

## JOB DESCRIPTION

|   |   |  |
|---|---|--|
| <b>JOB TITLE:</b>   | Senior Pharmacy Technician –<br>Stores and Distribution |  |
| <b>DIVISION:</b>  | Clinical Group Services                                 |  |
| <b>SALARY BAND:</b>   | Band 5  |  |
| <b>RESPONSIBLE TO:</b>  | Chief Technician – Stores and Distribution              |  |
| <b>ACCOUNTABLE TO:</b>  | Pharmacy Manager  |  |
| <b>HOURS PER WEEK:</b>  | 37.5 hours per week                                     |  |
| <b>LOCATION:</b>  | Pharmacy Stores - Barnet                                |  |
| <b>MANAGES:</b>   | <b>Directly:</b>  | Stores and Distribution<br>ATO's, Porters,<br>Storekeepers                           |
|   | <b>Indirectly:</b>                                      | Patient Services<br>Technicians, ATOs,<br>rotational pre-registration<br>pharmacists |
| <p><b>JOB SUMMARY:</b></p> <ul style="list-style-type: none"> <li>To manage and lead a multidisciplinary team in the provision of supplying a pharmaceutical stock service to NHS wards and departments within the Barnet Hospital in accordance with objectives set by the Stores and Distribution Manager.</li> <li>The post holder will be responsible for and organise the day-to-day running of the pharmacy stores and distribution area, alongside the Stores and Distribution Manager.</li> <li>To monitor, develop and deliver the technical elements of the pharmaceutical stock service in accordance with objectives set by the Stores and Distribution Manager. This will include overseeing the ordering of medicines, ensuring safe, appropriate supply of stock to the wards and stock control throughout the Pharmacy Stores, Wards, and Departments.</li> <li>In conjunction with the Stores and Distribution Manager ensure daily management, medicine management initiatives, ensure the cost-effective use of medicines and assist in the implementation of cost saving initiatives.</li> <li>Participating in the bank holiday and weekend rota.</li> </ul> |   |  |

Date of the JD review: September 2020

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

In conjunction with the Stores and Distribution Manager provided a full and comprehensive stock dispensing service within the hospital, to ensure maximum efficiency, safety and economic drug use and to demonstrate professional accountability to enhance patient care.

- The delivery of a high quality stock dispensing service and promotion of pharmacy stores service.
- To liaise with storekeepers and Procurement staff with regards to stock issues, urgent requirements and delivery inaccuracies.
- To ensure that all stock dispensing records are complete and accurate and are attributed to the correct medical team or Consultant.
- To ensure standard operating procedures (SOP's) are followed and raise any issues to Stores and Distribution Manager with regards to any SOP's required or in need of amending.
- Ensure daily rolling stock counts have been completed and inaccuracies dealt with or raised to the Stores and Distribution Manager.
- Promotion of high quality cost effective stock supply.
- To provide Anaphylactic Shock kits, Cyanide Poisoning kits, Crash' boxes and 'Crash' trolley stock throughout the hospital.
- To monitor the service on a regular basis and to identify and manage any changes necessary to maintain a high quality responsive service to maximise patient care.

### 2. RESPONSIBILITY FOR PATIENTS

- To manage difficult situations involving members of the public.
- Provision of a high quality counselling service to patients, their representatives, and / or carers to explain the correct and most effective use of their prescribed medications, and any possible side effects, interactions or precautions to be taken and to ensure that the information has been understood by all parties.
- To analyse and interpret prescriptions and either resolve problems with the prescriber or refer problems to the pharmacist
- To act as an Accredited Checking Technician (ACT) to expedite the TTA discharge process

### **3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- To monitor the service on a regular basis and to identify and manage any changes necessary to maintain a high quality responsive service to maximise patient care.
- To work with managers and colleagues to continually improve the quality of services within the overall governance framework.
- To participate in and attend relevant multidisciplinary meetings.

