

Pharmacy Support Officer (ATO Rotational)

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- The role supports pharmacy technicians and pharmacists by helping to prepare, deliver and manage medicines across the hospital.
- It involves keeping stock levels safe and organised, delivering medicines to wards, and carrying out basic dispensing tasks under supervision.
- The post holder will follow set procedures at all times to keep patients and staff safe.
- They will also help with reception duties, answer routine enquiries, and work with many different healthcare staff.
- Training is provided, including completing the NVQ Level 2 in Pharmacy Services.

Job Description

Job title:	Pharmacy Support Officer (ATO Rotational)
Grade:	2
Site:	The Princess Royal Hospital, Telford
Accountable to:	Operational Head of Pharmacy
DBS required:	Yes – Enhanced

Main Duties

The post holder is responsible for assisting pharmacy technicians and pharmacists in providing a wide range of stores and pharmaceutical services through dispensary, wards and to provide a responsive drug delivery service to the Trust.

Relationships

- a) Is supervised by the Pharmacy Technicians & Pharmacists.
- b) Works with the Pharmacists, Technicians, Assistants and Clerical staff.
- c) Liaise with other healthcare professionals at Ward and Departmental level.

Responsibilities

- To successfully complete the NVQ Level 2 in Pharmacy Services.
- To carry out routine procedures under the direction or supervision of a Pharmacy Technician in any section of the department.
- To follow at all times laid down procedures and safe systems of work.

- To comply with the Trust and Departmental Health and Safety Policy, Standard Operational Procedures and COSHH policies at all times.
- To dispense in accordance with routine procedures under the direction or supervision of a Pharmacy Technician within the dispensary work area

Key tasks

- To deliver Medicines to the wards and clinics of the hospital.
- To deliver and collect controlled drugs to wards/departments in accordance with written procedures.
- To ensure adequate stocks are maintained and replenished in all areas of the pharmacy department from various stores, maintaining all necessary manual and computer records.
- To assist in the maintenance of adequate stock levels within the Pharmacy and to refer to the Senior Technician where appropriate. To carry out routine stock and date checks in all areas of the department.
- To ensure that items not supplied at the time of dispensing are supplied as soon as possible and records maintained of those drugs distributed by post or other non-standard methods.
- Inappropriate delays are to be brought to the attention of senior members of staff as necessary.
- The following up of orders with office staff and liaising with senior members of staff as necessary.
- To determine pharmaceutical requirements for wards and departments from a stock list and assemble these orders and requisitions. Where required, to take orders back to wards and departments and put them away in the correct place.
- To transport pharmacy boxes and ward stock within the hospital including the top-up of bulk fluids, co-operation with general porters and drivers in the receipt and despatch.
- To assist in the training of ATO and Students forward stock top-ups and intravenous fluids in conjunction with a Senior Technician
- To dispose of used equipment, bottles, sharps containers and other waste in accordance with departmental policy.
- To undertake departmental temperature monitoring in accordance with procedures returned from wards/departments.
- To issue drugs using the pharmacy computer system and enter back into the computer stock.
- To maintain a safe and tidy working environment in the location he/she is working in and ensuring good stock rotation.

- To carry out simple routine dispensing of inpatient and outpatient prescriptions and pharmaceutical supply functions under the supervision of a qualified member of staff in accordance with pharmacy procedures.
- To ensure adequate supply of materials and sundry items to complement routine efficiency of the department.
- To assist Pharmacy staff with clerical duties such as filing and photocopying and to ensure prescriptions and requisitions are filed correctly.
- To replenish adult and paediatric emergency boxes and extravasations kits
- To help maintain a high quality of services at all times and report any service problems to a senior member of staff.
- To assist with the general reception work at the pharmacy hatch. This includes receipt of prescriptions, treatment sheets, stock requests, and all other associated work with appropriate forwarding of the work to the necessary areas required. This necessitates customer service provision to all users of the department.
- To answer the telephone with both internal and external calls, handling routine enquiries and referring all non-routine enquiries to the specified personnel to ensure communication channels are maintained.
- To attend to patients and staff calling at the dispensary front desk by taking in prescriptions and handling prescription charges associated with prescription receipt and fee collection.
- To assist and provide cover for the Senior Assistant Technical Officer (stores) in the receipt and dispatch of goods and medical gas cylinders, co-operating with commercial delivery drivers and hospital transport staff.
- To ensure compliance of patient confidentiality and security at all times.
- To replenish and order patient information leaflets and posters and when applicable keep up to date with current health promotions and campaigns.
- To contribute to the pharmacy teams' efforts to continually improve standards, efficiency, job satisfaction and to maintain and improve the quality of the service.
- To assemble the intravenous fluids, and check those assembled by others, ready for delivery to wards and departments.
- To co-operate with all members of staff in the provision of pharmacy services.
- To participate in weekend, extended hours, and Bank holiday rotas.
- To participate in Shrewsbury and Telford Hospital NHS Trust Major Incident procedure.
- To undertake such other duties, as may, from time to time, be deemed necessary.
- To follow the trust and departmental Health and Safety and COSHH policies at all times

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs including Maths and English grade 9-4 or A-C • Willing to undertake the NVQ Level 2 in Pharmaceutical Sciences • Willing to undertake the NVQ Level 2 in Pharmaceutical Sciences 	
Experience and Knowledge	<ul style="list-style-type: none"> • Able to learn quickly and comply with procedures • Tidy working manner • Accuracy and attention to detail • Basic computer skills • Customer awareness • Understanding principles of stock control • Good communicator, able to communicate with patients, carers, colleagues, and other healthcare staff 	<ul style="list-style-type: none"> • Knowledge of Health & Safety at work including COSHH and Manual Handling • Experience in any of the following: • Pharmacy • Hospital/Primary care work • Retail/stock control work • Reception/Telephone work • Cash handling/till work • Basic clerical work
Skills	<ul style="list-style-type: none"> • Willing and enthusiastic • Able to work under pressure • Able to work well in a team and with a 	<ul style="list-style-type: none"> • Example • Example • Example

	<p>wide range of staff</p> <ul style="list-style-type: none"> • Adaptable and co-operative • Able to work without close supervision and on own initiative • Able to adopt a kind and sensitive approach to patients • Able to work in a dispensary – potentially hazardous substances (Cytotoxic drugs) 	
Other	<ul style="list-style-type: none"> • Willingness to work flexibly as per the requirements of the service 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must

be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and

thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

