracy	X	
<b>Key Competencies/ Personal Qualities &amp; Attributes</b>		
Both full and part-time candidates should have the ability to work shifts that will cover 7 days of the week	X	

as the NHS moves towards 7 day service provision		
To be able to deal with confidential information correctly.	X	
Able to work until closing time on one day per week (same day each week as part of the 'late night' team)	X	