



## Job Description

<b>Job Title:</b>	Deputy Dispensary Manager (In-Patients, Virtual Wards and Satellite Dispensaries)
<b>Band:</b>	Band 6
<b>Hours:</b>	37.5
<b>Base:</b>	Luton & Dunstable University Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
<b>Reporting to:</b>	Dispensary and Outpatient Services Manager
<b>Accountable to:</b>	Chief Pharmacist
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES

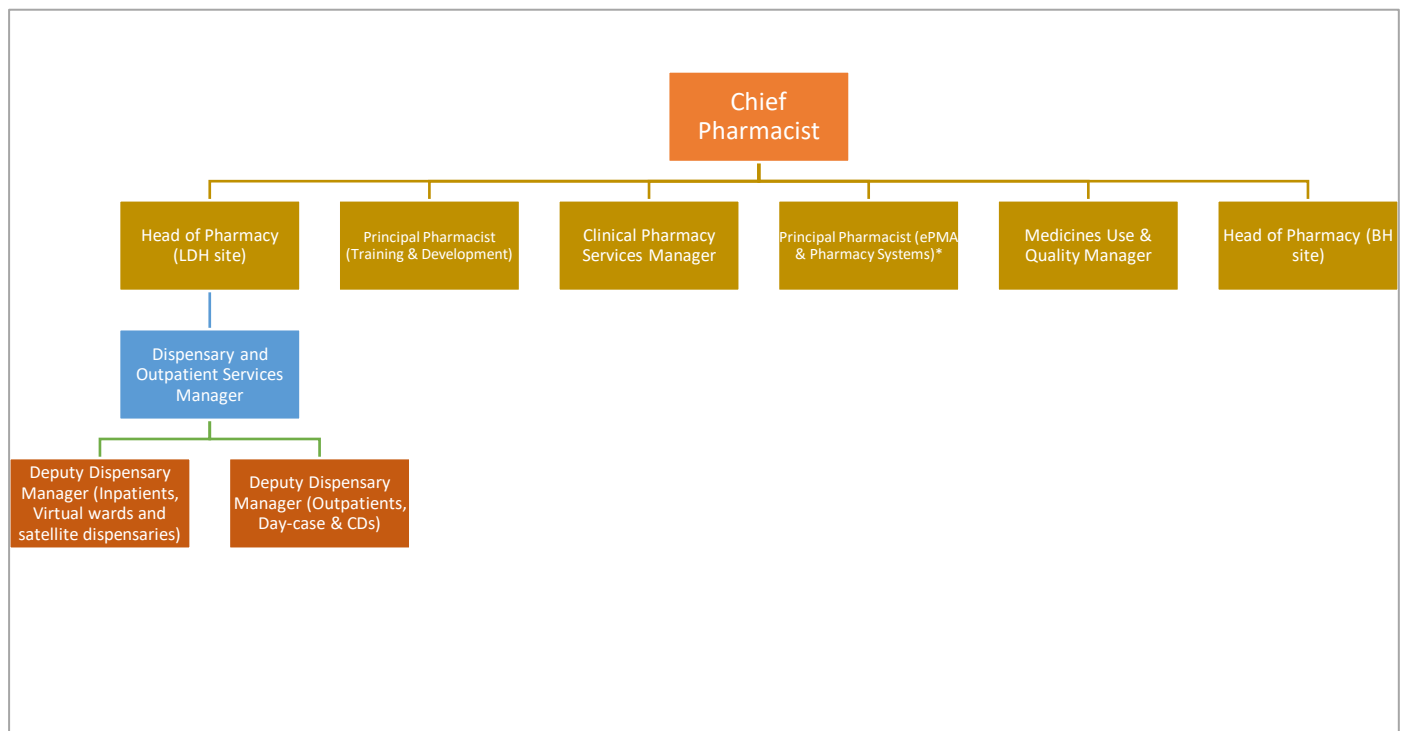




## JOB SUMMARY

1. To manage the day to day running of the dispensary, as delegated responsibility by the Dispensary Manager, specifically for activities and prescriptions relating to inpatients and virtual wards
2. To support the day-to-day running of the dispensary as requested by the Dispensary Manager for all activities (including the above plus outpatients, day case prescriptions and controlled drug prescriptions)
3. To act as an Accredited Checking Technician and to facilitate other technicians in becoming accredited to check
4. To dispense and issue prescriptions, providing advice as appropriate
5. To undertake day-to-day supervision of junior pharmacy technicians and pharmacy assistants
6. To provide training in dispensary procedures and pharmacy computer use to all members of staff (this will be a major job responsibility)

