

NHS Grampian
JOB DESCRIPTION –

1. JOB IDENTIFICATION

Job Title:	Pharmacy Assistant
Department:	Pharmacy Department
Location:	Dr Gray's Hospital
Hours:	19 hours per week
Grade:	Band 2
Salary:	£25,694 - £27,900 per annum pro rata
Contract:	Permanent
Job reference:	PS220506

2. JOB PURPOSE

The Pharmacy Assistant contributes to the provision of safe, efficient and economic pharmaceutical services within NHS Grampian.

This is achieved mainly through application of stock management skills.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The Pharmacy Department at Dr Gray's Hospital provides a dispensing and distribution service, ward clinical pharmacy services and a limited range of technical services.

Dispensing and Distribution Services

- (i) Prescriptions are dispensed for hospital inpatients, outpatients and patients on "pass leave". Prescriptions are professionally checked by the clinical pharmacist before being handed to the dispensary team. An accredited dispensary checking technician performs the final check.
- (ii) Labelled supplies of medicines ordered by pharmacists are dispensed for use on the ward and when patients are discharged, as part of a "one-stop" dispensing process.
- (iii) Pharmacy assistants and technicians provide a ward "top-up" service by checking stock levels of medicines and generating orders for transmission to the main pharmacy store at Aberdeen Royal Infirmary (ARI). Although there is no pharmacy store on site, a small but significant number of '*ad hoc*' orders are processed on a daily basis. Staff are also involved in receiving and checking stock for re-issue and for processing returns to the main pharmacy store.
- (iv) Pharmacy staff also maintain stock of the Emergency Cupboard; a supply of medicines that can be accessed for use outwith normal working hours.

Clinical Services

A team of 5 pharmacists provide clinical pharmacy services through daily visits to each ward. Depending on areas of responsibility, pharmacists attend regular ward meetings and ward rounds. Clinical pharmacists are responsible for prescription monitoring, patient counselling, medication review, discharge planning, checking availability of drugs and provision of advice and information. They are assisted in some of their duties by suitably trained pharmacy technicians.

Technical Services

- (i) Pharmacy staff are responsible for the safe receipt and handling of cytotoxics and other aseptically prepared products sent from Pharmacy ARI.
- (ii) A limited number of clinical trials drugs are stored and dispensed in accordance with the relevant protocols.
- (iii) Staff liaise with the Quality Assurance Department at ARI to co-ordinate product recalls and arrange for return and investigation of faulty items.

Statistics: No of beds served = 180
No of stock items processed/month = 2,000
No of prescription items dispensed/month = 3,000
No of ward/department "top ups"/month = 80
No of items stock balanced/month = 400
No of stock received on routine orders/month = 800
No of stock items received on "*ad hoc*" orders/month = 150

5. MAIN DUTIES/RESPONSIBILITIES

- 5.1 Process pharmaceutical supplies received from ARI, including entering supplies onto pharmacy computer system and storing appropriately. Maintenance of accurate records.
- 5.2 Process pharmaceutical supplies returned from wards and departments according to department operating procedures.

- 5.3 Process orders from wards and departments.
- 5.4 Maintain and order pharmacy stocks from central stores.
- 5.5 Participate in daily stock balancing activities. This takes approximately 70% of time.
- 5.6 Check stock levels of pharmaceutical products in wards and departments, and order pharmaceutical products in accordance with ward/department stock list.
- 5.7 Order, monitor stocks and replace emergency resuscitation drug kits for adults and children. This takes approximately 15% of time.
- 5.8 Daily checking of emergency cupboard.
- 5.9 Keeping the pharmacy shelves clean and tidy.
- 5.10 Top up consumables within the pharmacy department.
- 5.11 Ensure correct storage temperature for medicines requiring refrigeration through daily monitoring of refrigerators.
- 5.12 Monitor pharmacy stocks for expired medicines and arrange disposal in line with NHS Grampian policy. This takes approximately 15% of time.
- 5.13 Create labels and dispense prescriptions received from in-patient and out-patient areas.
- 5.14 Receive telephone calls and deal with requests appropriately.

6. SYSTEMS AND EQUIPMENT

Competence in Wellsky Pharmacy Stock and Dispensing computer system.

Basic knowledge of Microsoft computer programmes.

Competence in use of nhs.net.

7. DECISIONS AND JUDGEMENTS

Department objectives will be set and monitored during regular staff meetings.

Personal objectives will be agreed with the Lead Pharmacist and will reflect Department and NHS Grampian objectives. These will be reviewed regularly in compliance with NHS Grampian Personal Development Plan/Appraisal Policies.

Standard Operating Procedures are available for main duties.

Routine tasks will be performed under the supervision of the Senior Pharmacy Technician.

Non-routine tasks will be allocated by, and supervised by, Lead Pharmacist or Lead/Senior Pharmacy Technician.

8. COMMUNICATIONS AND RELATIONSHIPS

Verbal communication with line managers and colleagues to ensure smooth operation of the department.

Telephone communication with colleagues in Aberdeen regarding discrepancies in daily department order.

Telephone communication with ward staff regarding ward drug supplies.

Occasional telephone communication with patient.

Contact with patients when attending the pharmacy hatch.

9. PHYSICAL DEMANDS OF THE JOB

Physical effort is required when lifting drug boxes and infusion fluids weighing up to 20kG. This is required on a daily basis.

Keyboard skills necessary to enable accurate data input during stock management.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Reconciling physical stock with copy orders and delivery notes.

Ensuring stock is stored in the correct locations to reduce likelihood of error.

Dispensing prescriptions accurately.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

SVQ Level 2 Pharmacy Services

In post training provided

Understanding of responsibilities or working with medicines, and patient confidentiality

Basic keyboard skills

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PERSON SPECIFICATION

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below.

POST/GRADE: Pharmacy Assistant (AfC 2)

LOCATION/HOSPITALS: Dr Gray's Hospital

WARD/DEPARTMENT: Pharmacy Department

ATTRIBUTES	ESSENTIAL	DESIRABLE
1 Qualifications	Standard Grade English Arithmetic or Maths (leavers certificates may be considered)	Standard Grade "Science" subject. Broad base of general educational subjects SVQ2 Pharmacy Services
2 Experience	General appreciation of how "hospitals function". Working with public. Providing a service	Previous experience in dispensing either in retail or in hospital environment
Special Aptitude and Abilities	Good written/oral communication skills. Good command of English language. Good time management skills Ability to plan prioritise and organise own workload Attention to detail	Some experience of using computer, or interested in learning. Accurate data input skills.
Disposition	Well presented. Confident personality	Able to work as part of a team General interest in pharmacy

	<p>Good team worker</p> <p>Customer orientated, interested in patient well-being</p>	
Physical Requirements	<p>General good health.</p> <p>Able to lift up to 20kg</p> <p>Repetitive lifting.</p> <p>Bending. Standing for long periods</p>	
Particular Requirements of the Post	<p>Willingness to develop personal knowledge and skills through to SVQ2 accreditation.</p> <p>Self motivated.</p> <p>Enthusiastic, hard working and confident.</p> <p>Flexible approach to work patterns.</p>	