

PRE-REGISTRATION TRAINEE PHARMACY TECHNICIAN

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.

- This is a two-year training role where you will work towards becoming a qualified Pharmacy Technician.
- You will complete an advanced apprenticeship and build a portfolio to show your skills.
- You will learn and work in different areas of the pharmacy, including dispensary, medicines information, and stock control.
- All tasks will be done under the supervision of experienced pharmacy staff.
- You will study and take part in assessments to meet the standards set by the General Pharmaceutical Council (GPhC).
- At the end of the training, you can apply to register as a Pharmacy Technician.

Job Description

Job title:	Pre-Registration Trainee Pharmacy Technician
Grade:	Band 4
Site:	The Shrewsbury and Telford Hospital NHS Trust
Accountable to:	Senior Technician Education and Training
DBS required:	Enhanced

The position of trainee pharmacy technician is a two-year fixed term post which will enable the trainee to complete an advanced apprenticeship in pharmacy leading to application for registration with The General Pharmaceutical Council (GPhC) to practice as a professionally registered Pharmacy Technician.

Whilst in training the post holder will carry out pharmaceutical duties, under the direct supervision of an appropriate person in all sections of the pharmacy department.

Some of the duties will be in the form of training exercises and competence-based assessments in conjunction with the Level 3 Pharmacy Technician (Integrated) apprenticeship standard.

Main Duties

Core:

- Complete a two-year course to undertake the Level 3 Pharmacy Technician (Integrated) apprenticeship standard, gathering a portfolio of evidence to demonstrate competence.
- Participate in appraisals and personal reviews and work to achieve set objectives.
- Develop professional and pharmaceutical skills through participation in the Trusts pharmacy technician rotation programme.
- Undertake study in own time when necessary.
- Be aware of and work within departmental procedures and policies, accepted standards of practice and relevant legislation. (E. g Health and Safety, Medicine Act).

Dispensary:

- Contribute to the provision of a dispensary service to inpatients and outpatients, using the pharmacy computer systems for stock control and labelling.
- Prepare labels and dispense medicines for patients.
- Identify actual and potential stock problems to other staff members as necessary.
- Complete and maintain accurate records where appropriate.
- Issue medicines to patients, including appropriate medicine information.
- Using communication skills to receive enquiries and other appropriate. Information from healthcare professionals, patients, and members of the public.
- Complete dispensing logs as per individual Training plan and Trust procedures.
- Complete Accuracy Checking logs as per individual Training plan and Trust procedures.

Medicine Information:

- Participate in the enquiry answering function of the medicines information service under the direct supervision of a pharmacist or suitably qualified pharmacy technician (as appropriate).
- Using communication skills to provide a suitable response to the enquirer in a variety of formats (verbal or written).
- Referral of enquirer to more appropriate sources of information when necessary.
- Use of a variety of information sources to include database (electronic and manual) searching.
- The documentation of enquiries.

Medicines Management:

- Participate in Pharmacy Technician training on the wards to assess patient's own drugs, take drug histories and transcribe prescriptions.
- Under the direct supervision of a pharmacist or suitably qualified pharmacy technician (as appropriate) complete drug histories for inpatients, transcribe and order medication as appropriate.
- Under the direct supervision of a pharmacist or suitably qualified pharmacy technician (as appropriate) facilitate the Pharmacy discharge process.

Stock Distribution

- Be aware of procedures for stock control, stock ordering and receiving distribution of all pharmaceuticals within the pharmacy department under the supervision of a pharmacist or suitably qualified pharmacy technician (as appropriate).
- Participate in ward/department stock "top-up service"
- Assist in the purchasing of pharmaceuticals.
- Participate in maintaining an adequate stock control programme.
- Participate with checking and validating receipt of orders.
- Replenish stock throughout the department.

Standard Statement

The post holder will participate in the departments weekend and bank holiday dispensary service on rota.

Person Specification

	Essential	Desirable
Qualifications	GCSE's: Maths C, English and Science (Grade 4-9, A-C) and 3 other subjects at a minimum of grade C (4) Or Pharmacy services QCF Level 2 (or equivalent) with 12 months current experience and hold a Functional Skills level 2 in Maths and English Or Three A levels, one of which is relevant science subject and Maths C (GCSE or equivalent) Or Degree in science or humanities and Maths C (GCSE or equivalent)	
Experience	Previous experience with the public. Basic computer skills. Keyboard, XL Word, PowerPoint.	Previous experience of working in a pharmacy setting.
Knowledge and skills	Able to work as part of a team. Good communication skills. Well organised/able to meet deadlines. Self-motivated. Meticulous attention to detail.	
Other	Capable of occasional moderate lifting Able to participate in weekend/bank holiday work.	

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.

