

JOB DESCRIPTION

1 General Information

JOB TITLE:	Specialist Pharmacy Technician: Cardiovascular
GRADE:	Band 5
DEPARTMENT:	Pharmacy
HOURS:	37.5
RESPONSIBLE TO:	Highly Specialist Pharmacist: Cardiovascular Principal Cardiovascular Pharmacist
ACCOUNTABLE TO:	Chief Pharmacist

Guy's and St Thomas' NHS Foundation Trust

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

Royal Brompton and Harefield hospitals joined Guy's and St Thomas' in February 2021 and is the largest specialist heart and lung centre in the UK and among the largest in Europe. We provide treatment for people with heart and lung disease, including rare and complex conditions, offering some of the most sophisticated treatment that is available anywhere in the world.

Our integrated approach to caring for patients from before birth, through childhood, adolescence and into adulthood and old age has been replicated around the world and has gained Royal Brompton and Harefield an international reputation as a leader in heart and lung diagnosis, treatment and research.

We are working in partnership with King's Health Partners, to deliver our vision of creating a new centre of excellence, which will be the global leader in the research into and treatment of heart and lung disease, in patients from pre-birth to old age.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first** - consider the patient's needs and wishes in all that they do
- **Take pride in what they do** – strive for highest standards on own work and challenge colleagues to do the same
- **Strive to be the best** – in terms of patient care & teamwork
- **Act with integrity** - maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- **Respect others** – patients, visitors and colleagues. Actively give and receive feedback.

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action.

2 Job Summary

To support the delivery, development and evaluation of clinical pharmacy services to the cardiovascular directorate in accordance with objectives set by the General Manager and the Principal Pharmacist for Cardiovascular. Being responsible for providing a safe, efficient and accurate ward based pharmacy service; and providing support to the clinical pharmacy team in the dispensing, checking and counselling of prescriptions.

3 Key Relationships

Accountable to: Chief Pharmacist

Managed by: Highly Specialist Pharmacist: Cardiovascular
Principal Pharmacist: Cardiovascular

Objectives set by: Highly Specialist Pharmacist: Cardiovascular
Principal Pharmacist: Cardiovascular

Manages: Junior Pharmacy Technicians

Supervises: Students in pharmacy
Pharmacy Assistants
Trainee & Rotational Pharmacy Technicians
Trainee & Rotational Pharmacists

Accountable for: Providing a safe, efficient and accurate ward based pharmacy service

Liaison: Clinical pharmacy staff
Cardiovascular and pharmacy management team
Pharmacy staff
Nursing and Medical Staff
Primary Care Practitioners
Other community and pharmacy teams

4 Duties and Responsibilities

4.1 Service Delivery and Operational Management

4.1.1 To provide a comprehensive pharmaceutical Medicines Management service to patients. This includes:

- Communicating detailed information to patients & carers about drug doses, indications, side effects and efficacy to promote concordance.
- Answering any queries or concerns a patient, carer or staff may have about medication or refer to a pharmacist if appropriate.
- Facilitating the accurate, timely and cost-effective supply of medicines – including transfer to and from other areas as required.
- Assessing Patients own Drugs for suitability for use in the Trust.
- Recording accurate written medication reconciliations for newly admitted and transferred patients.
- Accurately dispensing prescriptions for inpatients following pharmacy procedures after screening by a pharmacist.
- Performing final accuracy check on clinically screened prescriptions on completion of a recognised Accredited Checking Pharmacy Technician Scheme.
- Liaising widely (e.g. GP staff, Nursing homes, patients, carers etc) to ensure the timely availability of patients medication.
- Reviewing and ordering of patient specific medication for new and repeat items to ensure timely and cost-effective supplies using the departments MMP system.
- To ensure availability of stock to ensure timely supply for patient discharge.

4.1.2 To provide a safe and efficient supply of pharmaceutical products to patients. This may involve:

- Working in the dispensary on a session basis, ensuring that good dispensing practices are followed and that all staff are working within the appropriate Standard Operating Procedures.
- Supporting actions related to drug recalls
- Ensuring all documentation used is processed and filed correctly
- Assist in the development of new standardised documentation when needed.

4.1.3 Liaise with clinical pharmacists to highlight and refer clinical problems, ensure that requests are processed safely and prioritised to match clinical urgency.

- 4.1.4 Assist in the delivery of all aspects of medication storage, record keeping, stock control and stock rotation on the wards and dispensary.
- Supporting the safe and secure storage of medication on the wards
 - Maintaining stock levels of drugs in line with Trust policy
 - Reviewing ward stock lists to reduce risk and wastage.
 - Supporting CD stock checks in line with trust policy.
 - Participate and provide an Omnicell service and cycle counts.
 - Act as the primary contact for clinical pharmacy operational duties
 - Replenish paraphernalia utilised to promote the safe and effective discharge of patients (e.g. compliance aids, leaflets)

4.2 Human Resource Management

- 4.2.1 Supervise staff to ensure that work is conducted to a high standard and in accordance with Standard Operating Procedures.
- 4.2.2 Manage non-rotational junior pharmacy technicians.

4.3 Quality Management and Clinical Governance

- 4.3.1 Ensures that the Trust and Departmental Health and Safety policies and procedures are understood and adhered to by all staff working in the team
- 4.3.2 Assist in the collection and preparation of workload quality and financial indicators
- 4.3.3 Participates in recruitment and selection of staff as required
- 4.3.4 Support the investigation of incidents within directorate

4.4 Education and Training

- 4.4.1 Participates and delivers staff induction within the Directorate.
- 4.4.2 Participates and delivers Medicines Management education, training, and assessment of staff within the Directorate.
- 4.4.3 Undertake the assessments and appraisals of rotational pharmacy technicians as required. This may include witnessing evidence for students completing their QCF/NVQ Pharmacy Service Skills level 2/3, providing assistance and training when required.
- 4.4.4 Undertake an agreed specific programme of education and training and personal professional development to enable effective delivery of the responsibilities and duties expected of the post.
- 4.4.5 Undertake mandatory CPD as required by the GPhC.
- 4.4.6 Attend department and Trust QCF standardisation and networking meetings to ensure assessment practice meets current QCF standards and QCF Code of Practice requirements as required.
- 4.4.7 Participate in the education and training of non-pharmacy staff (e.g. nurses) as required.

4.5 Research and Development

- 4.5.1 Routinely gather data for the audit of services and assists with analysis.
- 4.5.2 Undertake an audit to measure and/or improve practice

4.6 Pharmacy Practice

- 4.6.1 To ensure all duties and tasks are completed following the department procedures
- 4.6.2 To provide an effective Customer Service to all customers of the department
- 4.6.3 Participate in 7-day working in line with local needs, including late duty, weekends and bank holidays.
- 4.6.4 To undertake other duties as requested by the Highly Specialist Pharmacist:
Cardiovascular and Principal Pharmacist: Cardiovascular

The following statement forms part of all job descriptions:-

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

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2 Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

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.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Initials and date of Preparation

IH Apr 2023 – post merger text