

JOB DESCRIPTION

1. General Information

JOB TITLE: Senior Paediatric Pharmacy Technician - Dispensary

AREA/SPECIALITY: Paediatrics

GRADE: 5 (1WTE)

DEPARTMENT: Pharmacy

RESPONSIBLE TO: Associate Chief Pharmacist, Children's Service
Pharmacy Operations Manager, Evelina London

ACCOUNTABLE TO: Chief Pharmacist

LOCATION: Evelina London Children's Hospital

Guy's & 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.

Evelina London cares for local children in Lambeth and Southwark and provides specialist services across south east England including cardiac, renal and critical care services. We lead a number of specialist service networks aiming to ensure children are treated locally where possible but have access to specialist expertise when they need it. Our community services include health visiting, school nursing and support for families of children with long-term conditions. The Duchess of Cambridge became the Patron of Evelina London in 2018.

Our adult community services teams deliver care at the heart of the local communities we serve, working in partnership with GPs, local authorities and other healthcare and voluntary sector organisations. Working with our partners in Lambeth and Southwark, we are focusing on new ways of working to improve care for local patients.

We have a reputation for clinical excellence and high-quality teaching and research. We are part of King's Health Partners, one of eight accredited UK academic health sciences centres. In partnership with King's College London, we have dedicated clinical research facilities and a National Institute for Health Research (NIHR) Biomedical Research Centre.

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, and 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.

Evelina London

Evelina London is part of Guy's and St Thomas' NHS Foundation Trust, and we are responsible for providing services for women and children. With over 3,000 dedicated staff, and led by an Executive Team and Board, we have significant devolved autonomy to focus operationally and strategically upon the needs of our patients. We also benefit from being part of a large and successful NHS foundation trust, whose values we share. We have an ambitious strategic development programme, with backing from Guy's and St Thomas'.

Every year, the number of children and young people Evelina London cares for, in hospital and in the community, continues to grow. We provide comprehensive health services from pre-conception, before birth, throughout childhood and into adult life for children, young people and for women from London, South East England, and – for some rare conditions – around the UK and the world.

As the only NHS Trust in London with women's and specialist children's services on one site we have unique opportunities to provide excellent, high-quality, integrated care for mothers, babies and children. We operate through four clinical directorates: Neonatology and Medical Specialties, Surgical Services, Theatres and Paediatric Intensive Care, Children's Community Services and Women's Services.

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**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

2. Job Summary

To support the Principal Paediatric Pharmacy Technician in providing a safe, efficient and accurate dispensary service. Including the dispensing and checking of prescriptions, counselling of patients/carers, maintenance of stock and associated documentation. To assist in the supervision and training of pharmacy staff working within the Evelina London dispensary. To deputise for the dispensary Principal Paediatric Pharmacy Technician Pharmacy in their absence.

3. Key Relationships

Supervises (in the Principal Paediatric Pharmacy Technician absence):

- Rotational and Permanent Dispensary Technicians
- Pre-registration Trainee Pharmacy Technicians
- Trainee Pharmacists
- Pharmacy Assistants

Liaises with:

- Dispensary Staff
- Pharmacy Store and Distribution Staff
- Pharmacy Procurement
- Formulary Pharmacist
- Pharmacy Education and Development Staff
- Nursing and Medical Staff
- Paediatric Pharmacy team

4. Duties and Responsibilities

4.1 Operational

- 4.1.1 Participate in the timely, accurate and cost-effective dispensing of medicines against outpatient and inpatients prescriptions.
- 4.1.2 Participate in the final check of clinically screened prescriptions by a pharmacist.
- 4.1.3 Participate in the provision of counselling and advice to patients/carers on the use of their/child's medication.
- 4.1.4 Participate in the dispensing and checking of controlled drugs. Ensuring appropriate storage, accuracy and record keeping is followed.
- 4.1.5 Participate in the dispensing and checking of clinical trial prescriptions as required.
- 4.1.6 Ensure that procedures relating to good dispensing practice are followed, and encourage and maintain high standards and orderly methods of working.
- 4.1.7 Encourage and support compliance with the paediatric formulary and dispensary policies.
- 4.1.8 Participate in the Omnicell service by completing cycle counts as required.
- 4.1.9 Participate in the medicines management service to inpatients if required.
- 4.1.10 Responsible for the maintenance of dispensary documentation.

4.1.11 Assist in the collection and preparation of workload, quality and financial indicators.

4.1.12 Assist in project work as required.

4.2 Stock Control

4.2.1 Supervise stock and consumable management in the dispensary, including stock checks, stock rotation, expiry date checks and relevant documentation.

4.2.2 Participate in the problem solving of incorrect stock levels, generated by stock checks and adhoc queries.

4.2.3 Responsible for the management of medicine waste and medication returns. Ensuring recycling and destruction procedures are adhered to.

4.2.4 Participate in the investigation and required actions of drug alerts/recalls and out of stocks.

4.3 Management and Supervision

4.3.1 Assist in the supervision of the day to day running of the dispensary as required by the Principal Paediatric Pharmacy Technician.

4.3.2 Assist in the supervision of pharmacy assistants, pre-reg trainee pharmacy technicians, qualified technicians and junior pharmacists in the dispensary.

4.3.3 Deputise for the Principal Paediatric Pharmacy Technician when required.

4.4 Training and Education

4.4.1 Complete the clinical trials accreditation as required.

4.4.2 Undertake CPD and to attend courses in practice areas where needs are identified.

4.4.3 Participate in the department performance review scheme by attending regular review sessions with the Principal Paediatric Pharmacy Technician.

4.4.4 Participate in the induction and training of volunteers, pharmacy assistants, pre-registration trainee pharmacy technicians, qualified technicians, trainee pharmacists and junior pharmacists.

4.4.5 Participate in the assessments and appraisals of the pharmacy assistants, pre-registration trainee pharmacy technicians and qualified technicians.

4.5 Other Duties

4.5.1 Participate in the departmental performance review development scheme by attending regular review sessions with the Principal Paediatric Pharmacy Technician.

- 4.5.2 Participate in the various departmental rotas, including weekend, bank holiday and late night rotas.
- 4.5.3 Undertake any other duties requested by the Pharmacy Operations Manager and Principal Paediatric Pharmacy Technician.
- 4.5.4 Work in line with trust policies and procedures.

Planning and Organisation

Manages the dispensary based technician service on a day to day and strategic level. Implement Standard Operating Procedures and suggests improvements to service delivery.

Decision Making

Dealing with day to day problems of supply of pharmaceutical products, and the movement of staff to ensure an adequate provision of technicians in the dispensary. Decisions are made within the framework of the Trust, department and sectional policies and procedures. Decisions outside this framework are authorised by the Pharmacy Operations Manager or a Senior Pharmacist.

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.

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 want to support you to work in a way that is best for our patients, our staff and for you. Speak to us about how we might be able to accommodate a flexible working arrangement, if it works for the service, we'll make it work for you.

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

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust 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: PH 23/04/2024