## STRUCTURE:





## KEY RESPONSIBILITIES

### OBJECTIVES AND PURPOSE OF THE POST:

- To deputise for the Dispensary Manager as required to co-ordinate the dispensing of medicines for in-patients, outpatients and ward use. This will include:
  - Personally receiving prescriptions into dispensary
  - Ensuring prescription charges are collected where appropriate,
  - Accurately assembling, labelling, and dispensing individual in-patient, out-patient and discharge prescriptions including cytotoxic medicines, according to departmental policies and standard operating procedures
  - Supporting staff in any problem solving that arises from these procedures, including contacting other healthcare professionals
- To perform the final technical accuracy check on clinically screened prescriptions dispensed by other staff
- To counsel individual patients regarding correct use of medicines when appropriate. To include counselling / demonstration of inhaler and other medical device techniques. To contribute to the provision of information on medicines and general health care to out-patients through the use of posters and leaflets
- To ensure all appropriate patient medication history data and prescription data is entered accurately onto computerised and manual databases. This will include maintaining databases of prescribing of unlicensed medicines and non-formulary prescribing
- To co-ordinate efficient stock control within the Dispensary, through a rolling programme of stock reconciliation checks and expiry checks on a regular basis. This includes organising safe destruction of drug waste and investigating wrong stock levels and problem solving
- To oversee the safe and secure storage and dispensing of controlled drugs, ensuring all statutory registers are maintained accurately
- To participate in the maintenance of safe systems, usage and monitoring of dispensing of unlicensed drugs for the trust
- To be responsible for ensuring an appropriate level of stationary, consumables, disposables etc. are maintained – this includes patient information leaflets and health education material
- To liaise with relevant pharmacy and other healthcare staff to ensure an efficient, responsive service to directorates. To implement systems for service provision which enhance the efficiency of the dispensary



- To regularly formulate, review, update and implement standard operating procedures for the dispensary
- To act as a role model for junior pharmacy technicians
- To assist in day to day tasks associated with clinical trials including dispensing prescriptions and receiving orders in the Clinical Trials Technicians absence
- To support the Dispensary and Outpatient Services Manager in managing and developing technical and assistant grade staff within the Pharmacy dispensary section, monitoring their performance and carrying out regular appraisal of directly accountable staff
- To be the workplace co-ordinator, supervisor and mentor for Pharmacy assistants undertaking the Level 2 Pharmacy services qualification. This will include close liaison with the course provider and regular 1:1 meetings to support and ensure continuing progress
- To support, supervise and mentor Senior Pharmacy Assistants to complete the NVQ level 3 qualification and Pre-Registration Pharmacy Technicians NVQ level 4 qualification.
- To supervise on a day-to-day basis the work of junior and student pharmacy technicians and Pharmacy assistants in the dispensary. To co-ordinate the rotation of these staff within the dispensary
- To be responsible for the 'hands on' induction and on-going training of members of dispensary staff and other pharmacy staff in dispensary procedures including use of the pharmacy IT system
- To assist in training schemes for all grades of professional and technical staff within the dispensary function
- To act as a facilitator for the Accredited Checking of Technicians training scheme
- To act as an NVQ witness / assessor for both level 2, 3 and 4 awards and complete competency assessments for pharmacist pre-registration trainees
- To support the Dispensary and Outpatient Services Manager in ensuring stock control of medicines is regularly audited throughout the year and in preparation for the end-of-year formal Trust audit



## **OTHER DUTIES:**

- To assist Dispensary and Outpatient Services Manager in the induction and training of Junior Pharmacists, Student Technicians, Pharmacy Assistants and other staff as appropriate
- To participate in departmental and regional education and training
- To check the assembly of emergency trays packed by others
- To participate in departmental audit programmes
- To participate in the weekend, bank holiday and late dispensary rota
- To liaise with colleagues and professional staff in other disciplines
- To maintain an active CPD portfolio
- To adhere at all times to the policies and procedures of the Luton & Dunstable University Hospital NHS Trust, as they relate to the management and delivery of service
- To maintain safe systems of work in accordance with relevant Medicines Act and Health and Safety legislation, and to ensure that any defects which may affect Safety at Work are brought to the attention of the appropriate manager
- To participate fully in the Individual Performance Review and objective setting process of the Trust
- To undertake other duties as reasonably requested by the Chief Pharmacist



## GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

## PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

## STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

## INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.



All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

## PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

## PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other



unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

## SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

**Note:** Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.





## ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.