

OXFORD UNIVERSITY HOSPITALS NHS TRUST

JOB DESCRIPTION

Post Title: Pharmacy Dispensary Assistant Apprentice

Salary: £ 180 per week

Hours: 37 ½ hours per week

Accountable to: Practitioner Development Training Technician

Special Conditions: Fixed term – 15 months

Job Summary:

- To provide efficient and effective support to the dispensary team in accordance with Trust policies and procedures.
- The duties of this role will be rotational and will assist with automated dispensing robot duties, provision of dispensary receptionist support, support of some essential portering duties and building up skills to allow for the dispensing of medicines for inpatient use.
- To undertake all necessary training to enable you to undertake the End Point Assessment for this apprenticeship. This will include meeting regularly with your assessor/tutor.
- To cooperate with the Manager and Apprenticeship team to identify and develop areas of knowledge and skills for own personal and professional development and to review progress in regular intervals through review progress process.

Responsibilities:

The post holder will be expected to carry out the following duties:

- To complete all work set by your assessor.
- To efficiently undertake basic dispensary duties which may include the following duties as directed:
- To unpack pharmacy medicine deliveries, check the delivery and place for loading into the robot.
- To put away medicines into their correct locations and maintain clean and tidy storage areas.
- To expiry date check medicines and rotate the stocks to ensure medicines are used in date order and avoid waste.

- To provide support to the pharmacy reception including processing payments, filing prescription paperwork and taking in prescriptions from patients.
- To provide support to the pharmacy portering service including the delivery of sealed medicine pouches to ward areas and supporting the IV fluid top ups.
- To be trained to competently dispense and label medicines for inpatient use in accordance with the dispensary procedures.
- To be trained to use the pharmacy computer system to obtain information, print labels and to load the robot.
- To answer/deal with queries, both face to face and via the telephone, take messages and pass them on to the relevant member of staff in an appropriate and timely manner.
- To maintain filing systems in line with organisations policies and procedures.
- To assist with the ordering and maintenance of medicine supplies.
- To be a flexible and supportive member of the team.
- To maintain strict confidentiality at all times.
- Attend and take part in team meetings & regular reviews with line manager etc.
- To prepare for and attend assessment meetings and participate in relevant training.
- Throughout the training period the post holder will be expected to complete all training as required including functional skills if required, trust statutory and mandatory training as well as any study sessions provided by the Education & Training team.
- To adhere to the local and national Health and Safety regulations and the organisations Policies and Procedures.
- To sign a learning contract with the training provider and adhere to the agreement.
- To be responsible for the use of physical equipment and to report any defects in equipment as appropriate.

General

- This job description is not meant to be exhaustive and can be altered in consultation with the post holder.

- The Trust is an Equal Opportunities employer. The post holder is at all times expected to carry out their duties in accordance with the Trust's Equal Opportunities Policy.
- You are requested to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions at work and to ensure that statutory and departmental safety procedures are adhered to.
- Any other duties, which may be requested by the Manager in order to facilitate the smooth running of the Department.

No Smoking

As part of the Oxford University Hospitals NHS Trust promotion of good health, all sites are a NO SMOKING premises. Hopefully if you are a smoker you will see that the Oxford University Hospitals is acting in the interests of its employees' health and you will not be deterred from applying for any post, which interests you.

Responsibility for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

It is the duty of every employee to work in such that accidents to themselves and to others are avoided and to co-operate in maintaining their place of work in a tidy and safe condition thereby minimising risk. Employees will therefore refer any matters of concern through their respective line managers. Similarly it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH NHS Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmissible to patients have a duty to contact Occupational Health.

PERSON SPECIFICATION

Job Title: Pharmacy Dispensary Assistant Apprentice

Grade: Level 2 Apprenticeship

Department: Pharmacy OUH

Specification	Essential	Desirable
	<ul style="list-style-type: none"> • Good command of the English language and numerate 	4 GCSEs grade 3 or above.
Special skills / aptitudes	<ul style="list-style-type: none"> • Good attention to detail • Organised in your approach to work. • Good interpersonal skills • Keen to develop professionally and personally • Able to work with supervision • Understanding the requirement of confidentiality • An ability to ask for help and guidance if required 	<ul style="list-style-type: none"> • Understanding of Pharmacy role.
Personal qualities	<ul style="list-style-type: none"> • Able to communicate effectively at all levels • Team player. • Able to motivate oneself • Ability to act on own initiative when required • An ability to recognise limitations of the role and not to work outside of these limitations 	<ul style="list-style-type: none"> • Able to develop time management skills • An ability to cope effectively under pressure
Circumstances	<ul style="list-style-type: none"> • Flexible approach to work load and department needs 	