

# Job Description: Pharmacy Advisor Sodexo Justice



Function:	Healthcare – Correctional Operations
Position:	<b>Pharmacy Advisor</b>
Job holder:	
Date (expected start):	
Immediate manager:	
Additional reporting line to:	
Position location:	

## 1. Purpose of the Job – State concisely the aim of the job.

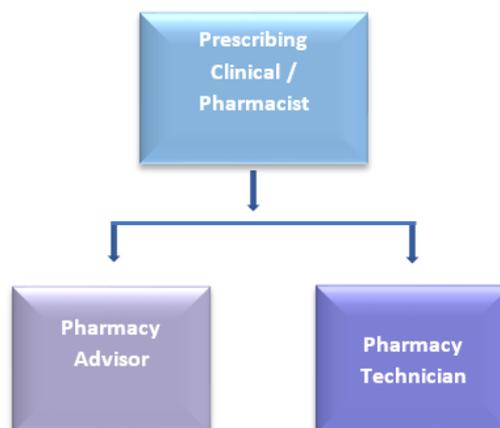
- The post holder will, under the guidance of the Pharmacy Technicians and Pharmacists, assist in the provision of a safe, efficient and cost-effective pharmaceutical service to residents
- Support the delivery of medicines management services, primary care, health promotion and education
- Be a key member of the pharmacy services support team
- Work collaboratively with the wider Healthcare Teams
- Work within the constraints of security processes and regime within a prison

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY20:	Revenue:€ N/A	Growth type:	N/A	Outsourcing rate:	N/A	Segment Workforce:	N/A
	GP: N/A			Outsourcing growth rate:	N/A	Finance in segment	N/A

Characteristics ▪ Part of the Justice Healthcare team

## 3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Assist the Pharmacy Team in adhering to all Sodexo Justice medicines management and medicines optimisation policies, procedures, Standard Operating Procedures (SOPs), and Local Operating Procedures (LOPs) in line with national policies
- Ensure clinical notes are always maintained to the agreed standard and that clients are appropriately assessed, admitted, care planned and discharged
- Ensure that Controlled Drugs are stored and recorded in line with necessary procedures immediately escalating any problems as soon as they are detected

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Assist with general pharmacy duties and stock management within the actual prison pharmacy environment
- Work as an active member of the pharmacy team to ensure delivery of a legal, safe, high quality specialist prison pharmacy service which reflects national and local policy and priorities, considering the high level of security that must always be maintained
- Assist in the provision of a timely and efficient pharmacy service to the treatment areas on prison wings
- Have awareness of the location of medicine related policies, procedures and clinical guidelines with the prison
- Receive prescriptions and stock returns from wing based clinical areas
- Collect orders from suppliers from the main gate and arrange collection of returns
- Ensure procedures relating to good pharmacy practices are followed and high standards are maintained
- Participate in the efficient day to day running of the Pharmacy Department and assisting the senior team members when required
- Work with the Pharmacist and pharmacy technician to ensure the service is always represented by staff in a professional manner
- Have an awareness of medicines management and medicines optimisation

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Be accountable and responsible for own practice and to operate in line with General Pharmaceutical Council Code of Professional Conduct in relation to rules, regulations and policies on direct patient care
- To support the Pharmacy team in delivering a CQC compliant service
- Identify and escalate any incidents and risks using appropriate channels
- Work as an active member of the pharmacy team to ensure delivery of a legal, safe, high quality specialist prison pharmacy service which reflects national and local policy and priorities, considering the high level of security that must always be maintained
- Undertake any training as required

**7. Profile / experience, competencies and skills**

- No professional registration required
- NVQ Level 2, BTEC or equivalent
- Experience of working in a custodial environment (desirable)
- Attention to detail and able to work in a pressurised environment
- Computer literacy: be able to use computer systems, equipment and programmes with the healthcare department
- Able to work well within a team