

# Job Description



**South Tees Hospitals**  
NHS Foundation Trust

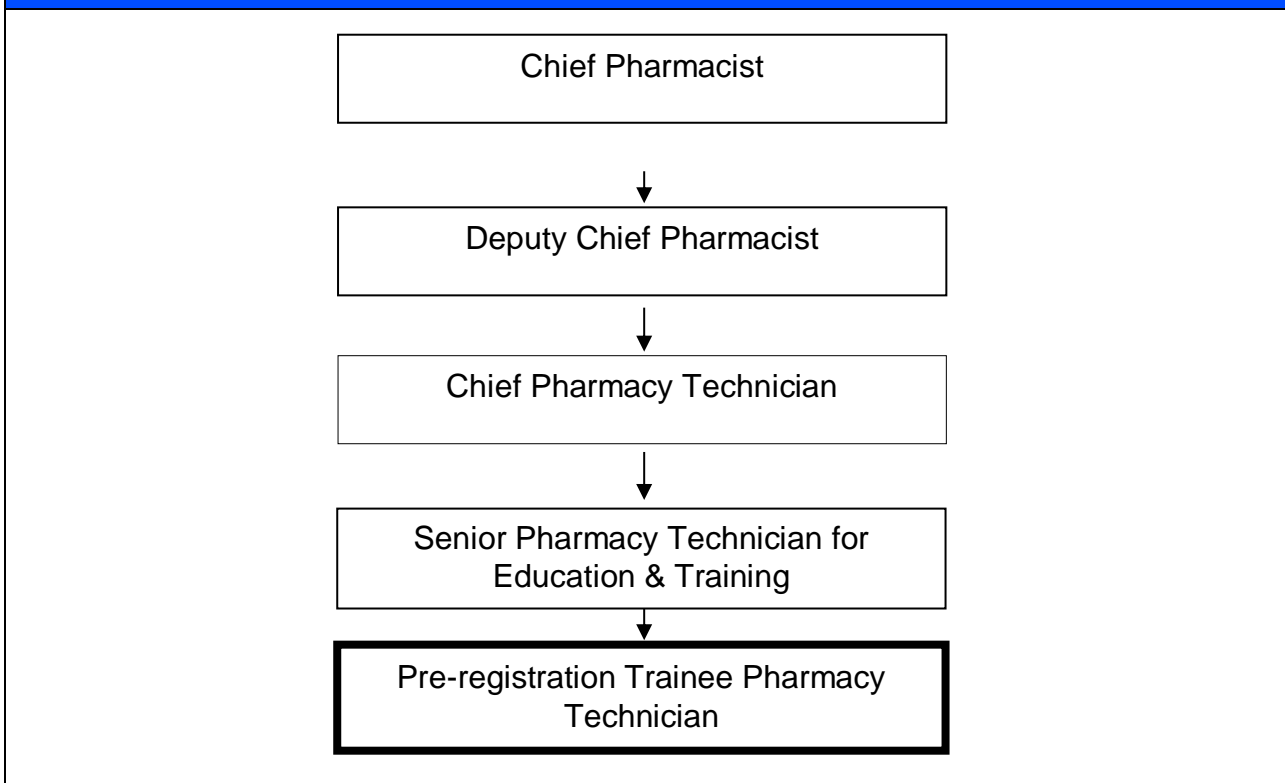
## Role Details

Job Title	Pre-registration Trainee Pharmacy Technician
Band	Agenda for Change Band 2
Department/Service	Pharmacy Department. Corporate Clinical Services.

## Organisational Relationships:

Responsible to:	Senior Technician for education and training and patient safety
Accountable to:	Chief Pharmacist
Professionally Accountable to:	N/A
Responsible for:	N/A

## Organisational Chart:



## Job Summary/ Role:

24 month apprenticeship contract, to develop the skills and the knowledge in all areas of hospital pharmacy practice required to become a qualified Pharmacy Technician, and to work towards the BTEC level 3 Diploma in the Principles and Practice for Pharmacy Technicians.

Eligible candidates will also be enrolled onto the Pharmacy Technician (Integrated) Apprenticeship.

To undertake a wide range of pharmaceutical duties under the supervision and professional direction of a pharmacist or pharmacy technician at South Tees Hospitals NHS Foundation Trust.

## Key Relationships:

Pharmacy colleagues in a range of different roles.

College tutors.

Patients, relatives and carers.

Other healthcare professionals (e.g. Doctors, nurses, healthcare assistants) as part of the multi-disciplinary team.

## Core Functions:

- To dispense medicines safely and effectively.
- To accurately check dispensed medicines against a prescription.
- To undertake ward pharmacy duties e.g. ward top-up, order medicines for patients, medicines reconciliation – a process of obtaining an accurate, up to date list of a patient's medication and comparing this to their current prescription, communicating and resolving any discrepancies between the two.
- To work on a rotational basis throughout the department.
- Contribute to the weekend working, bank holiday working, and late night working on a rota basis where appropriate.
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### Administrative Responsibilities

Be responsible for own learning and development. Manage workload and workplace duties appropriately.

