

JOB DESCRIPTION

Job Title:	Pharmacy Technician Higher Level - Medicines Optimisation
Base:	Stoke Mandeville Hospital/Wycombe Hospital (cross site working expected)
Agenda for Change banding:	5
Hours of Work:	Full time 37.5 hours/week plus additional Weekend & Bank Holiday working and late duty rota
Details of Special Conditions:	n/a
Managerial Accountability & Professional Accountability	Lead Medicines Optimisation Technician and ultimately the Chief Pharmacist & Clinical Director of Medicines Optimisation

MAIN PURPOSE OF THE POST

The post holder will:

- Participate in the dispensing of medicines via “dispensing for discharge” system at ward level.
- Contribute to the continuing development and roll out of the existing ward-based Medicines Optimisation Technician (MOT) services and Medicines Optimisation strategy.
- Play a key role in the future planning and implementation of pharmacy ward-based Medicines Optimisation Technician services.
- Undertake Medicines Optimisation duties on a rotational basis within a defined area of ward-based practice.
- Deliver and record savings from appropriate supply and re-use of medicines.
- Promote a culture of learning and development within the Pharmacy MOT team.
- Support Pharmacy clinical services to meet the Trust Quality and Key performance indicators (KPI).
- Dispense prescriptions in the dispensary or satellite pharmacies when required in accordance with Standard Operating Procedures (SOPs).
- Already hold or be willing to complete an Accredited Checking Pharmacy Technician (ACPT) qualification.
- Contribute to the education and training programme for all pharmacy and clinical staff.
- Follow all legal and departmental practices including SOPs, COSHH, Lifting and Handling Regulations and all Trust Policies and Procedures.
- Be expected to contribute to the development of pharmaceutical services, and to promote the highest standards of professional practice, whilst observing at all times the "Statement upon Matters of Professional Conduct" issued by the Royal Pharmaceutical Society.

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RESPONSIBILITIES

1. Supervision and communication

- Co-ordinate and supervise the work of pharmacy technicians, pre-registration trainee pharmacy technicians (P T P T s) and pharmacy support workers.
- Support the development of the Medicines Optimisation services across Buckinghamshire Healthcare NHS Trust according to the needs of the Trust, in conjunction with the Associate Director of Pharmacy - Clinical Services, the Chief Technician and Lead Medicines Optimisation Technician.
- Identify and promote best practice, including development and review of MOT Standard Operating Procedures in liaison with the Lead Medicines Optimisation Technician.
- Oversee and monitor the MOT service to the specific ward allocated, including associated staff, to ensure a professional and responsive service is offered, following all aspects of medicines legislation and best practice.
- Ensure good communication between ward-based pharmacy services, non-pharmacy healthcare professionals, inpatient dispensary, and procurement and distribution services to promote discharge planning and co-ordination.
- Plan and manage the efficient running of the satellite pharmacies in liaison with the Lead Medicines Optimisation Technician.
- Act as a professional role model at all times.

2. Quality and Governance

- Participate in audits as requested by the senior team and support the implementation of any recommendations made.
- Plan and measure the effectiveness of services delivered to the allocated ward or other wards where appropriate.
- Support the Quality Management System across MOT pharmacy services and report on those measures at agreed intervals.
- Support the development of governance and risk reduction strategies throughout the MOT service with a system of learning from errors and incidents embedded into staff training.
- Assess and report on aspects of risk associated with medicines optimisation at ward level.
- Be aware of and adhere to Trust Governance procedures.
- Support and ensure compliance with the requirements of nationally recognised and in house MOT training schemes.

3. Clinical Practice

- Provide MOT services to the ward in conjunction with the ward pharmacist, according to departmental SOPs and the standards contained within nationally recognised training schemes and in-house accreditation schemes.
- Complete Medicines Reconciliations in accordance with SOPs and local

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policies.

