

Job Description

Job Title:	Rotational Pharmacy Technician
Job Band:	Band 4
Department:	Pharmacy
Responsible to:	Senior Pharmacists and Senior Technician within area of responsibility

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



Job Summary

The purpose of this job is to undertake a range of duties of a technical nature within the Dispensary, Ward Services and Aseptic areas of the Pharmacy following Standard Operating Procedures.

Structure Chart





Principal Duties & Responsibilities

KEY RESPONSIBILITIES

Service Delivery Responsibilities

- The Band 4 Technician provides technical support within the Dispensary, Ward Services, Stores and distribution and Aseptic areas. Such a technician should be able to work within designated areas of the Pharmacy Department with appropriate support and supervision.
- A Band 4 technician is a training grade and will be supported in developing skills to allow the potential for application for higher grade technician posts.
- Technicians may be asked to provide support on any of the Trust sites.

Ward Services Area

To work under the guidance of the Senior Technician following all written procedures and including the following duties:

- The observation of stock control procedure
- Ward Medicines supply services and stock control systems where in operation and procedures to facilitate patients' discharge.
- Distribution of stocks to wards, departments, other hospitals and Community services
- Authorise ward orders and be aware when to involve the ward pharmacist.
- To maintain all necessary records.



Dispensary Area

To work under the direction of the Dispensary Manager and follow all written Standard Operating Procedures to ensure accurate supplies of medicines are made and including the following duties:

- Dispensing of inpatient, outpatient and discharge prescriptions.
- Dispensing of stocks for wards, departments, other hospitals and community services.
- To discuss medication issues with patients relating to the supply of out-patient prescriptions

Preparative Services Area

To work under the direction of the principal Pharmacist (Preparative Services) and Senior Technician following the Preparative Services procedures and including the following duties:

- Aseptic dispensing of drugs (cytotoxic drug reconstitution, TPN dispensing, etc)
- Undergoing personal training and re-assessment as directed in the Aseptic/Manufacturing procedures
- Environmental monitoring of the aseptic unit
- Maintenance of aseptic unit equipment
- Aseptic unit process validation.
- Completion and filing of all relevant documentation
- Use of computer systems for aseptic dispensing and to provide audit / financial information
- Provide suggestions regularly on how the service as a whole can be improved
- Support the senior technician in ensuring the smooth running of the aseptic service
- Ensure that procedures are implemented and adhered to
- Be responsible for the management of stock and stock control within the unit
- Ensure that health and safety and COSHH requirements are met in the unit

Administrative/Clerical responsibilities:

- Use of the pharmacy computer system to ensure accurate costings are made and full audit trails are available.
- To support the introduction of new starters, work experience staff and staff under training and to demonstrate and advise on work based activities as appropriate.
- To ensure records are maintained following local Standard Operating Procedures.
- To maintain staff and patient confidentiality at all times.
- To ensure all documentation filing is kept up to date.

Health and Safety:

- To understand and follow the Department of Pharmacy Procedures for the Safe Storage and Disposal of Drugs, and other hazardous substances stored in, and issued by, the pharmacy.
- To adhere to all safe systems of work applicable to the work area.
- To minimise hazards in the working area and report any identifiable hazards to your Line Manager.
- To observe good practice when lifting and handling heavy inward and outward deliveries.



Risk Management:

- To be aware of the importance of accuracy in performing technical activities within the department and ensure adequate concentration on such tasks.
- To refer medicines related problems to a pharmacist as appropriate under departmental procedures.
- To be aware of the Pharmacy Department's Spillage Procedure and be able to act quickly and appropriately in the event of a spillage.

Personal Development:

- To work towards an agreed personal development plan based around their annual performance appraisal.

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

Organisational Values

The post holder will:

Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.



Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

Prepared by:	Ruth Shuard – Principal Pharmacy Technician
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