### **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- To supervise the checking and replenishing of the 'out of hours' emergency stock cupboard.
- To promote and ensure maximum efficiency, safety and economic drug use
- To oversee a system for the safe storage of ambient and refrigerated medicines within the pharmacy stores and on in-patient wards and departments.
- To oversee the checking of stock entering the department and communicating any discrepancies to the stores and distribution manager.
- To supervise the computerised stock control system and perform random checks.
- To assist with the return of unused stock drugs according to the local 'returns policy'
- To supervise the cancellation of computer/issue errors and liaises with the computer team to rectify any associated problems.
- To implement a robust system for checking expiry dates and maintaining effective stock rotation for stock in the stores/dispensary.
- To ensure that all drugs for destruction are dealt with according to Health and Safety and departmental procedures.
- To maintain legal records e.g. Controlled Drug Registers.
- To oversee a system for the safe storage and easy retrieval of prescriptions and requisitions where appropriate.
- To ensure that stock is ordered for the stores/dispensary in a cost effective manner, taking into account changes in prescribing practices, items newly approved for inclusion in the hospital Formulary and seasonal fluctuations in drug usage.

### **5. RESPONSIBILITY FOR LEADING AND MANAGING**

To work closely with the Stores and Distribution Manager to manage and support the development of the team of Storekeepers, Assistant Technical officers (ATO's), Pre-registration pharmacy technicians/pharmacists and Portering staff.

- To produce and frequently update procedures for the stock supply of medications to wards and departments within Barnet Hospital.
- To identify and prioritise services to individual and groups of staff according to agreed policies.
- To implement and maintain an effective system for tracking the progress of stock requisitions/orders and communicating with ward/department staff of the progress of urgent medicines.
- To implement a satisfactory 'To Follow' service.
- To participate in the technician-checking scheme for accredited technicians.
- To act as an effective role model and to provide pharmaceutical advice and support to members of the multidisciplinary team

## **6. RESPONSIBILITY FOR INFORMATION RESOURCES**

- To accurately input data into the pharmacy computer system to produce labels and dispense medication (via the JAC system)
- To be familiar with the hospital electronic discharge summaries, and all relevant procedures including the EPMA system
- To act as a super user for the Automated Dispensing Machine inputting new barcodes and updating the database
- To manage inpatient workflow with an efficient use of PTS monitoring with the dispensary team.

## **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- To support the relevant medical, nursing and pharmacy staff to ensure that clinical trials are run efficiently.

## **8. EDUCATIONAL RESPONSIBILITIES**

- To contribute to the departmental appraisal and development programme for storekeepers, assistant technical officers and pharmacy porters based in the stores and distribution area.
- Provision and evaluation of the induction and competency based training for new staff.
- To provide on-going training to ensure procedures and legal and professional guidelines are adhered to and followed at all times.
- To train staff in the use of the departmental computer systems, databases and the linked Automated Dispensing machine.
- To act as an A1 Assessor for candidates of the NVQ levels 2 and 3 in Pharmacy.
- To act as an ACPT facilitator to facilitate ACPT course to new candidates according to Trust's guideline.
- To contribute to the education and training of pharmacy, medical, nursing staff and other healthcare workers.

## **9. PROFESSIONAL RESPONSIBILITIES**

- To be registered with the General Pharmaceutical Council.
- To always behave in a manner that is professional, positive and polite.
- To be accountable for own professional actions.
- To be responsible for ensuring that he/she remains aware of current developments in Pharmacy.
- To be responsible for his/her own professional development and participate in own 'Performance and Development Planning' and continual updating of CPD folder.

## **10. ADDITIONAL DUTIES/RESPONSIBILITIES**

- To participate in the late night, Weekend and Bank Holiday service rosters.
- Other relevant duties as assigned by the Stores and Distribution manager or Head of Department.
- 

## **GENERAL RESPONSIBILITIES**

### **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.