

## Job Description

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|------------------------|----------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | <b>Pharmacy Technician - Preparative Services 12 month secondment</b>                              |
| <b>Job Band:</b>       | <b>Band 5</b>                                                                                      |
| <b>Department:</b>     | <b>Pharmacy</b>                                                                                    |
| <b>Responsible to:</b> | <b>Principal Technician of Preparative Services &amp; Senior Technician of Preparative Service</b> |

### Why join The Dudley Group?

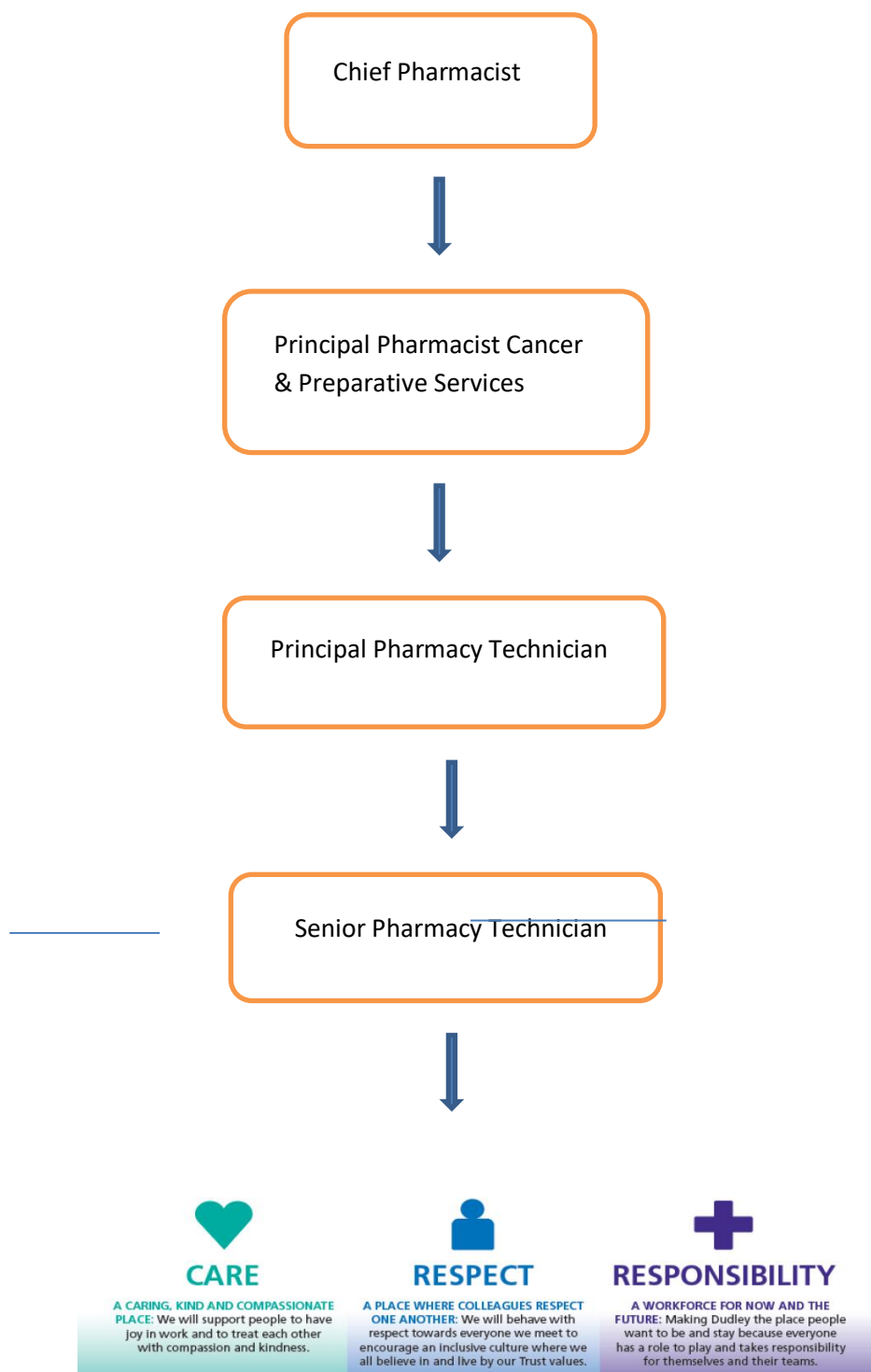
Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a highquality patient experience in a caring and supportive environment that aligns with our vision of providing excellent health care, improved health for all.

