

Job Description: Wing Pharmacy Technician (Sodexo Justice)



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| Function: | Healthcare – Correctional Operations |
| Position: | Wing Pharmacy Technician |
| Job holder: | |
| Date (expected start): | |
| Immediate manager: | Primary Care Nurse Manager |
| Additional reporting line to: | Head of Healthcare/Pharmacy Manager |
| Position location: | Primary Care, HMP Bronzefield |

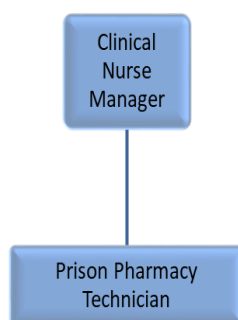
1. Purpose of the Job – State concisely the aim of the job.

- The post holder will, under the guidance of the pharmacy team at their site, 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
- Assist the Pharmacist in Medication Management and Optimisation
- Work closely with the wider healthcare team and engage in administration of medication where appropriate

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.

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| 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 |
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| 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.

- To provide a medicines management service to the prison with the professional support of the Senior Pharmacy Technician and pharmacist
- To oversee the ordering/supply of repeat prescriptions.
- To work towards accreditation as a checking technician and/or medicines administration to provide final dispensing checks and medicines administration services, if not already achieved.

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

- Assist with the implementation and development of pharmacy support to all treatment rooms/clinic areas where medication is administered from in the prison which includes where appropriate counselling of patients on the correct use of medication.
- Administer medicines to offenders against a valid prescription on the house blocks
- Ensure clinical notes are always maintained to the agreed standard and that clients are appropriately assessed, admitted, care planned and discharged.
- Where set up, assist in the delivery of specialist services to prisoners e.g. smoking cessation, weight management, In Possession risk assessment clinics, medicines reconciliation
- Ensure that Controlled drugs are stored and recorded in line with necessary procedures immediately escalating any problems to the Pharmacist and Head of Healthcare as soon as they are detected.
- Assist in the delivery of a timely and efficient medicines management service with responsibility for ensuring safe and appropriate access to medicines
- Issuing of 'In Possession' medicines where appropriate to prisoners in order to provide information in relation to medicines management, side effects and general medical advice.
- Ensure To Take Out (TTO) medication for prisoners being released/transferred is ordered, transferred to Reception and investigate the reasons why if any TTO medication was not handed out.
- Screening drug charts to ensure that they are written up legally and identify any inconsistency in prescribing or potential drug interactions to the pharmacist or the prescribers.
- Ensure continuous date checking of stock though out the various dispensing location in the prisons.
- Ensure that clinical areas/treatment rooms areas are suitably maintained and that any unnecessary stock is removed from rooms that do not need to be there.
- Identifying and investigation of patients who have shown poor compliance for their Non in possession medication (Non-IP).
- Re-ordering stock items from AAH and other relevant pharmaceutical suppliers/wholesalers and carrying out CD Balance checks
- Re-ordering medication for patients that are Non-IP and ensuring that a patient does not go without their medication.
- Chase up any outstanding repeat request that patient have put into the Prescribers
- Attend relevant internal and external meetings as required.
- To undertake any other tasks at the request of the Senior Pharmacy Technician.

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.

- Manage the ordering of patients Non in possession (Non IP) medication on a weekly and monthly basis so that patients receive their medication on time.
- Work towards ensuring the site is achieving their in possession risk assessment and medicines reconciliation targets which are measured by the Health and Justice Performance Indicators (HJIPs)
- Responsible for promoting cost efficient medicines management with a target to reduce waste whilst achieving improved access to services.
- Provide pharmacy related information to prisoners, prison officers and other healthcare professionals ensuring that the level of advice given is appropriate to overcome barriers to understanding, conveying complex and sensitive information in an easily understandable form.
- Be responsible for achieving agreed key performance targets based on personal performance plans

7. Profile / experience, competencies and skills

- Registration with the GPhC
- NVQ Level 3, BTEC or equivalent
- Relevant post qualifying experience working within a pharmacy environment (essential)
- Qualified as an ACT (Accredited Checking Technician) or willing to work towards.
- Experience of working in a custodial environment (desirable)
- Relevant managerial/staff management experience
- Attention to detail and able to work in a pressurised environment
- Able to establish good working relationships and work well as a team member
- Post holders will be subjected to an advanced DBS check, a prison security check (level 2) prior to being employed.