- Participate in and be responsible for TTO co-ordination, POD locker checks, ward-based dispensing, provision of repeat inpatient supplies including the transcription of information from inpatient medication charts and assessing suitability of PODs for use in accordance with the Trust Policy on “Dispensing for Discharge.”
- Ensure continuity of supply of medicines to patients on the wards. This involves completing Inpatient Dispensing Medicine (IDM) orders, accurately dispensing and labelling medication, and organising appropriate storage or delivery/collection once the dispensed medicine has been checked.
- Counsel patients in the use of their medication to ensure medicines are being used correctly and that patient concordance is gained.
- Respond to straightforward medication queries received or identified at ward level and refer to a pharmacist when appropriate as per departmental SOPs.
- Hold an Accredited Checking Pharmacy Technician (ACPT) qualification and maintain this by participating in the ACPT rota in the main inpatient dispensary and as part of the delivery of medication via the satellite pharmacies.
- Liaise with procurement and distribution staff regarding stock control of ward stock and pre-packed over-labelled items (TTO pre-packs) used on the wards to maintain continuity of supply of medicines.
- Develop and maintain a system of regular stock checks in the satellite pharmacies, resolving any discrepancies identified. Monitor and update stock levels to keep up with current prescribing trends.
- Handle ad-hoc requests and assist with queries relating to pharmacy services on the wards, referring to more senior colleagues as appropriate.

4. Education and Training

- Train, supervise, and assess Trainee Pharmacists, Pre-Registration Trainee Pharmacy Technicians (PTPTs) and Pharmacy Support Workers undertaking GPhC accredited training courses, giving formal feedback.
- Undertake the induction, training and assessment of Pharmacy Technicians, Trainee Pharmacy Technicians and Support Workers working at ward level to ensure required competencies are achieved and maintained.
- Be responsible for maintaining accurate training records for all Pharmacy Technicians and Support Workers at ward level.
- Carry out training for nursing in relation to medicines supply systems.
- Identify own training needs, attending courses, study days and meetings as required.
- Actively seek novel opportunities to meet training needs.
- To maintain an active CPD portfolio.

5. Research and Development

- To audit Key Performance Indicators (KPIs) within the MOT service and report these at agreed intervals to the associate Director of Pharmacy -

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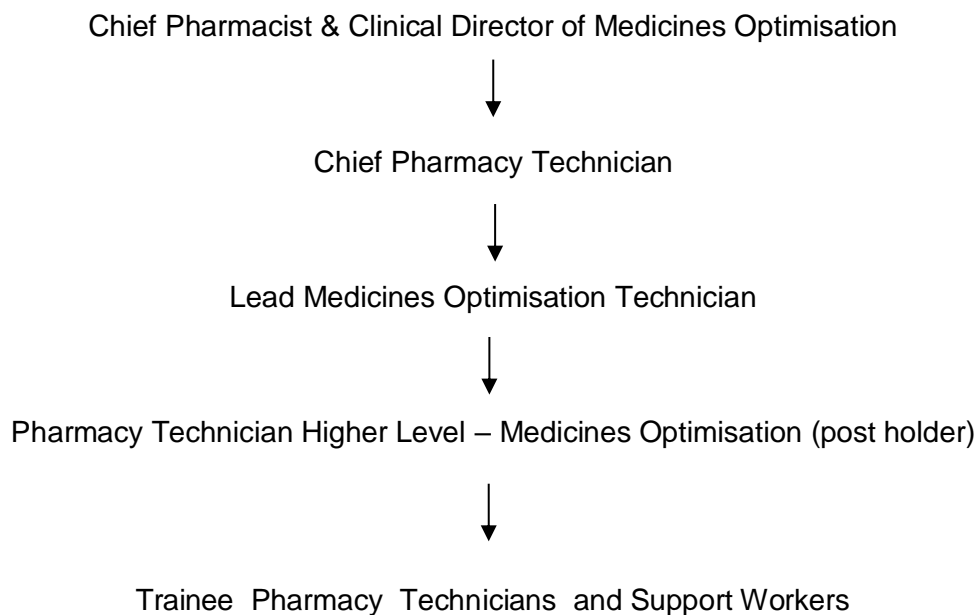
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Clinical Services, Senior Pharmacy Medicines Optimisation Technician and Chief technician.

6. Other Duties

- Participate in the late night, bank holiday and weekend working rota as required.
- Maintain confidentiality at all times.
- Maintain safe systems of work in accordance with relevant Medicines Act and Health and Safety legislation.
- Participate in the Trust appraisal system.
- Seek advice and instructions from more experienced or specialised staff when necessary.
- To liaise with other members of the pharmacy team, medical, nursing or other staff in the best interests of the patient
- Be involved in the recruitment process for new staff.
- To work in other sections of the pharmacy department when required in order to maintain the pharmaceutical service to the Trust.
- Ensure you are up to date with Mandatory and Statutory Training (MAST.)
- Carry out any other duties as requested by Lead Advanced Pharmacist, Lead Medicines Optimisation Technician, Chief Technician or Chief Pharmacist

ORGANISATION CHART



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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, are being rescinded from 15 March 2022.

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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.

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