

**PHARMACY DIRECTORATE**

**SENIOR PHARMACY ASSISTANT  
NOTES FOR APPLICANTS**

**Please note that this post is for a Senior Pharmacy Assistant based in Dispensary Services. In section 6 of the Job Description “PRIMARY DUTIES & AREAS OF RESPONSIBILITY”, information relating to this post is in bold type.**

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	Senior Pharmacy Assistant
<b>Reports to:</b>	Dispensary Manager
<b>Accountable to:</b>	Pharmacy Business and Performance Manager (Chief Pharmacy Technician) /Director of Pharmacy
<b>Grade:</b>	Band 3 – Annex 21
<b>Unit/Department:</b>	Pharmacy Directorate
<b>Location:</b>	Pharmacy BRI/SLH

### 2. JOB PURPOSE

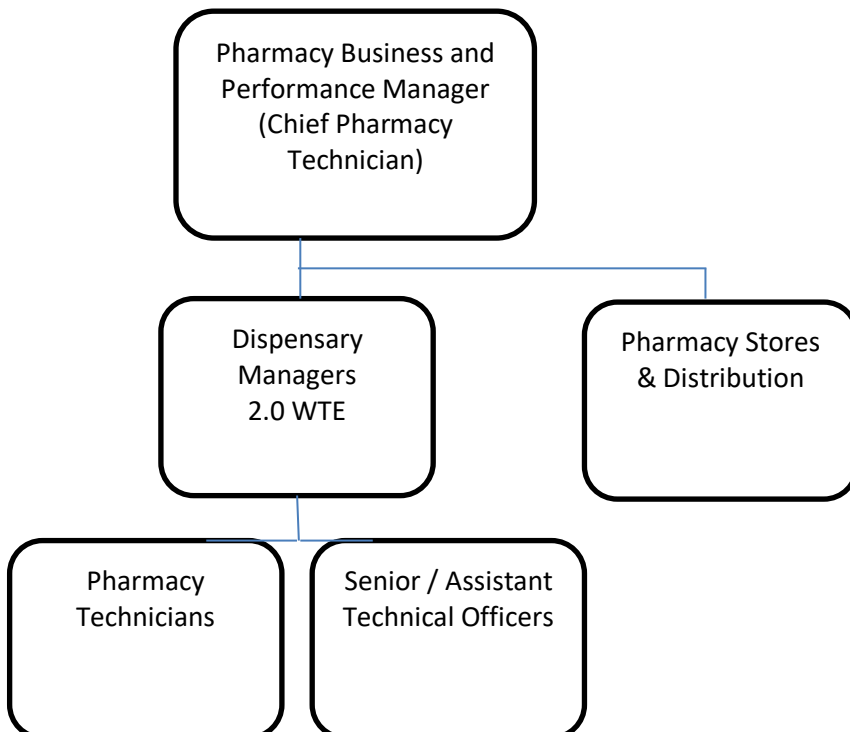
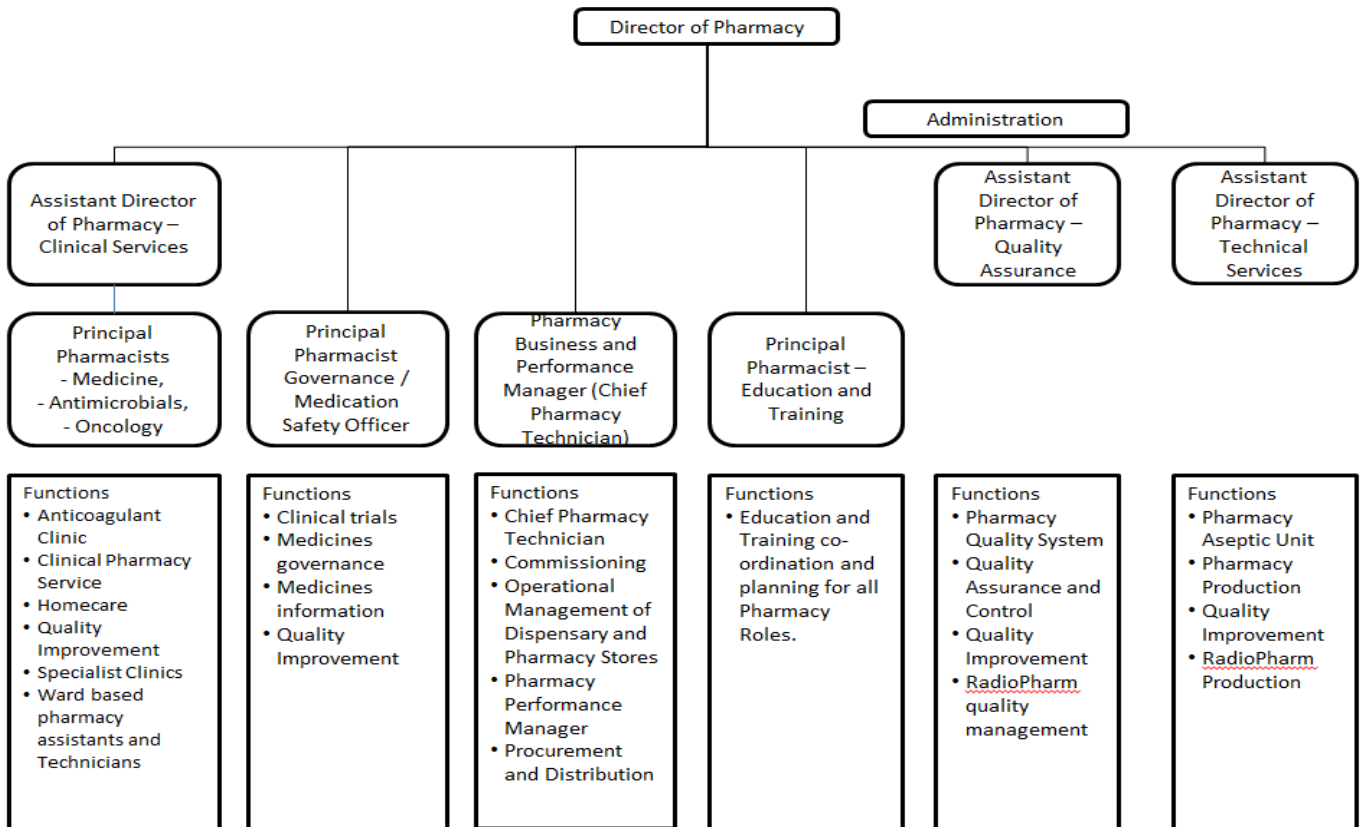
To provide and supervise technical pharmacy support services in order to maintain efficient stock control and distribution of medicines in all areas throughout the Trust.

