

JOB DESCRIPTION

Job Title:	Medicines Resource Centre: Digital Transformation Pharmacy Technician
Base:	Wycombe Hospital (occasional cross-site working to Stoke Mandeville Hospital will be required)
Agenda for Change banding:	Band 5
Hours of Work:	37.5 hours per week + weekend, extended hours services and statutory holiday duties on rota with other pharmacy technicians
Details of Special Conditions:	None
Managerial Accountability & Professional Accountability	Associate Director of Pharmacy, Medicines Resource Centre and Governance and Chief Pharmacy Technician

MAIN PURPOSE OF THE POST

The Buckinghamshire Medicines Resource (MRC) team provide support and advice to the Medicines optimisation agenda across the Integrated Care System (ICS) including:

- An Integrated Care System-wide Medicines Information Service
- The medicines value programme
- The medicines safety programme

As part of the MRC team, the role will provide data and analytic support for the Medicines Resource Centre and wider pharmacy team, support the maintenance and continuous development of the Buckinghamshire medicines formulary and support the provision of the Medicines Information service within the MRC.

Liases with:

- MRC lead pharmacists
- Finance Dept
- Care Group Managers
- Consultants
- Pharmacy Senior Leadership Team Members
- Medicines Value Group (MVG) Members
- Pharmacy advisors – Buckinghamshire place (of the ICS)
- All trust Pharmacy staff

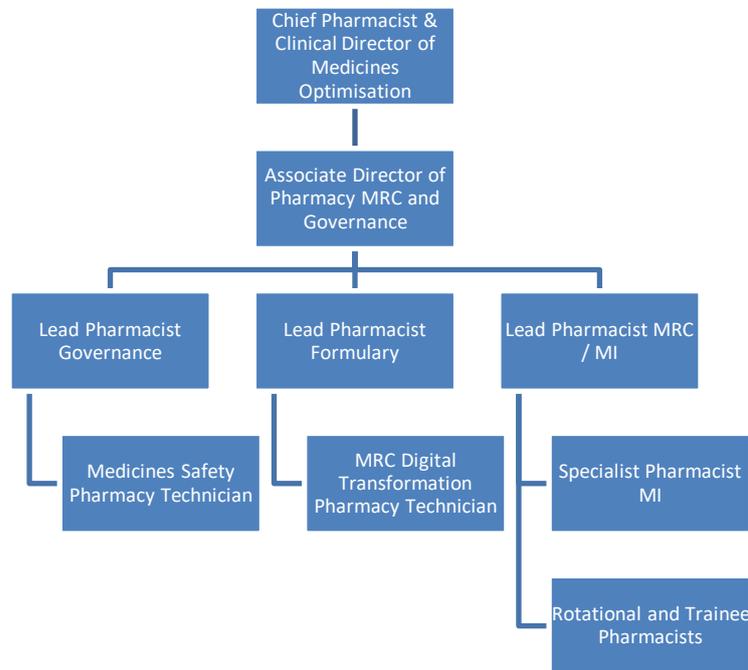
RESPONSIBILITIES

- To work with pharmacy staff to develop IT solutions surrounding data about medicines
- To develop, maintain and monitor the Bucks Formulary on the NetFormulary platform

- To liaise with stakeholders across the ICS to ensure the timely implementation of formulary changes
- To manage files for all categories of requests
- To produce computer reports for Formulary compliance and review
- To develop and maintain databases / spreadsheets of key information which supports effective formulary delivery
- To produce work output reports for these databases
- To liaise with key stakeholders within pharmacy, including the procurement & distribution team, to oversee the implementation of formulary changes
- To check and ensure that all formulary decisions are consistent with each other e.g., the Formulary Decisions spreadsheet, the traffic light list and the formulary website
- To liaise with staff to troubleshoot queries relating to unlicensed and/or non-formulary medicine use across the ICS
- To maintain adequate records for all Non-Formulary issues
- To audit use of the Formulary
- To ensure that the Formulary Medicines Policy is implemented
- To support formulary processes:
 - Collate information regarding new product requests
 - Assist pharmacists/clinicians in the preparation of new product requests
 - Prepare regular newsletter/communication to keep staff informed of formulary changes
 - Assist in the preparation of agenda, paper distribution, minutes and record of decisions made at the Medicines Value Group meeting
 - Attend meetings and take formal minutes where necessary
 - Additional tasks as required for Bucks place with regard to the ICS Area Prescribing Committee
- To collate information on implementation, provide support and undertake administrative tasks relating to NICE guidance
- To help train staff for formulary reviews
- To update and maintain the National Immunoglobulin database to support commissioning requirements
- To work closely with the Pharmacy Business support team where necessary on work streams including:
 - Producing medicines usage data and reports
 - Record and track formulary savings and high cost medicines
 - Administrative aspects of delivering commissioning requirements for high-cost medicines
 - Horizon-scanning
- To maintain competence in all aspects of dispensary processes and procedures to enable participation in weekend working, ad hoc dispensary cover and any ACPT qualification on rota.

For suitable qualified individuals there is the opportunity to undertake the UKMi Medicines Information and Advice Training Programme (MIATP) accreditation to answer medication queries in the Medicines Resource Centre if not already achieved. Additionally, there is the opportunity to undertake the Accuracy Checking Pharmacy Technician (ACPT) qualification if not already achieved.

ORGANISATION CHART



ADDITIONAL INFORMATION

Trust Values



Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, were rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.