

Role Descriptor

Job Details

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| Job Title: | Specialist Pharmacy Technician- Quality and Safety |
| Grade: | Band 6 |
| Department: | Pharmacy |
| Location: | Trust wide role (Based at SNH) |
| Responsible to: | Technical Services Manager |
| Accountable to: | Deputy Chief Pharmacist |

The post holder will be responsible for managing and the Medicines governance and safety systems across the Trust. This will include implementing SOPs, monitoring the performance of medication governance and safety and providing day to day management of staff.

The post holder will be expected to ensure that medicines governance and safety systems are patient centred, safe, effective and efficient and the staff working within this area are trained, competent and are provided with sufficient resources to carry out their job.

The post holder will be required to apply local, national and professional legislation, policies and procedures, but will also be expected to apply professional judgement as to when it is appropriate to work outside of these. Any such excursions must be justifiable in the context of patient care and safety.

The post is a trust wide role and will involve working on different sites on occasions.

The role will contribute to the safe and secure management of medicines within the Trust.

The post holder will be an experienced registered Pharmacy Technician, and the following are essential to the post:

- A registered Pharmacy Technician who is able to meet the knowledge and skills applicable to this post, as detailed in the Personal Specification.
- The post holder will be able demonstrate competent practice and continue to further develop knowledge and skills with relevant training and clinical supervision as part of on-going Continued Professional Development (CPD).

Summary of Post:

This post will provide line management of technical staff in the medicines governance and safety team. This will be overseen by the Technical Services Manager. Direction will also be given by the Lead Pharmacist – Governance and Safety.

Responsibilities will include, but not be limited to:

- To manage the medicines governance and safety audit / assurance programme
- Ensuring that issues relating to medication governance and safety are reported and investigated appropriately and that suitable responses are provided and remedial action is implemented.
- Contributes to the maintenance and development of the Medicines Management Policies and the associated audit systems to provide assurance to the organisation.

- To provide support to the Chief Pharmacist, Accountable Officer for Controlled Drugs within the Trust, to ensure that the Trust complies with legislation, national/local policy and/or best practice.
- To be responsible for ensuring that issues relating to controlled drugs are reported and investigated appropriately and that suitable responses are provided and remedial action is implemented.
- To manage data collection for the purpose of demonstrating performance against key performance indicators for the pharmacy service and medication governance agendas
- Supporting ward managers and community team managers with medicine management related issues.
- Contributing to the continuous improvement of Pharmacy service delivery and in medicines management by proposing solutions to identified weaknesses and/or inefficiencies
- Managing the resource and performance of the medicines governance and safety team
- To ensure pharmacy department health and safety risk assessments are completed, reported and appropriate actions taken
- Contributes to and co-ordinates the maintenance and development of the Medicines Management Policy, including audit systems to provide assurance to the organisation.
- To analyse, interpret and present data (e.g. medicines governance audits) either verbally, via written reports or formal presentations
- To work with a wide range of pharmacy and other healthcare staff to ensure the safe and successful delivery of the pharmacy service and medicines optimisation strategy
- Developing, implementing and monitoring Standard Operating Procedures
- Incorporating local, national and professional guidance and legislation into these SOPs
- Providing assurance to the Pharmacy Senior Team that procedures are embedded into everyday practice
- Supporting Lead Locality Pharmacists to provide Medicines governance, safety and audit data to Locality groups and CBUs
- Encouraging an environment of incident and error reporting, and leading on interpreting these reports to amend practice and systems as required
- Managing workload planning, predicting periods of heavy demand and ensuring systems and resources are adequate to respond to this
- Investigating and researching any complaints or incidents. Providing information to senior staff members and looking to achieve positive outcomes for improvements if applicable
- Support the Lead Pharmacist – Quality and Safety in the management of the medicines related clinical audit programme.
- Contributing to department and trust initiatives, including cost and efficiency improvements

There will be a requirement to work closely with all areas of the pharmacy service, in order to deliver a cohesive and comprehensive pharmacy service to our service users.

This post will contribute to internal departmental meetings on a regular basis, including the site clinical meetings, Clinical Pharmacy Managers Group on occasion, and may be required to attend meetings external to Pharmacy where appropriate.

There will be an expectation that the post-holder will work flexibly and in response to the needs of the service and that the duties outlined above are not exhaustive.

It may at times be necessary for the post holder to contribute to other functions and services of the department.