

# Job Description

## Prison Pharmacy Technician

Function:	Sodexo Justice Services
Job:	Prison Pharmacy Technician
Position:	Pharmacy Technician
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Clinical Nurse Managers-
Additional reporting line to:	Head of Healthcare/Lead pharmacist
Position location:	Healthcare, HMP Peterborough

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

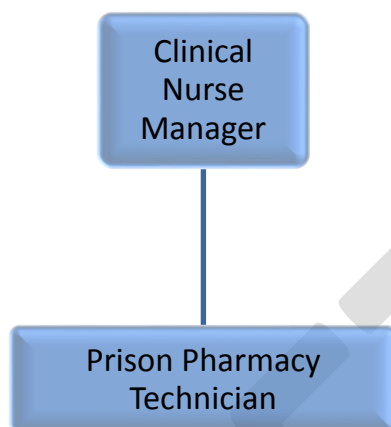
The post holder will work closely with the existing primary care team, pharmacy team and on site pharmacist in the delivery of a high quality pharmacy service to the prison population.

- Providing medicines management services to assist and support the primary care team to deliver effective clinical intervention and provide pharmacy related information to patients, prison officers and other healthcare professionals ensuring that the level of advice given is appropriate.
- Ability to administer medication and manage processes whereby patients are supported to manage their own in-possession medications effectively.
- Assist with the implementation and development of pharmacy support to all wings in the prison which includes, where appropriate, counselling of patients on the correct use of medication
- Assisting with repeat medication ordering, performing in-possession risk assessments, performing medicines reconciliation and general wing house-keeping duties
- Assisting with the safe and secure handling of controlled drugs within the establishment.

### 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 FY13:				
Characteristics	This section TBC			

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. 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.

- 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.
- Work under Standard Operating Procedures (SOPs). Be responsible for the delivery of high standards of pharmaceutical care to patients assessed and admitted to the service according to their clinical needs, and in accordance with up-to-date evidence based practice and relevant clinical protocols and policies.
- Provide medicines management services to assist in tackling identified, inequalities within the prison population contributing to diagnosis of care and treatment needs- taking a lead in a defined area, agreed with the relevant Pharmacy Manager.

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

**Clinical Activities**

**The post holder will under supervision of the Pharmacist/Lead Pharmacist:**

- Assist with the implementation and development of pharmacy support to all wings in the prison which includes where appropriate counselling of patients on the correct use of medication.
- Ensure clinical notes are maintained to the agreed standard at all times 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 Pharmacy Manager, Lead Pharmacist and Head of Healthcare as soon as they are detected.
- Assist in the delivery of a timely and efficient medicines management service to the Wing Treatment Services 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 are suitably maintained and that any unnecessary stock is removed from rooms that do not need to be there.
- Ensure a local and national procedure around the disposal of medication is maintained and flag to the pharmacist if this is not the case.
- 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
- Administer medication once competent on the wings.
- Attend relevant internal and external meetings as required.

### Cost effectiveness initiatives

#### The post holder will:

- Work closely with all Prison Healthcare Team members to meet the needs of patients. The post holder will be responsible for promoting cost efficient medicines management with a target to reduce waste whilst achieving improved access to services.
- Work closely with the Lead Pharmacist / Pharmacy Manager to deliver a cost effective medicines management service, sharing ideas and using procurement opportunities whenever they present.
- Improve the quality of care to prisoners by providing an efficient stock control system, timely dispensing and accurate checking of prescriptions.
- Ensure correct and appropriate storage of drugs throughout the Healthcare Department

### Educational Activities

#### The post holder will:

- Assist in ensuring that the service has a learning culture and the ability to train nursing staff in the working environment, with the intention of raising skills and competencies in relation to the assessment and treatment/care of the client group,
- Promote regular learning with colleagues in the Pharmacy team to ensure that staff are briefed and trained in the latest evidence-based practice, protocols and policies
- Participate in training initiatives as required both within Sodexo and the wider partnership community.
- Be willing to develop own skills / academic knowledge further
- When requested provide clinical and professional supervision of junior pharmacy staff, and to ensure that all staff receive supervision via the line management structure.
- Assist in the induction of new pharmacy technician starters.

### 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. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- NVQ level 3, BTEC or equivalent
- Registration with the General Pharmaceutical Council
- Relevant post qualifying experience working within a pharmacy environment.
- Evidence of continuing professional development
- Experience of working within a multi-disciplinary team
- Demonstrate and provide evidence of personal professional development.
- Committed to patient care and first-class service provision.
- Flexible attitude to working arrangements. Must be able to multi-skill changing work patterns at short notice. Must be able to work within changing environments
- Motivated and committed on an individual basis and when working within a team.
- Ability to work within a pressurised environment.
- Receptive to feedback and the willingness to learn and develop.

## Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Friendly and approachable.
- Ability to work within a multidisciplinary team.
- Good presentation of self, enthusiastic, flexible, innovative.
- Assessment skills, including an understanding of risk assessments.
- Good IT skills and evidence of computer literacy
- Sound patient counselling skills, treating service users with respect and dignity at all times, adopting a culturally sensitive approach, which considers the needs of the whole person.
- Ability to recognize own personal/professional limitations.
- Able to build constructive relationships with warmth and empathy, using good communication skills.
- Excellent written and verbal skills.

▪ Client/Customer Service	▪ Team Building
▪ Quality Assurance and Safety	▪ Interpersonal Relations
▪ Communication	▪ Drive and Dependability

## 9. Management Approval – To be completed by document owner

Version	V1	Date	26/09/19
Document Owner			