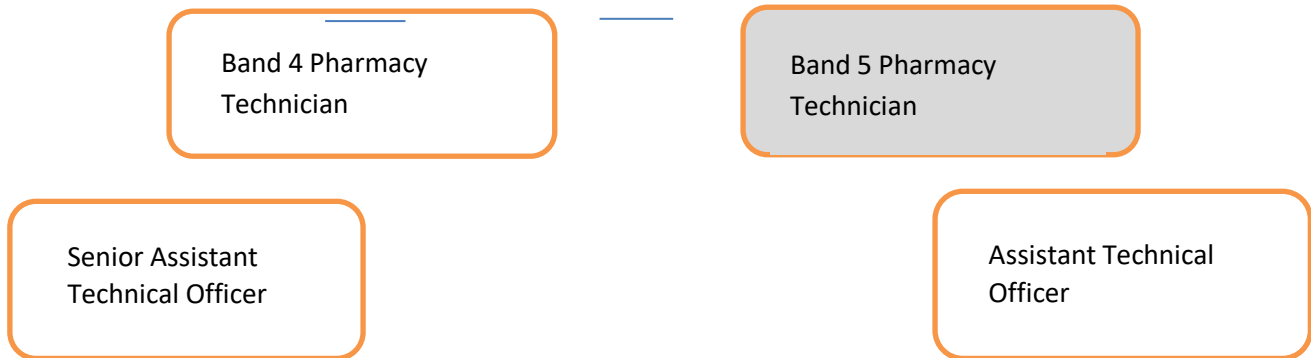


## Job Summary

The purpose of this job is to undertake a range of duties of a technical nature following Standard Operating Procedures to deliver quality pharmacy support services. The post will be predominately based in preparative services. Occasional cover may be required in other areas.

## Structure Chart





## **Principal Duties & Responsibilities**

### **Service Delivery Responsibilities**

- The role of the Band 5 Technician is predominately based in preparative services, though the technician should be confident to work in all areas of the Pharmacy Department and to be able to provide limited deputisation for the Senior Technicians in each area to cover for leave and other service needs.
- The areas include Ward services, Dispensary, Preparative Services and Stores. Technicians at this grade should also be confident of their ability and to be able to assist Senior Technicians in the training of students and new staff members on an ongoing basis.
- Technicians may be asked to provide support on any of the Trust sites.

### **Preparative Services Area**

To work under the direction of the Principal Pharmacist and Technician of Preparative Services and the Senior Technician of preparative services following the validated procedures and including the following duties:

- Preparation of sterile products using aseptic technique in accordance with written validated procedures and pre-prepared batch sheets using the principles of 'Good Manufacturing Practice'.
- Checking of non-sterile and sterile preparations following approved protocols.
- Setting up and assembling work trays according to departmental procedures in a timely and efficient manner, including producing worksheets and labels using JAC, Wellsky and Chemocare computer systems.
- Maintenance of personal aseptic validation
- Undergoing personal training and re-assessment as directed in the aseptic dispensing procedures.
- To dispense TPN for adults and neonates following approved standard operating procedures.
- Support the provision of Medicines Management Service to Oncology Day Case unit and Georgina Ward.
- Ensuring patients are booked in for their chemotherapy on the correct day and completing documentation surrounding this.



- Completion and filing of all relevant documentation.
- Communicate effectively with healthcare professionals to get prescriptions prescribed in a timely manner.
- Stock control
- Use of computer systems to provide audit and financial information.
- Support the supervision and training of other pharmacy staff on a daily basis, ensuring the highest standards of service delivery and observing good manufacturing practice.
- Taking on the responsibility for the role of team leader within Aseptic Services when necessary.
- Ensuring the recording and reporting of errors – internal and external is carried out in line with departmental and national requirements.
- To complete corrective and preventative documentation when required.
- Provides an accuracy check as an Accredited Pre and In Process Checking Technician.