### 3. JOB DIMENSIONS

The Trust currently has approximately 1000 beds with 75,000 in-patients and 28,000 day cases, most of which require some form of Pharmacy service input.

This requires the Pharmacy Department to provide a range of comprehensive pharmaceutical and technical services across the hospital sites.

#### 4. ORGANISATIONAL CHART



## **5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Level 2 in Pharmacy Services (or must be prepared to study towards)
- Significant experience of providing Pharmacy Technical Support Services
- Good basic general education
- Numeracy skills required
- Ability to follow written and verbal instructions
- Ability to work effectively under pressure
- Ability to communicate effectively
- Ability to prioritise workload and meet deadlines
- Good team working skills
- Demonstrable attention to detail
- Receptive to change, enthusiastic
- Computer literate
- Able to empathise with patients
- Smart/professional appearance

## **6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

### **GENERAL**

- To follow Standard Operating Procedures and all relevant regulations in the course of duties
- To notify the responsible technician of any out of stock or low stock level or discrepancy of any drug
- To work within Trust and local policies and procedures and to report any non-compliance to the relevant Manager or Deputy
- To report all equipment breakdown and any irregularities to the relevant Manager or deputy
- To be responsible for own area of work on a day to day basis without direct supervision
- To supervise support workers and trainees based in the unit and to work to the planned rotas
- To escalate any reported irregularities to the relevant manager
- To participate in rotas as agreed with the Dispensary Manager in any of the sections of the Pharmacy
- To contribute to efficient stock control in all areas and to ensure that stock rotation procedures are followed, time expired items are identified and pharmaceutical items returned to the department are dealt with according to procedures at all times
- To perform stock checks as required
- To copy, collate and replenish standard documentation for use in any section
- To have an input into the ongoing updating of procedure of own area by participation in Quality Circles
- To maintain a clean and tidy environment in all areas of work and to remove waste from specified Pharmacy locations as required

- To abide by the policies on security of drugs and premises and on the confidentiality of patients and staff

## **EDUCATION & TRAINING**

- To undertake any training necessary for the safe and efficient performance of duties

## **PROFESSIONAL**

- Any other duties at a comparable level of responsibility as required by the relevant Dispensary Manager, Co-ordinator or Pharmacy Business and Performance Manager (Chief Pharmacy Technician)
- To ensure that all work is done with due regard to the Health and Safety at Work Act and COSHH Legislation
- To participate in weekend, Bank Holiday and late night rota duties as required
- To provide an enhanced level of pharmaceutical competence and input into one or more of the following areas:

### **Dispensaries**

#### **Role Includes:**

- Receipt of goods from Pharmacy Stores, including checks for correct specification quality and quantity
- To store goods received in the correct location
- To retrieve stock items from locations to fill wards stock requests and to have checked before issue
- To enter details of prescriptions for individual patients onto the Pharmacy computer system in order to leave a record and create a label. Excluded will be Clinical Trials
- To dispense inpatient and outpatient prescriptions as required in any of the dispensaries within the Trust. Excluded will be Clinical Trials
- To supply appropriate stock items to wards using the appropriate stock list
- To work independently but to have all dispensed work and stock supplies checked by an appropriate person before issue
- To collect prescription charges where appropriate during the course of daily duties
- To assist with the provision of information to patients or carers on aspects of medications use
- To assist with the collection, administration and processing of prescriptions and the distribution of medication via Pharmacy reception or outpatient sections
- To carry out and report on routine finger prick blood tests for patients attending the Pharmacy led Anticoagulant Clinic
- To act as receptionist in the Pharmacy led Anticoagulant Clinic as required

### **Procurement**

#### **Role Includes:**

- To obtain the signature of an authorised person for all non-electronic orders for pharmaceuticals purchased through Pharmacy Stores and then to send these orders by the appropriate means
- To transmit authorised electronic orders

- To place urgent orders on the pharmacy computer system for approval by an authorised person
- To process goods receipts notes for items purchased through Pharmacy Stores accurately and in a timely manner
- To process invoices as required by the Principal Technician Stores & Distribution or Stores Manager
- To produce reports on outstanding orders and to chase these orders in a timely manner
- To keep records as required by the Principal Technician Stores & Distribution or Stores Manager
- To liaise with members of staff and the Principal Technician Stores & Distribution regarding “out of stocks”

## **Pharmacy Stores**

### **Role Includes:**

- To receipt goods from suppliers, including checks for correct specification quality and quantity
- To stow goods in the appropriate locations within the store according to the put away sheet
- To pick processed requisitions for wards, departments and clinics and to pack these ready for despatch
- To top up an agreed range of materials in clinical areas as required
- To deliver goods to wards and departments
- To replace cylinders on medical gas banks and to assess stocks of cylinders in the gas bank store and to advise on order requirements
- To receive gases into the gas bank store and to rotate stock appropriately
- To input information onto the computer in order to record data and to print a picking list for wards or departments
- To liaise with ward or departmental staff regarding supply issues
- To manage a small team of support workers within the section
- To supply appropriate stock items to wards using the store transfer routine on the computer

