

**TAUNTON & SOMERSET NHS FOUNDATION TRUST**  
**Department of Pharmacy – Clinical Support Division**

**Job description**

<b>JOB TITLE:</b>	<b>Pre-Registration - PHARMACY TECHNICIAN</b>
<b>GRADE:</b>	<b><i>2 Year Fixed term contract – Fixed salary</i></b>
<b>PLACE OF WORK:</b>	<b><i>Department of Pharmacy, Musgrove Park Hospital.</i></b>
<b>HOURS:</b>	<b><i>37.5 per week</i></b>
<b>RESPONSIBLE TO:</b>	<b><i>Pharmacy Manager</i></b>
<b>ACCOUNTABLE TO:</b>	<b><i>Chief Pharmacist</i></b>

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**JOB SUMMARY**

The post is a work based, vocational, practically orientated 2 year training programme leading to qualification as a Pharmacy Technician. This consists of work related training on rotation in the Pharmacy at Musgrove Park, covering a wide range of practical duties, assessment, and a series of taught courses. The underpinning knowledge is provided at Somerset College on a block release scheme through a BTEC course in Pharmaceutical science, combined with an NVQ level 3 in Pharmacy which is undertaken in the workplace

**All work will be supervised by a qualified Pharmacy Technician or Pharmacist**

Please note: Pharmacy Technician registration became mandatory from July 2011 and future qualifying Technicians will be required to register with the General Pharmaceutical Council in order to practice in the UK.

**KEY DUTIES AND RESPONSIBILITIES**

**OPERATIONAL**

1. The post holder will participate on the weekend rota, working Saturday and Sunday mornings usually 4-6 weekly and occasional Bank Holidays.
2. The post holder will dispense prescriptions and compliance aids accurately according to departmental standard operating procedures.
3. The post holder will process repeat prescriptions or further supplies of prescriptions and send to patients via the hospital courier service.

4. The post holder will ensure the dispensary telephone is responded to dealing with the enquiry or passing message on to the appropriate personnel.
5. The post holder will balance the prescription till daily and bank the money.
6. The post holder will interpret transcribed information from nursing staff and dispense in-patient drugs for wards ready for checking.
7. The post holder will process ward boxes and supply medicines to wards, theatres and clinics and participate in the ward 'top-up' service.
8. The post holder will follow SOP to identify medicines suitable for return to stock, and will dispose of all unsuitable returns according to Department Disposal of Waste Policy.
9. The post holder will restock Resuscitation boxes, Antidote boxes, and extravasation/spillage kits.
10. The post holder will use a range of computer systems to access Pharmacy and patient information, prepare worksheets and computer generated labels, and perform computer back-up procedures in production.
11. The post holder will work using an Isolator to aseptically prepare Chemotherapy treatments in the Beacon production unit.
12. The post holder will ensure that Isolators and clean room pressures are within accepted limits and report to appropriate staff where deviation occurs.
13. The post holder will attend monthly aseptic/dispensary meetings.
14. The post holder will undertake cleaning & environmental monitoring in clean rooms according to SOPs to detect any microbial contamination and record results reporting any exceptions to the Lead Technician/Pharmacist.
15. The post holder will dispense/prepare oral and intravenous products for clinical trials, interpreting data and annotating records appropriately and accurately.
16. The post holder will prepare extemporaneous creams/ointments/suspensions/solutions from raw materials, observing H & S and COSHH regulations in a clean room, using correct Personal Protective Equipment (PPE) and fume extractor cabinet.
17. The post holder will batch prepare over-labelled and pre-packed medicines for issue to clinics and wards
18. The post holder will assist the Pharmacy storekeeper to unpack deliveries of Pharmaceuticals, check and record relevant information and place the product

in the correct storage location. It will also include training on loading the Pharmacy robot, and scanning products.

19. The post holder will assist the purchasing office staff to input data for goods received, fax purchase orders, and file information.
20. The post holder will undertake training in Medicines Information which will involve assisting in answering MI queries using a range of search options.
21. The post holder will attend development courses for ongoing training purposes and undertake any CPD as required.
22. The post holder must be aware of and comply with Trust and Pharmacy Health and Safety policies and SOP's.

