



COMPASSION



RESPECT



EMPOWERMENT



PARTNERSHIP

Central and North West London

NHS Foundation Trust



JOB DESCRIPTION:

Pre- Registration Trainee Pharmacy Technician

| | |
|----------------------|--|
| Job Title | Pre- Registration Trainee Pharmacy Technician |
| Division | Corporate |
| Team / Service | Pharmacy |
| Pay Band | Afc Band 3 plus (Inner London) |
| Hours | 37.5 hrs per week (inc Saturday rota 1 in 8) |
| Terms and Conditions | Fixed Term – 2 years training post (Sept 2024 – August 2026) |
| Location | Main base is St Charles' Hospital Training rotations will require you to work in different CNWL sites |
| Reports to | Educational Supervisor / Line Manager |
| Liaises with | All Pharmacy Staff within the Trust & other healthcare staff |



Job Summary:

This is a training post, to learn the knowledge, skills and behaviours required to become a registered pharmacy technician with the General Pharmaceutical Council (GPhC).

The successful candidate will enrol onto the Pharmacy Technician apprenticeship course in September 2024. This will involve working in different pharmacy teams across CNWL and completing assignments/exams as set by the training provider

The pre-registration pharmacy technician will work under the supervision of a pharmacist or pharmacy technician carrying out all the required duties of a registered pharmacy technician.

This is an apprenticeship post and will include working remotely 1 day per week to attend a virtual classroom and/or undertake study to complete the GPhC-recognised qualification.

The training course duration is 2 years. Success is determined by completion of set assignments and assessments as set by the training provider.

Values

Central and North West London NHS Trust expects all pharmacy staff to act in a way which shows understanding of our core values and willingness to put them into practice.

As a Pre-registration Trainee Pharmacy Technician, we expect you to show **COMPASSION**, contribute to a caring and kind environment and recognise that what you do and say helps can make the lives of others better

We expect you to **RESPECT** everyone and acknowledge and welcome people's differences rather than ignore them or see them as problematic.

We expect you to **EMPOWER** others and continually try to provide information, resources and supports to help others make their own decisions and meet their own needs.

We expect you to work in **PARTNERSHIP** and behave in a way that shows that you recognise that commissioners and users of our services are the people who generate and pay for our work.



COMPASSION



RESPECT



EMPOWERMENT



PARTNERSHIP

Central and North West London



NHS Foundation Trust

Key Responsibilities:

- To complete all tasks in accordance with the relevant legislation, local standard operating procedures, and local Medicines Policy
- To accurately dispense, and issue prescriptions including clinical trials under the supervision of a pharmacist or pharmacy technician.
- To receive prescriptions and orders from patients and hospital staff in accordance with dispensary procedures.
- To participate in the operation of efficient stock control and management systems for the various areas within the pharmacy, wards and departments.
- To accurately document all relevant information pertaining to patient care using the electronic patient notes and prescribing systems
- To maintain all necessary records including the use of computer equipment and other appropriate documents.
- To contribute to the smooth running of the dispensary, including where necessary cover for other staff.
- To provide wards and units with medicines optimisation services, under the supervision of a pharmacy technician or pharmacist.
- To maintain a safe system of work at all times, including the knowledge of and abiding by the fire precautions, departmental and trust safety policies and standard operating procedures.
- To promote the professional image of pharmacy within the Trust by ensuring the standard of dress and behaviour reflect the professional service offered by the pharmacy department.
- To work at other pharmacy sites when necessary, for training and education purposes
- To adhere to GPhC standards for pharmacy professionals at all times
- To successfully complete the requirements of the pharmacy technician course/ qualification within the deadline set, meeting the GPhC standards for the initial

education and training of pharmacy technicians

- To meet the requirements of the apprenticeship scheme, including ‘off the job training’
- To undertake the final accuracy checking competency (as per course requirements) under the supervision of a pharmacist or qualified pharmacy technician
- To undertake medicine optimisation competency, inclusive of medicine reconciliation and patient counselling, under the supervision of a pharmacist or pharmacy technician
- To provide patients and service users with advice and guidance on how to take their medicines effectively
- To undertake the final accuracy checking competency (as per course requirements) under the supervision of a pharmacist or qualified pharmacy technician
- To undertake medicine optimisation competency, inclusive of medicine reconciliation and patient counselling, under the supervision of a pharmacist or pharmacy technician
- To provide patients and service users with advice and guidance on how to take their medicines effectively