### **Dispensary Area**

To work under the direction of the Dispensary Manager and provide the rotational role daily “team leader” in the dispensary when the Senior Technician is unavailable. To be aware of all written Standard Operating Procedures to ensure accurate supplies of medicines are made and including the following duties:

- Dispensing for both in-patients and outpatients.
- Dispensing of discharge prescriptions.
- Replenishment of dispensary stocks.
- Counseling outpatients on their medication and being aware of when to refer to a Pharmacist for further advice.
- Dispensing of Controlled Drugs under supervision of the Pharmacist when authorised to do so.
- Dispensing of stocks for wards, departments, other hospitals and local authority clinics.
- Provides dispensing accuracy checks as an Accredited Checking Technician.
- To issue controlled stationery including prescriptions and requisition books.

### **Ward Services Area**

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

- To collect any chemotherapy not given on the ward on a daily basis to avoid possible errors.
- The observation of stock control procedure
- Ward Medicines Management services including dispensing for discharge, patient counseling and medication assessment.
- Distribution of stocks to wards, departments, other hospitals and local primary care clinics.
- Authorising ward orders and being aware when to involve the ward Pharmacist.
- To maintain all necessary records.

### **Stores Area**

Band 5 technicians will work under the guidance of the Senior Technician within the stores area.



This will include:

- Responsibility for the routine operation of the stores department in the absence of the Senior Technician.
- Reporting of any stock discrepancies and ordering problems to the Pharmacy Procurement Lead and Senior Technician on their return.
- Supervision of the work of the stores ATO's when working within that area
- Ensuring all documentation is completed correctly.
- Use of the ordering systems in place.
- To ensure that all stocks of medicines are stored under the appropriate conditions and that stock is rotated and expired stock disposed of.

### **Administrative/Clerical responsibilities**

- Use of the pharmacy computer systems to ensure accurate costings are made and full audit trails are available.
- To ensure records are maintained following local Standard Operating Procedures.
- 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 maintain staff and patient confidentiality at all times.
- To ensure all documentation filing is kept up to date and archived as necessary, following the legal requirements for the retention of pharmaceutical records.

### **Health and Safety**

- To understand and follow the Department of Pharmacy Procedures for the Safe Storage and Disposal of Drugs, and other hazardous substances always stored in and issued by the pharmacy.
- To minimise hazards in the working area and report any identifiable hazards to your Line Manager. To adhere to all safe systems of work applicable to the work area.
- 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.
- Aware of the needle stick procedure and knows what to do in the event of a needle stick injury.
- To highlight failings in/problems with the departments Standard Operating Procedures to team leaders within the pharmacy.

### **Professional Responsibilities**

- To ensure that the appropriate work procedures are adhered to.



- To ensure that all work is performed in accordance with accepted good pharmaceutical practice.
- To ensure compliance with all local and statutory requirements relating to pharmaceutical matters, and standards.
- Complies with the current GPhC Standards of Conduct, Ethics and Performance for Pharmacy Professionals.
- Complies with the mandatory Continuing Professional Development (CPD) requirements of the GPhC.

#### **Personal Development:**

- To work towards an agreed personal development plan based around their annual performance appraisal.
- To apply the principals of CPD to their own practice including reflective learning, Personal Development plans and annual performance reviews
- The post holder will be expected to keep professionally updated at all times and also to be actively aware of Trust wide issues and trends.
- To have responsibility for ensuring a personal commitment to maintaining a high quality of service to patients by continual development or practice in the light of research evidence and by audit against clinically relevant standards.

#### **Clinical Responsibilities:**

- Work within Trust Medicines Management procedures to support patient care.

#### **Training Responsibilities:**

- Where appropriate to support the delivery of training for staff undertaking NVQ training.

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.

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### **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.

|                                         |               |
|-----------------------------------------|---------------|
| <b>Prepared by:</b>                     | Adele Forrest |
| <b>Date:</b>                            | 19.01.2023    |
| <b>Job evaluation completed:</b>        |               |
| <b>Job evaluation reference number:</b> |               |



### CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



### RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



### RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.