

**JOB DESCRIPTION**

**AFC No. PTB0022a**

JOB TITLE:	Pharmacy Assistant Technical Officer.
BASE:	SWBH NHS Trust
DIVISION:	MDO
Grade:	Previous Band 2
RESPONSIBLE TO:	Chief Technician – Pharmacy Operations
ACCOUNTABLE TO:	Chief Pharmacist

**JOB SUMMARY:**

To undertake the duties of an Assistant Technical Officer and to contribute to the service whilst receiving training and providing cover as appropriate to the benefit of the service as a whole.

**MAIN RESPONSIBILITIES:**

Stores/Distribution

1. Participate in the day-to-day running of the pharmacy stores and distribution areas adhering to local procedures including.
  - a) Goods receipt from suppliers: unpacking, checking against documentation; receipt onto pharmacy IT stock management system
  - b) Storing goods appropriately including cold chain and restricted items.
  - c) Rotate stock to minimise waste
  - d) Ensure work area is kept clean, tidy and Condition of store
  - e) Process stock returns and waste
  - f) Issue stock to wards and departments
2. Participate in the movement of goods including IV fluids, controlled drugs, ward boxes and stores deliveries to and from different sections of the Trust.
3. Participate in the 'topping-up', issue and distribution of pharmaceuticals provided to wards, departments, hospitals and clinics including use of IT based stock storage and management systems.

4. Remove returned containers from ward and clinic departmental boxes and to assist with the removal of waste from the department.
5. To participate in regular stock date checks ensuring that accurate records of shelf life data are kept, maintained and monitored.

#### Dispensary.

- 1) Receive ,record and assist with prioritisation of prescriptions into the dispensary. Record prescriptions onto the Prescription tracking System (PTS)
- 2) Replenish and return pharmaceutical and non-pharmaceutical items into stock.
- 3) Assist in the in the accurate assembly of pharmaceutical items for dispensing.
- 4) File/retrieve prescriptions and records as required.
- 5) Assemble emergency boxes and maintain appropriate records.
- 6) Raise invoice requisitions for prescription monies owing.
- 7) Assist in the packaging and delivery of goods to ward and departments.

#### Aseptic areas

- 1) Routine clerical duties:
  - a) Filing
  - b) Photocopying
  - c) Completing documentation
  - d) Ordering supplies
- 2) Participate in the routine maintenance, monitoring and cleaning of equipment
- 3) Assist in the correct disposal of waste material.
- 4) Assist the laboratory staff with the preparation, assembly and packaging of aseptic products and equipment.
- 5) Assist the laboratory staff with stock checks and stock replenishment as appropriate.
- 6) Assemble emergency boxes and kits as necessary
- 7) Participate in routine cleaning of aseptic areas when required.
- 8) Ensure that all prepared products are delivered to the appropriate area after final checks

### Miscellaneous

1. To answer the telephones and to deal with clients, nurses and other hospital staff in a helpful, efficient and courteous manner.
2. Maintain relevant records of work undertaken including computer records.
3. Co-operate with pharmaceutical staff in all parts of the Trust, to the benefit of the service as a whole.
4. Maintain a clean and tidy working environment at all times.
5. Participate in stock taking procedures where necessary, which may be outside core hours on a planned basis, and report any stock discrepancies to the appropriate person.
6. Follow and implement departmental Standard Operating Procedures at all times.
7. Participate in audits where necessary.
8. Assist in the training and education of student technicians and other supporting staff.
9. Maintain and develop personal knowledge and skills.
10. Achieve objectives agreed at Individual Performance Review with the line manager.
11. Participate in departmental rotas and rotas for early and late opening, bank holidays, and weekend cover as part of the working week.

### **CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

### **HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

### **RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

## **EQUAL OPPORTUNITIES**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

## **CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

## **USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

*The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.*