## **Quality Control**

### **Role includes:**

- To receipt goods from supplies, including checks for correct specification, quality and quantity and to report any discrepancies
- To stow goods received in the correct location
- To clean and disinfect the sterility testing unit
- To assemble and pre-prepare items to be used in sterility testing
- To assemble and pack stock items used within Pharmacy and Medical Physics departments for various Trusts
- To take samples as required for aseptic validation purposes
- To work single handed on checking media as required
- To assist with training any students working within the section
- To download data from fridge data loggers in various locations throughout the Trust
- To remove waste microbiological media in accordance with local procedures

## **Dispensing Support Unit**

### **Role Includes:**

- To receipt goods from Pharmacy Stores, including checks for correct specification quality and quantity
- To stow goods received in the correct location
- To clean and disinfect the area for aseptic preparation

- To assemble and pre-prepare items to be used in batch processing in CIVAS and named patient item preparation
- To assemble and pack stock items used in wards and departments throughout the Trust
- To launder and pack clean room garments
- To work single handed on batch preparation as required
- To manage a small team of support workers within a section
- To replenish Emergency Boxes
- To investigate and report discrepancies on received orders

### **Standard Information**

#### **Professional Registration**

To ensure that continuing professional development is achieved in line with the Registered Body's requirements ensuring your registration is maintained.

#### **Health and Safety/Risk Management**

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

#### **Equality and Diversity**

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

#### **Training and Personal Development – Continuous Professional Development**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

#### **Patient and Public Involvement**

All staff will be expected to comply with S.242 of the NHS Act 2006.

#### **Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

#### **Environment and Sustainability**

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

#### **Infection Prevention and Control**

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

#### **Safeguarding Children and Adults**

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages.

## **7. COMMUNICATION & WORKING RELATIONSHIPS**

The post holder will be responsible to the Lead Pharmacist Antimicrobial Therapy Services to ensure a comprehensive technical pharmacy service, however as a member of the pharmacy team will be ultimately accountable to the Director of Pharmacy.

## **8. SPECIAL WORKING CONDITIONS**

Travel between Bradford Royal Infirmary and St Luke's Hospital will be required.  
To work on the rotational weekend, late night and Bank Holiday rotas as appropriate.

### **Hours of Duty**

37.5 hours per week, plus weekend, Bank Holiday and late night rotas.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate, we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust, this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of the WYAAT, and each individual trust, supports that ambition.

## **9. JOB DESCRIPTION AGREEMENT**

Jobholder's Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Head of Department's Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Head of Department's Job Title:\_\_\_\_\_



## **Terms and Conditions:**

You will be appointed on Agenda for Change Terms and Conditions

### **1 Probationary Period**

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

<b>Length of Contract</b>	<b>Probationary Period</b>
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

***Probationary periods do not apply to internal moves/transfers and promotions***

### **2 Pension Scheme**

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at [www.nhsbsa.nhs.uk/member-hub/cost-being-scheme](http://www.nhsbsa.nhs.uk/member-hub/cost-being-scheme).

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

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| <b>3. Annual Leave</b>       | <p>The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).</p> <p>The annual leave year runs from 1 April to 31 March.</p> <p>Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, <i>pro rata</i> hours after 10 years NHS Service (inclusive of Bank Holidays).</p>  |
| <b>4. Health Screening</b>   | <p>The post is subject to health screening, as appropriate to the post.</p>   |
| <b>5. Special Conditions</b> | <p>The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.</p>  |
| <b>6. Sickness Absence</b>   | <p>Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the "Agenda for Change" staff Terms and Conditions via the Department of Health Website <a href="http://www.nhsemployers.org">www.nhsemployers.org</a> , or the HR Pages of the Trust Intranet.</p> |

**The Foundation Trust is a NO SMOKING Employer** - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

### **General Data Protection Regulations**

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

### **Disclosure and Barring Service**

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.