

# Pharmacy Technician

## Candidate Pack



## Job Summary

- This role involves supervising pharmacy staff and working closely with the team to provide safe and effective pharmaceutical services.
- The job includes preparing and checking medicines, dispensing prescriptions, and giving advice to patients and ward staff on the correct use of medicines.
- You will help manage stock, ensure medicines are stored and transported safely, and support clinical trials when needed.
- The role also requires keeping accurate records, following strict safety procedures, and contributing to improvements in the pharmacy.
- Flexibility is important, as you may need to work evenings, weekends, or bank holidays, and take on extra responsibilities when required.

## Job Description

<b>Job title:</b>	Pharmacy Technician
<b>Grade:</b>	Band 4
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Senior Pharmacy Technician and Senior Pharmacist
<b>DBS required:</b>	

## Technical

- Dispenses and issues prescriptions
- Confirms the accuracy of supplied medicines
- Prepares a wide range of Aseptic parenteral products including cytotoxic chemotherapy, monoclonal, Total Parenteral Nutrition and radioisotopes
- Provide medicines information to ward staff and patients, advising on the correct use of medicines
- Works within and under the guidance of Standard Operating Procedures, Good Distribution practice and Health and Safety legislation
- Transport drugs and sundries to preparation as required
- Safe transport of drugs within the hospital
- To participate in Intrathecal preparation and delivery
- To keep up to date with validation and changes in working protocols, including undertaking quality assurance duties
- To initiate and supervise packaging and over labelling processes e.g. A/E casualty packs required for patient treatments
- 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 carry out all the duties of a technician. Perform in-patient and out-patient dispensing and patient counselling. Carry out extemporaneous dispensing, aseptic 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, by contacting ward staff, or prescribers to confirm requirements, after consulting with a 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, informing ward staff, pharmacists, and patients of the delay.
- To enable the collation of information for medicines utilisation and effectiveness to be provided to prescribers and Trust staff
- To assist in the provision of information on the costs of high-cost drugs and using systems within the department to ensure there is full reconciliation of all drug costs
- 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 and correct disposal of unwanted items.
- To demonstrate flexibility and initiative in carrying out demanding technical duties at short notice with minimal supervision
- To use the different pharmacy computer systems for the appropriate task involved e.g., entering patient data, stock control, setting up new items when required after approval from the dispensary manager.
- To prepare and dispense clinical trial medication as outlined in trial and dispensing protocols
- 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.

## Management

- Manages own workload, referring to line manager when necessary
- Undertakes continuing professional development
- Deputises for other staff when required
- Manages own work processes and develop best practice in line with relevant governmental, professional, and associated professional guidance
- To carry out other duties as requested by senior staff
- To be flexible and adaptive. Multi-tasks and prioritising on a regular basis

## Supplemental

- To take part in extended opening hours, weekends and bank holidays when required

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 3/ BTEC in pharmacy Services or equivalent nationally recognised qualification</li><li>• Current registration as a pharmacy technician with the General Pharmaceutical Council</li><li>• Accredited Checking Technician Qualification or willingness to work towards</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Recent dispensing experience</li></ul>	<ul style="list-style-type: none"><li>• Recent hospital dispensing experience (6 months in the last 2 years)</li><li>• Outpatient counselling</li><li>• Clinical ward-based pharmacy and medicines management experience</li><li>• Experience of aseptic dispensing</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Good mathematical skills</li><li>• Attention to detail</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Caring approach to patients</li><li>• Team leader / Worker</li><li>• Confidential</li></ul>	



## 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.

