

Trainee Pharmacy Assistant

Department: Health and Community Services

Division: Pharmacy

Reports to one of the following:

Specialist Pharmacy Technician, Procurement and Distribution

Chief Pharmacy Technician, Dispensary Manager

Lead Pharmacist, Technical Services and Cancer

JE Ref: HCS676

Grade: CS05

JE Date: 04/06/2020

Job purpose

Perform a wide range of pharmaceutical and reception duties that are associated with the preparation and supply of medicines, contributing to the provision and delivery of a safe and efficient pharmacy service to patients and service users.

Provide an efficient clerical and medicines stock management service to support the provision of an effective and economical medicines procurement service.

Job specific outcomes

1. Provides a professional, knowledgeable, informative and courteous service for all patients, HCS staff and visitors contacting the pharmacy department, both in person and by telephone; providing a full reception service handling front-line enquiries, ensuring patient details are accurate on prescriptions and that prescription charges are collected.
2. Accurately enter patient and medicine details, manually and electronically, following up and resolving any discrepancies, to support the efficient supply of medicines to patients and detail medicines stock movements. Accurately and efficiently ensure completed prescriptions are filed and archived.
3. Ensure that an appropriate supply of medicines is maintained on designated wards and departments, and that the medicines are stored under suitable conditions, utilising automated medicines storage and generation of electronic medicines reports. Respond to urgent ad hoc requests for medicines, to meet the clinical needs of patients.
4. Dispense medicines for in-patients, outpatients, and clients of the Drugs and Alcohol service. This will involve clinical trial medicines, cytotoxic medicines, extemporaneous products, controlled drugs, including daily supervised ingestion of Methadone and Buprenorphine, and to contribute to the supply of pharmaceutical items to the wards and departments.

5. Participate in medicines stock audits, both manually and electronically using pharmaceutical robotics systems, to support audit procedures and financial directions.
6. Accurately and efficiently receipt and check all medicines delivered to HCS, at multiple sites across the organisation. Ensure that these medicines are stored appropriately, according to medicines regulations, so that they are available for patients when they need them. Identify any discrepancies, and report these according to standard operating procedures.
7. Follow standard operating procedures, ensuring hazardous spills, such as cytotoxic medicines are cleared, manage and dispose of pharmaceutical waste.

Statutory responsibilities

- The postholder will have to comply with all relevant States of Jersey Laws such as the Health and Safety at Work (Jersey) Law 1989 and the Misuse of Drugs (Jersey) Law 1978
- 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, 2018
- This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

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
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Relevant qualifications at academic level 2 (e.g. science, maths and English at GCSE grade 4 (C) or above)</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Basic knowledge of Pharmacy Services</p>	

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with good keyboard skills</p> <p>Able to work with accuracy and precision, in accordance with standard operating procedures.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to use appropriate information and communication technologies including information systems</p> <p>Good written and verbal communication and skills</p> <p>Attention to detail, able to work accurately and effectively when under pressure</p> <p>Discreet, mature and responsible</p> <p>Willing to undertake training</p> <p>Able to prioritise and multi-task</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>customer service experience</p> <p>Working towards NVQ Level 2 in Pharmacy Services Skills</p>	<p>Previous Pharmacy (community or hospital experience)</p> <p>Previous experience of work based learning e.g. NVQ, NPA or online training programme</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Must comply with Data Protection requirements</p> <p>Must have (or be eligible for) DBS Enhanced certificate</p>	

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

This next section is for Job Evaluation purposes only (Please remove everything below this point when using the JD elsewhere e.g. for recruitment / consultation purposes)