#### FI_2cola**JOB DESCRIPTION**

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| JOB IDENTIFICATION | |
| Job Title: Senior Pharmacy Technician – Vaccines | |
| Responsible to (insert job title): | Specialist Pharmacy Technician – Vaccines |
| Department(s): | Pharmacy |
| Directorate: | Pharmacy and Medicines |
| Operating Division: | Corporate |
| Job Reference: |  |
| No of Job Holders: |  |
| Last Update (insert date): | July 2022 |

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| 2. JOB PURPOSE |
| To have delegated responsibility for managing staff, procedures, processes and equipment within the pharmacy vaccine supply service.  To contribute to the provision of the pharmacy vaccine supply service by ensuring accurate, safe and secure purchase, receipt, storage and distribution of vaccines and associated equipment.  To carry out audits relating to the safe and secure use of medicines across NHS Fife.  To work with pharmacy colleagues and other healthcare staff to plan and co-ordinate vaccine programmes and campaigns.  To undertake operational tasks including final accuracy checking of dispensed medicines within agreed designated areas |

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| **3.DIMENSIONS** |
| The NHS Fife Pharmacy and Medicines Directorate serves a population of approximately 380,000 people, and is provided by an integrated team of around 300 Pharmacy staff, including Pharmacists, Pharmacy Technicians, Support Workers, Nurses, and Administrators.  The team work across Acute and Community hospital sites, General Practices, Mental Health services, and a range of specialist teams. Partnership working is at the core of our values, and we work closely with other members of the multi-disciplinary team, including our Community Pharmacy colleagues, to deliver the highest quality care for everyone in Fife. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The NHS Fife Pharmacy and Medicines Directorate aims to provide the highest quality pharmaceutical care to the people of Fife. The integrated pharmacy team provide person-focussed pharmaceutical care to individuals, and supply medicines through systems that ensure safe, effective and economical use.  We strive to ensure patients derive maximum benefit and minimum harm from their medicines, throughout their healthcare journey. We work in partnership with our clinical colleagues, providing high quality care, timely information and advice to deliver the safe and secure use of medicines. By integrating our team across NHS and Health and Social Care Partnership (HSCP) services in Fife, we ensure medicines are purchased, stored, dispensed and prescribed to the highest standards in every care setting. |

