

## Specialist Pharmacy Technician – Procurement and Distribution

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**Department:** Health and Community Services (HCS)

**Division:** Pharmacy

**Reports to:** Pharmacy Procurement and Distribution Manager

**JE Ref:** HCS1103.1

**Grade:** CS08

**JE Date:** 21/04/2022

### Job purpose

To support the Pharmacy Procurement and Distribution Manager in the day-to-day management of the Pharmacy procurement service for HCS.

To support the pharmaceutical management, planning and delivery of vaccines for island-wide vaccination programmes.

To support the development and delivery of the procurement and distribution related education and training of pre-registration pharmacy technicians and support staff.

### Job specific outcomes

1. Support the Pharmacy Procurement and Distribution Manager in the day-to-day operational management of the Pharmacy procurement services including preparing rotas, prioritising workload, liaising with clinical teams and suppliers, resolving goods receipt and medicine supply related problems.
2. Support the Pharmacy Procurement and Distribution Manager in ensuring pharmaceutical Good Distribution Practice (GDP) to comply with the requirements of the wholesale distribution of medicines – particularly vaccines.
3. Support the Pharmacy Procurement and Distribution Manager in ensuring a safe, comprehensive, professional efficient and high quality medicines supply service is provided to all service users.
4. Support the co-ordination of logistics and liaison with manufacturers, suppliers and stakeholders in relation to vaccine stock and deliveries to support island-wide vaccination programmes, including childhood, COVID-19 and influenza vaccines.
5. Undertake wholesale distribution activities to external organisations, including the preparation and checking of vaccines, ensuring compliance with GDP.
6. Raise and send orders using electronic procurement systems with approved suppliers, in line with national and regional procurement contracts. Source and order unlicensed medication, assisting in completion of risk assessments for approval by a senior Pharmacist.

7. Ensure that all invoices and credits are consistent with goods received and/or returned, utilising eCommerce and procurement IT systems. Identify any discrepancies in prices and investigate as appropriate, liaising with finance and external suppliers to ensure queries are resolved promptly. Ensure that all procurement documentation is filed and archived accurately and appropriately.
8. Oversee the medical gas cylinder contract, including cylinder tracking and auditing. Ensure medical gas testing equipment is fit for purpose, organising regular QC testing of the equipment with the manufacturers.
9. Liaise with Pharmacists and ward managers as appropriate to ensure regular ward stock list reviews are taking place. This includes responsibility for updating and maintaining stock lists on the Pharmacy stock control system, as well as the reporting and analysis of additional stock requests.
10. Supervise the processing of medicine returns and destruction in accordance with departmental and environmental procedures.
11. Support the department Pharmacy Procurement and Distribution Manager in delivering relevant training and inductions to all staff groups, within procurement and distribution. This may involve organising training programs to ensure that all staff involved in service delivery are training and competency assessed on a regular basis, and that training records are accurately maintained.
12. Ensure the recording and reporting of errors (both internal and external) is carried out in line with departmental and hospital requirements. Support the Operational Team in regularly reviewing errors occurring within the department, with the aim of identifying actions to reduce risk.
13. Advise the Pharmacy Procurement and Distribution Manager on operational issues relating to service development and assist in the future planning and implementation of changes to the service.
14. Support the Pharmacy Procurement and Distribution Manager to maintain, develop and implement policies and procedures to improve service and reduce risk.
15. Proactively support staff engagement and act as a role model and mentor to staff by demonstrating HCS values and behaviours.
16. Deputise for the Pharmacy Procurement and Distribution Manager to cover annual leave and other service needs.
17. Undertake operational pharmacy practice to remain competent, support the service and to satisfy the requirements for professional development and registration with the General Pharmaceutical Council and under Jersey law. This will include undertaking pharmacy practice in the dispensary, store and performing final checks on prescriptions which have been clinically screened by a pharmacist in accordance with departmental procedures. This will require the need to be flexible in order to respond to the manpower needs of the department.

18. Participate in the department out-of-hour service delivery, which requires weekend, late night and bank holiday rostered working.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.