### Clinical Responsibilities

Accurately dispense prescriptions and ward orders. This involves validation and interpretation of the order/prescription, selection of the correct product, labelling of that product, ensuring that all documentation is completed according to hospital policy and finally carrying out a self-check to ensure accuracy of own work.

Perform accuracy checks on items dispensed against an order/prescription following departmental SOPs (Standard

	<p>Operating Procedures) before passing to a qualified member of staff for validation.</p> <p>Advise patients on the safe and correct use of their medicines and other issues relating to medicines, under the supervision of a pharmacist/technician and within professional, legal and ethical guidelines.</p> <p>Receive prescriptions from outpatients, taking payment where required.</p> <p>Take part in the maintenance of efficient stock control including carrying out stock checks, storage and expiry checks as required, both in the pharmacy department and on the ward.</p> <p>Participate in a "ward top-up system", with responsibility for allocated wards, ensuring agreed stock levels and correct storage of pharmaceuticals is maintained. This involves ordering stock for the ward from the pharmacy.</p> <p>Use various reference sources to resolve and respond to pharmaceutical queries from enquirers which could include patients, pharmacy colleagues, and other healthcare professionals under the supervision of a pharmacist/technician.</p> <p>Review and order medicines for supply for a patient under the supervision of a pharmacist/technician.</p> <p>Complete assessment of patients own drugs to determine if they are fit for use during inpatient stay, identify and rectify and problems as necessary.</p> <p>Carry out the process of medicines reconciliation, using various sources of information and checking the compiled list against the patients drug chart under the supervision of a pharmacist/technician.</p>
<b>Management and Leadership Responsibilities</b>	<p>Provide guidance and support to junior trainees.</p> <p>Champion the Trust improvement and leadership strategy, through attendance at Novice leadership and improvement sessions</p>
<b>Policy and Service Development</b>	<p>Follow SOPs for all duties undertaken. Work carried out under the supervision of a pharmacist or technician. The degree of supervision depending on the competence of the trainee.</p> <p>Review SOPs.</p> <p>Contribute to service development where appropriate.</p>

<b>Research and Audit Responsibilities</b>	<p>Participate in data collection for regular departmental audits and risk assessments, including clinical/governance/safety audits.</p> <p>Deal with drug alerts/recalls issued by the MHRA (Medicines and Healthcare products Regulatory Agency).</p>
<b>Managing Resources Responsibilities</b>	<p>Follow Trust information governance policies.</p> <p>Be responsible for the care of Trust equipment in own possession, where necessary.</p>
<b>Education and Training</b>	<p>May demonstrate own activities to new starters in own work area.</p> <p>Agree performance objectives and a personal development plan with their line manager and college tutor.</p> <p>Develop and improve competence in clinical and pharmaceutical areas and acquire new skills and knowledge, which can be applied to practice.</p> <p>Meet deadlines for work-based and college assignments</p>
<p><i>The job description and duties may be subject to future review as the needs of the service change.</i></p>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
Effective communication. Methodical with attention to detail. Ability to plan and prioritise own workload to meet deadlines. Effective team member. Keyboard / computer skills. Knowledge of the role of hospital pharmacy, and hospital pharmacy technicians.	Understand the values of the NHS.	Application form and interview.
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
Four GCSEs at Grade A*-C/9-4 (or another qualification at the equivalent or higher level) which must include English or English language, Mathematics, 1 x science and 1 x other subject.	GCSEs at Grade A*-C/9-4 (or another qualification at the equivalent or higher level) in Biology and Chemistry.  Attendance at Novice and leadership improvement sessions within first year of role.	Application form and sight of original certificates at interview.
EXPERIENCE		
Essential	Desirable	Assessment Method
	Work experience in hospital or community pharmacy.  Experience in a customer service role.	Application form and interview.
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
Patient focused. Self-motivated. Flexible approach to work and study. Commitment to learning and professional development. Ability to learn/work alone.		Application form and interview.



## General Requirements:

### **Communications and Working Relations**

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### **2. Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

### **3. Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### **4. No Smoking**

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

### **5. Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### **6. Equal Opportunities**

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

### **7. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **8. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.



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**HR Use Only**

Job Reference No:

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## APPENDIX 2

### PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos						
Lifting weights/objectives above 15 kilos						
Using equipment to lift, push or pull patients/objects						
Lifting heavy containers or equipment						
Running in an emergency						
Driving alone/with passengers/with goods						
Invasive surgical procedures						
Working at height or in a confined space						
Concentration to assess patients/analyse information						
Response to emergency situations						
To change plans and appointments/meetings						

depending on the needs of this role						
Clinical interventions						
Informing patients/family/carers of unwelcome news						
Caring for terminally ill patients						
Dealing with difficult family situations						
Caring for/working with patients with severely challenging behaviour						
Typing up of formal minutes/case conferences						
Clinical/hands on patient/client care						
Contacts with uncontained blood/bodily fluids						
Exposure to verbal aggression						
Exposure to physical aggression						
Exposure to unpleasant working conditions dust/dirt/fleas						
Exposure to harmful chemicals/radiation						
Attending the scene of an emergency						
Food preparation and handling						
Working on a computer for majority of work						
Use of road transport						