## **EXTERNAL AND INTERNAL CONTACTS**

This post will involve communicating with a variety of individuals via a number of media including face to face meetings, telephone, letters, and electronic communications. Types of contact include the following:-

1. Patients and visitors (through the dispensary and during ward visits)
2. Medical and nursing staff of all grades
3. Pharmacy staff of all grades
4. Medical representatives

## **WORKING ENVIRONMENT**

The post is undertaken in a variety of environments including the pharmacy department, aseptic services and on the wards.

- **Physical effort:** This is frequently required particularly during weekend on-call when bulk intravenous fluids are required by wards. It involves the picking and delivery of one or more boxes to each requesting ward throughout the hospital. Each box weighs up to 13 kg. Additionally, prolonged periods of time are spent sitting in one position manipulating/compounding drug formulations in isolators.
- **Mental effort:** The work is split between wards, dispensary and production unit. It is highly technical /pharmaceutical in nature requiring high mental effort and concentration (e.g. dispensing / reading and interpreting drug orders, prescriptions and drug charts / standards and procedures/ financial information/ careful manipulation of cytotoxic agents in isolators etc. The post is busy and results in unpredictable, frequent interruptions for urgent advice / production requests and information many times daily.

- **Emotional effort:** Direct contact with acutely and chronically ill patients and their relatives occurs predominantly through the dispensary. Patients and their relatives / carers presenting at the dispensary can be very demanding. Ward staff and clinicians also put significant pressure on chemotherapy production to work to tight deadlines. Chemotherapy production workloads are unpredictable and heavy.
- **Working conditions:** Performing chemotherapy duties requires working daily for prolonged periods with cytotoxic agents and represents a risk. Dispensary duties will occasionally require working with hazardous drug substances such as solid dose cytotoxic agents, airborne antibiotic powders during reconstitution and other substances that are potentially hazardous. Additional contamination risk is associated with disposal of waste drugs from wards including cytotoxic agents.

## **CHANGES TO THE JOB**

This post may be subject to change/review as the needs of the service/department/unit changes. Any changes will be made following consultation with the individual before changes are made.

## **HEALTH AND SAFETY AT WORK**

It is the responsibility of all staff to be aware of their duties under the Health and Safety at Work Act and under specific local or departmental Health and Safety Policies.

## **CONFIDENTIALITY AND DATA PROTECTION**

Any matters of a confidential nature, including particular information relating to patients, their treatment and diagnosis, individual staff records, details of contract prices and terms must under no circumstances be divulged or made available to any unauthorised person(s). It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1999.

## **APPRAISAL**

All staff members will participate in an annual appraisal as outlined by Trust policy.

SIGNATURE OF POSTHOLDER.....

PRINT NAME.....

SIGNATURE OF MANAGER.....

PRINT NAME.....

DATE.....REVIEW DATE.....

**TAUNTON AND SOMERSET NHS FOUNDATION TRUST  
PERSON SPECIFICATION**

JOB TITLE:           PRE-REGISTRATION PHARMACY TECHNICIAN

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>QUALIFICATIONS AND SPECIALISED TRAINING COURSES</p>	<p>5 GCSE passes at grade A-B including Math, Science/Chemistry and English or BTEC first qualification in science.</p>		<p>CV and Certificates</p>
<p>SKILLS AND EXPERIENCE</p>	<ul style="list-style-type: none"> <li>• Basic key board skills</li> <li>• Ability to work accurately under pressure and in the face of frequent interruptions.</li> <li>• Ability to work independently and in a team</li> <li>• Excellent interpersonal and communication skills</li> </ul>		<p>CV and interview</p>
<p>SPECIAL APTITUDES e.g. Manual dexterity, appearance, voice, strength, physical fitness</p>	<ul style="list-style-type: none"> <li>• Capable of lifting and moving Stock weighing 10 -13kg.</li> </ul>		<p>Interview</p>
<p>OTHER FACTORS e.g. Shift work, transport requirements etc</p>	<ul style="list-style-type: none"> <li>• Required to undertake emergency weekend and bank holiday work.</li> <li>• Prepared to study/complete assignments in own time.</li> </ul>		