Communication:

- Ensure information is provided in a timely manner, to the appropriate individual (in accordance with the degree of urgency of the request or issue identified).
- Present information in a suitable format (e.g. written and/or verbal) and style for the target audience. Taking into consideration any potential barriers to effective communication.
- Communicate with staff in clinical areas about medicines supply.
- Attend and participate in CNWL Pharmacy Staff meetings.
- Communicate pharmacy technical issues with other pharmacy staff employed across the Trust.
- Participate in service development and monitoring through attendance at relevant meetings.
- To maintain excellent communication with your workplace educational supervisor and training programme tutors
- Provide advice to patients on medicines within your scope of practice.
- Use appropriate questioning techniques to discuss a patient’s medication history
- To attend regular workplace educational supervisor reviews, 12-week reviews with the course provider and trainee pharmacy professional forums
- To provide and receive constructive feedback on all individual performance, learning experience and assessment outcome results/experiences

| |
|--|
| <p>Training:</p> <ul style="list-style-type: none"> • Be responsible for own learning in order to update pharmaceutical and clinical knowledge and skills. • To identify your own learning needs and request relevant training when necessary • Undertake regular meetings with supervisors and to reflect on own performance and feedback given by others |
| <ul style="list-style-type: none"> • To follow standard operating procedures and professional standards at all times • To be compliant all mandatory training as set by the trust education and training team • Adhere at all times to the 'Learning Agreement' and declarations made to the apprenticeship team and the training provider • Participate fully in all the learning and study experiences made available in the workplace and by the training provider. • Undertake regular meetings, with internal and external trainers /assessors to ensure assignments and assessments are being completed within agreed deadlines • To be familiar with trainee support mechanisms and processes <p>To attend Pre-registration Trainee Pharmacy Technician forums as set by the education programme director</p> |
| <p>Policy and/or Service Development:</p> <p><input type="checkbox"/> Contribute to the development of CNWL pharmacy services through CNWL Departmental and Pharmacy Technician meetings.</p> |
| <p>Management of Resources:</p> <ul style="list-style-type: none"> • Supply medicines to service users in accordance with procedures to ensure doses are not missed. • Maintain high quality of data input of patient information into the pharmacy computer system in order to ensure excellent labelling standards for dispensed medicines. • Calculate prescription charges from outpatients as per procedures. • Maintain stocks of medicines and sundries in the dispensary and on the wards and clinics, and participate in rolling stock checks and monitoring of stock. • Distribute stock items to wards, departments, clinics and health centres. |
| <p>Research and Development:</p> <ul style="list-style-type: none"> • Participate in any pharmacy related service development projects. • Assist with data collection for medicines and pharmacy audits within the Trust. |
| <p>Supplementary Information:</p> <ul style="list-style-type: none"> • To meet the minimum qualification requirements of the apprenticeship scheme (please see the person specification document) • Participate in all training rotations • Participation in weekend duties, Bank Holidays and late duties as per rota. • Notice Period: 1 month |
| <p>Working Relationships</p> |

| |
|---|
| <p>The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.</p> |
| <p>Infection Control and Waste Disposal Infection prevention and control is the responsibility of all staff. As a pre-registration trainee pharmacy technician all duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.</p> |
| <p>Data Protection, Confidentiality and Access to Health Records All information concerning patients/clients, drug prices and other staff members must be treated as confidential and you must adhere to the policies related to this subject. As a pre-registration trainee pharmacy technician, you are likely to have access to computerised data systems and you are required to obtain process and/or use information held in these systems</p> |
| <p>in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.</p> |
| <p>Health and Safety and Risk management As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. As a pre-registration trainee pharmacy technician, like all staff members, you are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.</p> <p>All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.</p> |
| <p>No Smoking Policy There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.</p> |
| <p>Staff Support The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.</p> |



COMPASSION



RESPECT



EMPOWERMENT



PARTNERSHIP

Central and North West London



NHS Foundation Trust

Trust Sustainability Green Plan Pledge

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change after discussion with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and the Skills for Health Code of Practice.