

JOB DESCRIPTION

POST TITLE	Pharmacy Technician – Rotational (Qualified Checker Technician)
BASE	The Royal Shrewsbury Hospital
DEPARTMENT	Pharmacy
GRADE	Band 5

Summary

Is managed by the Senior Pharmacist / Technician responsible for the area of work

- Dispense and issue prescriptions and check dispensed prescriptions of others
- Take patient medication histories, assess POD's, advise and instruct patients on safe medication practice and reconcile medication on discharge.
- Prepare a wide range of aseptic parenteral products including cytotoxic chemotherapy, monoclonal agents, TPN and radioisotopes.
- To demonstrate flexibility and initiative in carrying out demanding technical duties at short notice with minimal supervision
- Training of ATOs, Technicians and other staff members as required
- Collaborates with technicians in the provision of pharmaceutical services

Duties

Medicines Management

- To take patient medication histories and to liaise with GPs, the patient's relatives, Nursing Homes etc, as necessary, to confirm, where possible, that medicines are prescribed appropriately on admission. To alert pharmacists, doctors, and nurses etc when the prescribed medication is at variance with the taken history.
- To assess the quality of patient own drugs (PODs) for suitability for extended use during the in-patient period, and to initiate any necessary alternative arrangements.
- To arrange the re-ordering of medicines supplies for continuing treatment, action cancellations, removing discontinued items and explaining these to patients as appropriate.
- To advise and as necessary instruct patients, in the correct use of medicines prescribed for them and to provide supportive written information and/or compliance aids when needed.
- To reconcile medication for discharge and to advise pharmacists and/or doctors when discharge medication requirements are ambiguous and make necessary arrangements
- To provide ward and departmental staff with information concerning
 - Availability of drugs and other pharmaceuticals.

- Statutory requirements concerning the requisition, supply and storage of pharmaceutical preparations.
- To ensure the proper application of the Medicines Management Code of Practice

Aseptic

- To participate in the preparation of chemotherapy agents in accordance with Good Manufacturing Practice (GMP)
- To participate in the preparation of monoclonal agents in accordance with GMP
- To participate in the preparation of total parenteral nutrition products and a variety of other specialised aseptic products conforming to GMP
- To participate in the preparation of a range of radioactive pharmaceuticals for the three Nuclear Medicine Departments in the county, taking special note of special statutory and safety precautions
- Transport drugs and sundries to the appropriate preparation areas, as and when required
- To maintain special training skills to participate in Intrathecal preparation and delivery
- To keep up to date with validation and changes in working protocols
- To initiate and supervise packaging and overlabelling processes for A/E casualty packs etc required for patient treatment

Dispensary

- To carry out all the duties of a technician. Perform in-patient and outpatient dispensing and patient counselling. Carry out extemporaneous dispensing; supply controlled drugs and unlicensed medicines maintaining accurate records. Investigate and correct any stock discrepancies
- To transcribe and order medication off in-patient drug charts and chemotherapy treatment cards. Identify any prescription irregularities and deal with appropriately, consulting with a pharmacist and by contacting ward staff or prescribers to confirm requirements
- Carry out final technical checks on dispensed medication following regional accredited training for such protocols and approved by the Dispensary Manager and Chief Pharmacist
- Maintain a record of all items not supplied at the time of dispensing (for whatever reason) and ensure they are supplied as soon as possible. When necessary inform ward staff, pharmacists and patients of the delay
- To provide routine drug information after consultation with a pharmacist, advising patients on correct use of medicines either personally or using the phone
- To prepare and dispense clinical trial medication as outlined in trial and dispensing protocols
- To assist in the efficient and prompt supply of stock items and patient labelled medicine to the wards co-operating with other members of staff in providing an efficient pharmaceutical service
- To assist with the correct and secure storage of medicines including the maintenance of

adequate stock levels and stock rotation within the section to which allocated

- To check all returned items for possible recycling and the safe, legal and correct disposal of unwanted items
- To assist in the training of ATOs and Student Technicians to NVQ standards
- To undertake and update any relevant training within pharmacy and CPD
- To use the different pharmacy computer systems for the appropriate task involved e.g. entering patient data, stock control
- To maintain a tidy working environment in all areas of pharmacy and to ensure that at all times laid down procedures and safe systems of work are being followed
- To contribute to the effectiveness of the pharmacy by making suggestions for innovation and development of the department
- To take part in the rota for extended opening hours, weekends and Bank Holiday duties

Supplemental

- To take part in the rota for extended opening hours, weekends and Bank holiday duties
- To undertake other such duties as from time to time may be deemed necessary to ensure safe patient care

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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and 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; and
- 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; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going continuing professional development; and
- 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 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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.

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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

This job description is intended only as a guide to the duties and responsibilities of the successful potholder. It may be amended to take account of changing circumstances and service developments following discussion with the potholder.

Signed(Member of Staff).....(Date)

Signed(Head of Pharmacy).....(Date)