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| 6. KEY RESULT AREAS |
| 1. To support in the development of efficient vaccine supply systems and procedures, in partnership with key stakeholders. 2. To work with the Specialist Pharmacy Technician – Vaccine Services, in the operational planning of vaccine purchase, receipt, storage and distribution. 3. Assist in the stock management of vaccine stock. 4. To manage the effective distribution of vaccines by co-ordinating the work of the pharmacy vaccines staff, ensuring all duties are carried out effectively and efficiently. 5. To work with transport staff to manage the safe distribution, collection and redistribution of vaccine requests, whilst maintaining the cold chain. 6. To maintain vaccine knowledge and undertake appropriate vaccine specific training. 7. Contribute to effective temperature monitoring using the Kelsius temperature monitoring system within pharmacy. 8. To deputise and participate on local/national vaccine groups. 9. To take part in agreed audit work, report and take necessary actions from the audit outcome. 10. To manage and co-ordinate the return of vaccines as a result of drug alerts, product recalls, fridge failures or vaccine schedule changes. 11. Contribute to the development, review and implementation of standard operating procedures. 12. Maintain asset register of pharmacy equipment for vaccine services and ensure quality and replacement of equipment. 13. Assist in the collation of workload and reporting data. 14. To undertake the final accuracy check and release of medicines (patient and non-patient specific supplies). 15. Ensure compliance with NHS Fife Policies and Procedures. 16. Line management of rotational pharmacy technicians and/or pharmacy support staff. 17. To assist in staff recruitment, selection and training 18. Undertake any other tasks relevant to vaccine services or as required by NHS Fife Pharmacy including providing cover in other areas of the service. 19. The post holder will participate in the weekend and public holiday rota and will become part of the 7 day working rota when applicable. |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder is required to:   * Use office equipment including telephone, computer, printer, scanner. * Use of pallet truck, trolleys and other mechanical equipment to facilitate movement of stock safely. * Use of automated technology. |
| **7b. SYSTEMS** |
| The post holder is required to use and maintain competence in the following systems:   * Pharmacy computer system * Temperature monitoring system * Microsoft office applications * Automated technology systems * Hospital electronic prescribing and administration system * Datix incident management * NHS Fife and departmental policies, procedures and protocols * Policies and procedures for the child protection and protection of vulnerable adults |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder works independently but within strategic and policy guidelines established by the pharmacy service and towards agreed objectives each year with the manager.  The post holder assists the Specialist Pharmacy Technician – Vaccine Services  PDP will be carried out by the Specialist Pharmacy Technician – Vaccine Services.  The post holder is responsible for their own time management and prioritisation of daily workload.  The post holder works within professional standards.  The post holder will be required to work at both Queen Margaret and Victoria Hospitals to meet the needs of the service.  The post holder will be required to participate in evening, weekend and public holidays rotas to as part of the wider pharmacy team. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder is expected to work independently with minimal supervision in accordance with Standard Operating Procedures and needs of the service, using initiative to deal with non-routine matters.  The post holder prioritises and co-ordinates their own daily workload, this may involve solving problems which arise.  The post holder is responsible for line managing staff within the medicines supply team.  The post holder is responsible for ensuring daily workload is carried out safely and effectively.  The post holder is required to establish their own training needs and that of support staff,  During absence of the Specialist Pharmacy Technician – Vaccine Services or other members of the supply team the post holder may need to make decisions and use judgement in areas out with their own area of work. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| To maintain the safe and effective delivery of service in an environment of competing demands and frequent interruptions.  To contribute to and maintain effective team working within the vaccine supply service and wider team.  To help maintain morale and influence change within the service to enable service developments and delivery of an effective and responsive service. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Liaise closely with Purchasing, Storage and Distribution staff and other members of pharmacy and the wider multidisciplinary team.  Use persuasion and negotiation skills when managing conflict, difficult situations, when implementing change and when attending meetings.  Discuss order or prescription anomalies with nursing staff and medical staff of all levels. Sometimes of a complex nature which may also require use of persuasion skills.  Effective communication with pharmacy staff from other Health Board areas and national groups regarding vaccines.  Use persuasion and negotiation skills when managing conflict, difficult situations, when implementing change and attending meetings.  Occasionally required to present information to small groups of staff. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical Skills (on a daily/frequent basis)  Standard keyboard skills  Fine manipulations requiring high degree of accuracy  Physical Demands (on a daily/frequent basis)  Standing/sitting for a prolonged period  Standing/walking for a prolonged period  Moving and handling relating to movement of stock, some of which can be heavy (5-12kg)  Mental Demands (on a daily/frequent basis)  High level of accuracy and concentration required to undertake most aspects of the post while subject to frequent interruption.  Emotional Demands (on a daily/frequent basis)  Resolution of staff issues ranging from absence management to conduct.  Conveying unwelcome news to staff.  Managing expectations of the service with a wide range of stakeholders.  Working Conditions (on a daily/frequent basis)  Exposure to cytotoxic and hazardous chemicals  Exposure to cold while working in the cold store  Exposure to unpleasant odours |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Qualifications/Registration**  Practicing Pharmacy Technician registered with the General Pharmaceutical Council.  Diploma in Pharmacy Services (or equivalent initial education and training) to enable registration as a pharmacy technician with the General Pharmaceutical Council.  Management qualification e.g. SVQ Management, HNC in Pharmacy Services Development and Management or willingness to work towards or equivalent and relevant experience.  Accuracy Checking Pharmacy Technician (if not undertaken as part of IET).  SVQ Work Based Assessor Qualification.  **Experience**    Significant post registration experience as a Pharmacy Technician  Knowledge of legislation around safe and secure handling of medicines.  **Professional**  Registered with General Pharmaceutical Council  Maintain professional CPD |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |