

## Golden Jubilee Foundation

Beardmore Street, Clydebank G81 4HX  
Telephone: 0141 951 5000  
[www.goldenjubileefoundation.org](http://www.goldenjubileefoundation.org)

Chair: Susan Douglas-Scott CBE  
Chief Executive: Jann Gardner

Agamemnon Street  
Clydebank G81 4DY  
Scotland  
Telephone 0141 951 5000  
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Recruitment line: 0800 0283 666

Dear Candidate

**POST: Pharmacy Technician**  
**HOURS: 37.5 per week**  
**CLOSING DATE: 26 February 2020**

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell  
Recruitment Assistant



**Golden Jubilee  
Foundation**

Patients at the heart of progress

**Golden Jubilee Foundation**

**Information Pack  
For the post of**

**Pharmacy Technician**

**37.5 hours per week**

**Reference Number: 016647**

**Closing Date: 26 February 2020**



Valuing dignity and respect  
A can do attitude  
Leading commitment to quality  
Understanding our responsibilities  
Effectively working together

## **Golden Jubilee Foundation General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
  - Job Description/person specification
  - Terms and Conditions of Service
  - Application Form
  - Equal Opportunities Monitoring Form
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-  
[recruitment@gjnh.scot.nhs.uk](mailto:recruitment@gjnh.scot.nhs.uk)
- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.

- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A “can do” attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

## **Golden Jubilee Foundation Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

### **1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

### **2. Salary**

£22,152 to £24,258 per annum

### **3. Grade**

This post is offered at Band 4

### **4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

### **5. Hours of Duty**

37.5 per week

### **6. Tenure of Employment**

This post is offered on a permanent basis

### **7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## **Golden Jubilee Foundation Benefits**

### **NHS Superannuation scheme:**

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

#### **Discounts at the Golden Jubilee Conference Hotel**

**Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

**Discounted Room Rates** - Rooms rates discounted subject to specific conditions.

**Discounted Dining** - 20% off food and beverage when dining in the hotel.

**Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis

# **GOLDEN JUBILEE NATIONAL HOSPITAL**

## **JOB DESCRIPTION –**

### **1. JOB IDENTIFICATION**

**Job Title:** Pharmacy Technician

**Department(s):** Pharmacy

**Job Holder Reference:**

**No of Job Holders:** 2

### **2. JOB PURPOSE**

To assist in the provision of technical pharmaceutical services at the GJNH.

In particular within the dispensary to dispense TTO, out-patient and clinical trial prescriptions.

At ward level to carry out ward top-up and patient top-up to kardex, medicines management duties and act-up when required for medicines management technicians.

### **3. ORGANISATIONAL POSITION**

See attached chart

### **4. SCOPE AND RANGE**

Carries out the dispensing of discharge, outpatient, clinical trial prescriptions and in-patient dispensed items from pharmacy dispensary.

Responsible for top up to kardex and medicines management service as part of the technical pharmacy team

Provides continuity of service when senior pharmacy technicians on leave

## **5. MAIN DUTIES/RESPONSIBILITIES**

### **• Dispensing services**

- Dispensing of out-patient, discharge, clinical trial prescriptions and in-patient supplies as required.
  - Liaising with Pharmacy and Ward staff as appropriate to clarify ambiguous prescriptions
  - Dispensing Controlled Drugs
  - Generation of dispensing labels and stock issues from dispensary
  - Filling and labelling of final dispensing containers
  - Completion of necessary dispensary documentation

### **• Support Services**

- Generation of Worksheets, Labels and inventory control documentation for pre-packing.
- Refurbishment of ward emergency boxes

### **• Ward Services**

- Participation in medicines management services, top-up to kardex or re-stock of electronic drug cupboards
  - Ordering individual patient medication
  - Checking patients own drugs
  - Dispensing medicines for inpatients
- Liaise with ward staff on pharmacy issues

### **• Distribution Services**

- Provision of Ward Top-up services to specified wards/departments

### **• CPD/Training commitment**

- Update current skills and knowledge in relevant practice areas as required.
- Participation in departmental continuing personal development programme
- Participation in any internal or external courses/meeting as appropriate.
- Maintenance of competency in clinic trials
- Assisting in the training of other pharmacy staff in particular
  - Student Pharmacy Technicians
  - Pharmacy Assistants
  - Clinical pharmacists undertaking hospital pharmacy training
  - Visiting Pre-registration Pharmacy Graduates
  - Work experience students

- Undertakes pharmacy research into appropriate areas of practice as required



- **Other Duties**

- Deputise for other pharmacy staff as required
- Participation in the generation of management information in relevant work areas
- Assist in the maintenance and update of departmental policies and procedures as appropriate.
- Compliance with Hospital and Departmental Health and Safety Policy

## **6. SYSTEMS AND EQUIPMENT**

Use of emis pharmacy stock control and dispensary system

Stock control of pharmaceuticals

Dispensing of medicines for patients

Use of management reports

Generation of labels for aseptic items

Generation of labels for pre-packing

Use of Microsoft Office suite

Email

Internet enquiries

Word processing, worksheets, forms etc

Spreadsheets; Management information, statistics etc

PowerPoint: CPD

Jointly responsible with other pharmacy staff for the security of pharmaceuticals, includes security of keys and use of alarm system

## **7. DECISIONS AND JUDGEMENTS**

Contributing to the development of technical policies along with the appropriate senior technician.

Ensuring the implementation of pharmacy policy by Student Technicians and Pharmacy Assistants.

Checking the technical accuracy of prescriptions received in pharmacy and liaising with appropriate clinical staff (pharmacy, medical or nursing) to resolve any issues.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

Liaising with clinical staff to resolve issues in relation to prescriptions or orders received in pharmacy.

Liaising with staff in wards and departments to identify and resolve any supply issues

relating to ward top-up or top-up to kardex.	
<b>9. PHYSICAL DEMANDS OF THE JOB</b> Moving stocks of pharmacy goods to and from shelves and trolleys General keyboard skills Potential exposure to toxic pharmaceutical materials (e.g. cytotoxic medication)	
<b>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</b> Organisation of time and workload particularly when covering for other members of staff. Taking on work of senior staff while still completing own workload.	
<b>11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</b> Minimum requirements a Scotvec certificate in Pharmaceutical Sciences Relevant experience in pharmacy General knowledge of technical aspects of pharmacy including purchasing and distribution, dispensing and clinical trials. Working knowledge of standard office computer systems and emis/JAC pharmacy systems Knowledge of GJNH policies and procedures and a detailed knowledge of pharmacy policies and procedures	
<b>12. JOB DESCRIPTION AGREEMENT</b>  A separate job description will need to be signed off by each jobholder to whom the job description applies.  <b>Job Holder's Signature:</b>  <b>Head of Department Signature:</b>	          <b>Date:</b>  <b>Date:</b>

## Recruitment Person Specification

### B4: Pharmacy Technician

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> <li>• SCOTVEC certificate in Pharmaceutical Sciences</li> <li>• Pharmacy Technician Registration with GPhC</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Relevant hospital pharmacy experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Medicines Management at ward level</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Demonstrable team working skills</li> <li>• Intermediate Microsoft Office word-processing, spreadsheet and PowerPoint skills</li> <li>• Good communication skills (written/verbal)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ASCRibe stock control system / prescription labelling system</li> <li>• Knowledge electronic drugs cabinets</li> </ul>
Additional job requirements Eg. unsocial hours	<ul style="list-style-type: none"> <li>• Weekend rota working</li> <li>• Ability to concentrate and work accurately</li> </ul>	
Any other additional information		

