

Central and North West London NHS Foundation Trust

HMP Woodhill Pharmacy

Job Description

Job Title:	Pre- Registration Trainee Pharmacy Technician
Grade:	Band 3
Location:	Based at HMP Woodhill <i>and</i> HMP Aylesbury HMP Woodhill 1 days per week HMP Aylesbury 4 day per week In order to meet the needs of the Trust's services you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust
Responsible To:	Dispensary Manager, Advanced Specialist Pharmacist
Accountable To:	Lead Pharmacist Health & Justice Chief Pharmacist, CNWL
Key Relationships:	All Pharmacy Staff within the Trust, wholesalers, suppliers & other healthcare staff

Job Purpose

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)

To work under supervision with the of a pharmacist or pharmacy technician carrying out the required duties of a registered pharmacy technician.

To assist the Dispensary Manager to ensure all tasks in the pharmacy dispensary are completed as per objectives.

To provide work within the wider healthcare team to provide comprehensive, optimised pharmaceutical services, taking into consideration the high level of security which must be maintained at all times.

The post is a 2-year fixed term contract subject to 1-year probation.

Main Responsibilities:

- Undertake a two-year training programme to qualify as a pharmacy technician
- To adhere to the professional standards, as set by the GPhC, at all times
- Support the Medicines Management Team with the delivery of a legal, safe, high quality pharmaceutical service

- Support the development of medicines optimisation standard operating procedures and pharmacy service protocols.
- Timely completion of operational duties such as stock control, date checking of medicines and temperature recording.
- To be fully conversant with all local pharmacy protocols
- To assist with daily administration of controlled drugs (as second signatory), if required and the update of Controlled Drug registers (paper or electronic as required) and to instruct clinical staff in correct procedures for record keeping, security and storage of CD's.
- Assist in the medicine reconciliation process by supporting completing medication histories using the most recent, relevant sources available
- To organise and provide a supply of stock and non-stock pharmaceuticals and develop / manage medicines management systems to ensure the efficient, safe and secure handling of medicines.
- To assist to regular review stock usage with nursing staff.
- To be fully conversant with the SystmOne (clinical system) in the maintenance of patient electronic health records.
- To identify potential problems regarding the lack of availability of medicines for individual prescriptions or stock, seeking advice on suitable alternatives or an agreed delivery timetable.
- To ensure medication requests are ordered before cut off times to ensure timely delivery to the house units
- For specific patients that required their medication to be obtained from secondary care, to assist to organise systems are in place to order these in a timely manner.
- To ensure that all medicines are ordered and supplied in accordance with the relevant legislation, local standard operating procedures, and Trust Medicines Policy.
- Participate in medicines management team meetings and primary care team meetings, as required.
- Maintain high levels of safety and security and be constantly vigilant.
- Ensure that pharmaceuticals are transported within the prison in a manner which maintains the integrity and security of the medicines whilst adhering to necessary safety precautions.

Communication:

- Provide advice to patients on their medicines and any other health related advice as appropriate, under supervision.
- To 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).
- To be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience.
- To communicate with the nursing staff about any queries/problems regarding medicines supply (stock and non-stock)
- To give and receive constructive feedback on matters concerning your workplace training and the education delivered by the training provider
- To communicate pharmacy technical issues with other pharmacy staff employed across the Trust.
- To attend trainee pharmacy professional meetings and pharmacy technician development meetings provided by the CNWL Pharmacy education and training team

Training:

- To undertake a two-year training programme to become a qualified pharmacy technician and adhere to the learning agreement
- To be organised and self-motivated in achieving the requirements of the programme
- Support the training / induction requirements for other staff as appropriate
- To regularly meet with your educational supervisor to review progress
- To attend mandatory 12-week reviews with the course tutor and workplace educational supervisor

Policy and/or Service Development:

- To contribute to the development of CNWL pharmacy technical services through CNWL Pharmacy Technician meetings.

Management of Resources:

- To be responsible for supplying medicines in accordance with agreed stock lists to minimise waste and reduce risk.
- Maintain high quality of data input of patient information into the pharmacy computer system in order to ensure excellent labelling standards for dispensed medicines.
- Maintain stocks of drugs, bottles, tops and labels in the dispensary, and participate in rolling stock checks and monitoring of stock.

Research and Development:

- To participate in any pharmacy related service development projects.
- To assist with data collection and action planning for medicines management audits within the Trust.
- To assist with the implementation of clinical trials as undertaken by the pharmacy department

Rider Clause

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Supplementary Information:

The post holder will be based at HMP Woodhill and HMP Aylesbury, but will also be required to travel offsite to provide pharmacy services to other CNWL location(s). The base is subject to change depending on service requirements.

Working Hours: Monday to Friday 37.5 hours (AfC)

Notice Period: 2 months

Job Flexibility

The postholder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a

'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development

The postholder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.

Reviewed by

Name: Alphonsus Nwakanma

Job Title: Lead Pharmacist - Children and Young People Service, Health & Justice

Date 18/03/2024

CENTRAL AND NORTH WEST LONDON FOUNDATION TRUST
PERSON SPECIFICATION FOR PRE-REGISTRATION TRAINEE PHARMACY TECHNICIAN

FACTORS	ESSENTIAL	*	DESIRABLE	
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> ◆ 5 GCSE's at Grade C or above or equivalent in English, Science and Maths ◆ (minimum requirement for apprenticeship is Maths and English at GCSE grade C or equivalent) 	A/I	<ul style="list-style-type: none"> ◆ NVQ Level 2 Pharmacy services and skills Or <ul style="list-style-type: none"> • Dispensing/counter assistant qualification 	A/I
PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> ◆ Some understanding of team working ◆ Some understanding of stock rotation and expiry dates ◆ Understands the need to work to procedures ◆ Some experience of working to deadlines and under pressure ◆ Able to supply a supporting statement ◆ Able to prioritise 	A/I A/I A/I A/I A A/I	<ul style="list-style-type: none"> ◆ Experience of working in a Hospital Pharmacy setting 	
SKILLS, KNOWLEDGE, ABILITIES	<ul style="list-style-type: none"> ◆ Accuracy - Spelling test & Grammar Maths test ◆ Organisational skills, able to plan ahead and meet deadlines ◆ Clear handwriting ◆ Good telephone manner ◆ Computer Literate and able to use basic Microsoft Office applications ◆ Able to structure essays and reports to meet training assignments ◆ Manual dexterity ◆ Good communication skills (email, telephone, in-person) 	I I I I A/I I A/I	<ul style="list-style-type: none"> ◆ Experience of using electronic pharmacy prescribing/dispensing/ordering systems 	I
ATTITUDES, APTITUDES PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> ◆ Flexible ◆ Willing to ask questions ◆ Methodical ◆ Able to work Saturdays, Late Duties and Bank Holidays on rotation ◆ Able to maintain a 100% attendance to virtual classroom sessions ◆ Demonstrate experience of working to SOP (standard op 	I I A/I I A/I A/I		
OTHER	Sickness (or attendance) record that is acceptable to the Trust: Declared medically fit by the Occupational Health Department to perform the duties of the post			

*Key: Measured by A= Application Form, I=Interview, T=Test