

## Job Title – Pharmacy Technician

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

**Division:** Pharmacy

**Reports to:** Chief Pharmacy Technician – Dispensary Manager

**JE Ref:** HCS680

**Grade:** CS07

**JE Date:** 05/06/2020

### Job purpose

To dispense and issue prescriptions and provide advice to patients and carers, in order to support the provision of a high quality, cost effective and efficient patient centred pharmacy service to Health and Community Services

To supervise trainee pharmacy technicians and pharmacy assistants

### Job specific outcomes

1. To 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
2. To complete all necessary records of supply of Controlled Drugs in order to fulfil the requirements of the Misuse of Drugs (Jersey) Law. To maintain accurate and adequate stock levels at all times by applying strict stock control and security procedures and ensuring further supplies are ordered when necessary.
3. To deal with all aspects of the Clozaril scheme, including obtaining blood results, processing results and liaising with other healthcare professionals where appropriate.
4. To ensure that all provisions for Emergency Drugs within the hospital are met by assembly and replenishment of resuscitation boxes and the maintenance and replenishment of the Emergency Cupboard.
5. To inform and advise patients on the safe and effective use of medicines to ensure that they understand and are able to obtain maximum benefit from prescribed treatment.
6. To provide a ward stock top-up service to designated wards and/or departments to ensure that an appropriate range and level of drug stocks is maintained in each area and that these medicines are stored under suitable conditions.

7. To participate in rotational stock checks for the purposes of reconciling department stock levels with computer data in support of audit procedures and to maintain accurate records of any errors and amendments made.
8. To operate all Pharmacy Computer systems in order to record patient information relating to prescription drug supplies and stock movements to ensure accurate patient medicines information and stock levels.
9. May be required to prepare sterile and non-sterile products, including cytotoxic injections and infusions, extemporaneous products, parenteral nutrition and any other aseptic products as required. This involves the physical skill of aseptic techniques where all manipulations require a high degree of dexterity and co-ordination, thus minimising risk of contamination to IV products being prepared by staff.
10. To participate in educational and training programmes both within and outside the Pharmacy department to maintain current professional knowledge and acquire new skills to meet departmental objectives, including supporting the training and development of student technicians and assistants within the department.

#### **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.
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Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>BTEC / NVQ/ SVQ level 3 in Pharmaceutical Sciences, or National Certificate in Pharmaceutical Science or equivalent.</p> <p><b>plus</b></p> <p>Current registration (or eligible for registration) as a Pharmacy Technician with the General Pharmaceutical council of Great Britain.</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of pharmaceutical technical procedures acquired through training.</p> <p>Up to date knowledge of national guidelines and legislation relating to medicines use and pharmacy practice.</p> <p>Understanding of clinical governance, medication incidents and risk management.</p> <p>Practical knowledge of maintaining records according to confidentiality and data protection protocols.</p>	

	Practical knowledge of interpreting and dispensing prescriptions	
<b>Technical / Work-based Skills</b>	Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software	Previous experience of using JAC, TMS & Automated dispensing systems  Previous Aseptic Services
<b>General Skills/Attributes</b> <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>	Team worker  Attention to detail, able to work accurately and effectively when under pressure in order to meet agreed targets and deadlines  Good written and verbal communication skills  Willing to undertake training  Able to behave in a professional manner  Committed to continuous service improvement and also continued professional development.  Flexible approach to work	Problem Solver
<b>Experience</b> <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>	Previous Pharmacy experience. This could be hospital, retail or other area of practice  Experience of dealing with members of the public	Previous experience working within a hospital pharmacy environment  Patient counselling skills
<b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i>	Must comply with Data Protection requirements  Must have DBS Enhanced (or be eligible for) certificate	