

JOB DESCRIPTION

JOB TITLE	Pharmacy Technician Higher Level – Medicines Optimisation
GRADE/BAND	5
LOCATION	Pinderfields, Pontefract, Dewsbury Hospital/Trustwide
RESPONSIBLE TO	Specialist Technician – Medicines Optimisation
ACCOUNTABLE TO	Director of Pharmacy

JOB PURPOSE

- Undertake a wide range of duties at ward level, contributing to medicines management systems.
- Contribute to the efficient delivery of the Pharmaceutical Service to Patients, Wards and Departments both within the Trust and to other healthcare organisations.
- Check dispensed items for accuracy as an accredited checker.

1. Professional

- Maintain a professional appearance in line with the Trust dress code.
- Uphold the Trust's values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence.
- Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact within the course of his/her business.
- Uphold the privacy and dignity of the patient and respect the equality of patients at all times.

2. Key Responsibilities

(a) Medicines Optimisation

- Promote good communications between pharmacy and ward staff to ensure a safe, efficient and cost-effective medicines management service.
- Liaise with nursing staff and ward pharmacist to find out about new admissions, discharges and transfers, to enable prioritisation of the Pharmacy service.

- Answer queries from nurses and other healthcare professionals, referring any clinical issues to the pharmacist.
- Help clinical pharmacist(s) to develop and maintain care plans for all patients on the relevant wards, specifically to:
 - take an accurate medication history and facilitate medicines reconciliation.
 - lead in the assessment and help in the review of medicines brought into hospital by the patient.
 - help arrange supplies of medicines for the patient in a form ready to take home.
 - help to educate the patient about treatment changes and the best way in which they can manage their own medicines, where appropriate, through self-administration schemes.
 - where appropriate, liaise and communicate with the patient's GP, Community Pharmacist and/or carers in order to ensure seamless care by accurate transmission of medicines-related information, in both directions.
 - at the point of discharge, ensure that the contents of the patient's medicines locker are safe and appropriate for the patient to take home
 - work closely with and train the nursing staff on all medicine management policies.

(b) Medicines Supply

- Dispense and issue medicines to patients, using actual or faxed prescriptions, ensuring that all the necessary information is available.
- Provide advice and information to patients on how to take their medicines effectively and safely.
- Check dispensed items for accuracy as an accredited checker.
- Take payment for prescription charges and generate a receipt when required.
- Ensure that all information needed for accurate stock control and prescription issues data is recorded using both paper systems and the computerised pharmacy system.
- Liaise with Procurement staff about urgently required medicines and informing patients and other health care staff about supply problems / delays.
- Dispense clinical trial medication and complete all required documentation following the defined Standard Operating Procedures.
- Dispense specialist hospital-only medicines and unlicensed medicines which require accurate, detailed records.
- Dispense oral chemotherapy medicines taking necessary precautions detailed in SOPs.
- Dispense controlled drugs and ensure that all legally required records are accurate and up to date.

- Participate in the Ward Stock "Topping - up" service with responsibility for a designated group of Wards. This will require regular discussion with Pharmacists and Ward Managers about medicines usage and stock levels.
- Replenish the A&E medicine cupboards ensuring prescription reconciliation and accurate recording of issues to patients.
- Replenish the out-of-hours Emergency drug cupboard(s) ensuring accurate recording of issues to patients.

(c) Technical Services

- Preparation of non-sterile medicinal products for specific patients e.g. suspensions, creams, ointments, powders etc.
- Preparation of sterile medicinal products for specific patients in a laminar flow cabinet / isolator in a controlled clean room environment e.g. parenteral nutrition and chemotherapy treatments.
- The above two duties involve preparation of worksheets, accurate assembly of raw materials, dosage calculations, accurate measurements using balances, graduated measures and syringes. These operations require a high degree of manual dexterity, and competencies will be continually assessed.
- Pre-check components on assembled batch trays for sterile products before processing (not chemotherapy).
- Pre-check labels produced for sterile, non-sterile and re-packaged products, including chemotherapy, before processing or assembly.
- Supervise the re-packaging carried out by Pharmacy Assistants according to standard operating procedures.

(d) Training

- Assist in the training of Student Technicians, Technicians, Pharmacy Assistants and pre-registration Pharmacists.
- Identify own development and training needs and keep up to date with all national codes of practice, standards and relevant legislation.
- Attend courses and study days to maintain and extend knowledge of specialist subjects pertinent to the role. Actively participate in continuing professional development.

(e) Other Duties

- Adhere strictly to working procedures and departmental policies both for drug supply and security.
- Comply with Trust and departmental procedures relating to Health and Safety and Clinical waste management.
- Participate in the weekend, late night and bank holiday rota, including weekend and evening working as part of core hours.

- Recover, assess and re-cycle drugs dispensed to inpatients, ensuring that all information needed for accurate stock control and prescription issues data is recorded using the appropriate paper or electronic system.
- Undertake other duties which may be necessary in the interests of the service.