To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989

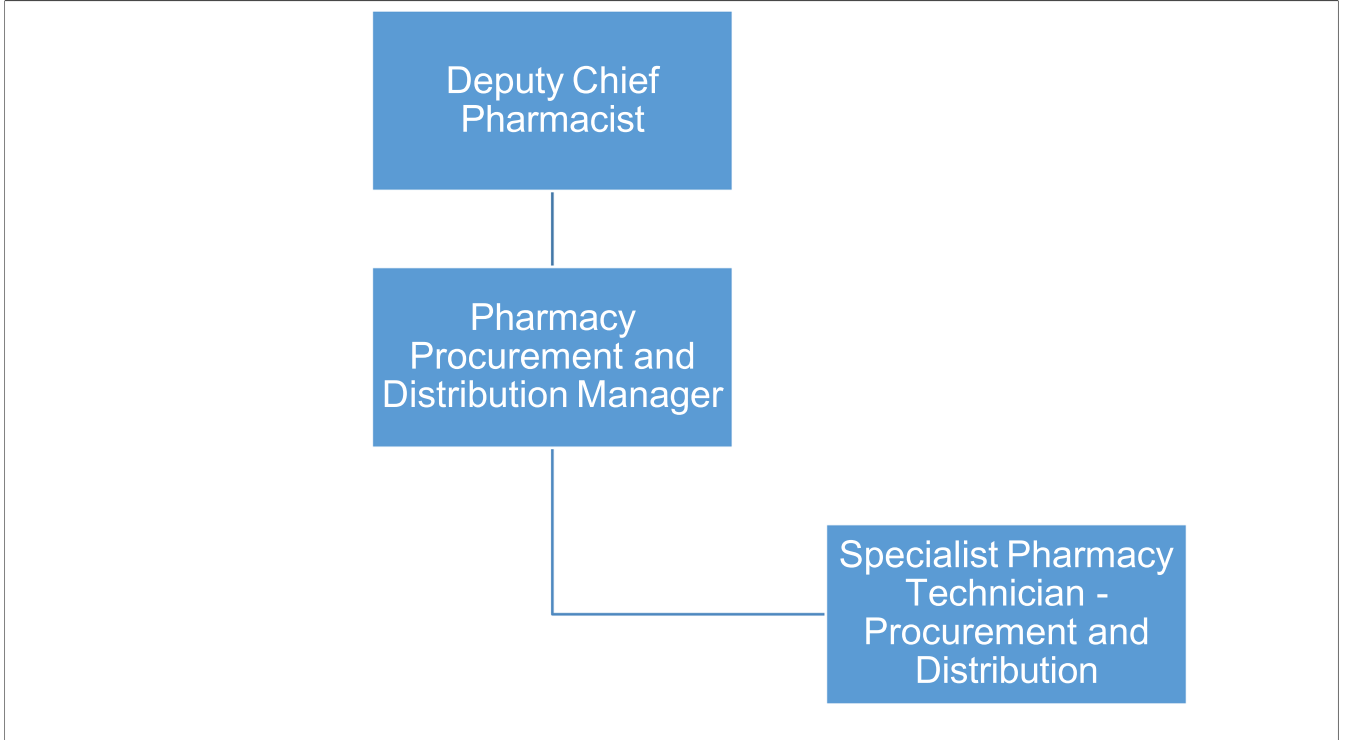
To work in accordance with the Data Protection (Jersey) Law;

### Organisational structure

#### Government Departments



Organisation chart



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>BTEC/NVQ/SVQ Level 3 in Pharmaceutical Science</p> <p><b>plus</b></p> <p>Current registration as a Pharmacy Technician with the General Pharmaceutical Council of Great Britain</p> <p><b>plus</b></p> <p>Qualified Accuracy Checking Technician qualification (to National standard)</p> <p><b>plus</b></p> <p>Chartered Institute of Procurement and Supply (CIPS) Level 3 Diploma (or willing to work towards)</p>	
<b>Knowledge</b>	<p>Practical, well-developed understanding of Pharmacy procurement systems and services</p> <p>Knowledge and understanding of pharmaceutical contracts</p> <p>Expertise withing specialism, underpinned by theory</p>	

	<p>Knowledge of pharmaceutical technical procedures acquired through training</p> <p>Knowledge of checking dispensed prescriptions and supervising a technical area within the pharmacy</p> <p>Up-to-date knowledge of National guidelines and legislation relating to medicines use and pharmacy practice</p> <p>Practical knowledge of maintaining records according to confidentiality and data protection protocols</p>	
<p><b>Technical / Work-based Skills</b></p>	<p>Able to demonstrate a range of IT skills i.e. an ability to effectively use IT equipment and role critical software</p>	
<p><b>General Skills/Attributes</b></p>	<p>Strong relationship building with both internal and external stakeholder, up to and including at a senior level</p> <p>Able to understand and interpret a range of facts or situations requiring analysis and knows when to escalate judgement to a senior colleague or manager</p> <p>Good communication, both written and verbal</p> <p>Communicates effectively across all levels</p> <p>Ability to adapt personal style in order to influence</p>	

	<p>others and gain support for ideas</p> <p>Supports the development of and shares learning with other members of staff</p> <p>Able to remain professional and effective under pressure</p> <p>Committed to continuous service improvement</p> <p>Self-directed and resourceful</p> <p>Flexible approach to work</p>	
<p><b>Experience</b></p>	<p>Hospital Pharmacy experience</p> <p>Pharmacy procurement experience</p> <p>Experience of data input (raising orders and invoicing)</p> <p>Experience of running and writing reports using Excel/Crystal or similar</p> <p>Experience of supervising and training staff</p> <p>Experience of working effectively within a multi-disciplinary team</p>	<p>Use of CMM/WellSky to issue and manage medicines.</p>