3. Resources and Finance

- Critically examine working practices within the department to identify cost improvements and effective measures and inform line manager.
- The post holder will ensure the proper use of the Trust's resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost.

4. Organisational Responsibilities

- To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
- All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
 - Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
 - Attending all mandatory safeguarding training in accordance with their role
 - Having a responsibility to recognise and act upon any safeguarding/child protection concerns

5. Personal Responsibilities

- The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust's policies on Health and Safety at Work.
- To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
- To undertake in-service training relevant to the post.
- Comply with Trust Policies and Procedures.

6. Area of work

- The post holder will be required to undertake training events at any site across the trust.
- The post holder may be required to work on other sites at short notice to cover unplanned sickness or to cover planned sickness.

7. Staff Development, Training and Education

- The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust's (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
- If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity

8. Health and Safety

- Work in accordance with Health and Safety regulations at all times.
- Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy.
- Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
- Assist when required to do so, in any risk assessment activity undertaken.

TERMS AND CONDITIONS OF SERVICE

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate's business, which he/she comes into contact with. All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patients own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

Smoke Free Policy

Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

- Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
- In the grounds and car parks of premises of Mid Yorkshire Teaching NHS Trust
- In the entrances of any Mid Yorkshire Teaching NHS Trust buildings
- In the immediate areas outside Mid Yorkshire Teaching NHS Trust
- In vehicles owned or leased by Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

WYAAT

Mid Yorkshire Teaching NHS 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 Mid Yorkshire Teaching NHS 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 WYAAT, and each individual trust, supports that ambition.

Additional Information

<p>Physical Effort</p>	<p>Dispensary – standing at benches inputting data, producing labels from the computer and dispensing prescriptions for periods of up to 2 hours. Occasional requirement for moving and lifting boxes of IV fluids weighing between 5 & 10 kg.</p> <p>Technical Services - Daily sitting / standing at workbench for periods of up to 2 hours, whilst working in the laminar flow cabinet and / or pharmaceutical isolator. Occasional requirement for moving and lifting boxes of IV fluids weighing between 5 & 10 kg.</p>
<p>Mental Effort</p>	<p>Dispensary – Concentration needed every day for interpreting prescriptions, inputting accurate data, dispensing medicines. Workload is mainly predictable. Frequent interruptions to answer enquiries received by telephone and by clients presenting at reception.</p> <p>Medicines Management – Concentration needed every day for interpreting prescriptions and transcribing onto individual patient care plans. Workload is mainly predictable. Frequent interruptions to answer queries from other healthcare professionals and patients.</p> <p>Technical Services - Concentration needed every day for generation of worksheets, calculation of doses, and preparation of medicines. Workload is mainly predictable. Frequent interruptions to</p>

	answer telephone enquiries.
Working Conditions	<p>Dispensary – required to work constantly under public scrutiny. Deal daily with agitated or aggressive clients and / or staff.</p> <p>Medicines Management – required to work daily on Wards where the environment can often be warm, noisy, crowded and unpleasant due to smells etc.</p> <p>Technical Services - Daily handling of:-</p> <ul style="list-style-type: none"> • chemicals in containers (antibiotics, cytotoxic drugs, disinfectants, flammable solvents etc) • exposure to liquids and noxious vapours from disinfectants (alcohol sprays) used in transfer of components into clean rooms. <p>Regular work in laminar flow cabinet / isolator inside a clean room suite – noisy, warm environment.</p>

PERSON SPECIFICATION

POST TITLE: Pharmacy Technician Higher Level		POST REF NO.	LOCATION: Trustwide	
Attributes	Essential	Desirable	How Identified	
Qualifications	<ul style="list-style-type: none"> BTEC in Pharmaceutical sciences or equivalent Certificate of Accreditation as a Checking Technician Registered as a Pharmacy Technician with GPhC 		Application form	
Training	<ul style="list-style-type: none"> Portfolio of evidence for continuing professional development 		Application form Interview	
Experience	<ul style="list-style-type: none"> Dispensing of medicines 	Ward top-up Aseptic preparation Cytotoxic reconstitution Medicines Management	Application form Interview	
Special Knowledge/Skills	<ul style="list-style-type: none"> Keyboard skills 	Knowledge of Pharmacy information systems	Application form Interview	
Physical Attributes	<ul style="list-style-type: none"> Physically able to perform the duties of the post e.g. visit wards throughout the hospital and access stock from high and low shelving 		Application form Interview References	
Personal Attributes	<ul style="list-style-type: none"> Must be able to work methodically and demonstrate meticulous attention to detail Able to communicate well verbally with other healthcare professionals and patients some of whom may have barriers to understanding Must be able to deal sensitively with all patients some of whom may be severely ill or distressed by their condition Pleasant and helpful manner Must possess initiative Able to work well within a team 	Able to mix well with current staff establishment	Application form Interview	