

## **JOB DESCRIPTION**

<b>Job Title:</b>	Pharmacy Assistant
<b>Reports to:</b>	Pharmacist
<b>Location:</b>	Inpatient Unit, Tapping House, Hillington PE31 6BH
<b>Hours of work</b>	10 hours/week (2 x 5 hours)
<b>Salary:</b>	£6,656 pa (£24,980 FTE)
<b>Annual Leave:</b>	25 days (increasing to 27 after 5 years and 31 after 9 years) plus 8 Public Holidays (FTE)

## **ROLE SUMMARY**

Tapping House (TH) is a leading provider of palliative care services in Norfolk. We are an independent charity delivering innovative and specialist rehabilitative therapy, end of life care and bereavement services.

This post is an exciting new development for us. The postholder will work under the supervision of our Pharmacist and our IPU nursing team to support safe and effective delivery of medicines management.

## **MAIN RESPONSIBILITIES**

### **Clinical**

- To work within Standard Operating Procedures for the safe storage of medicines, consumables and oxygen.
- To receive medicines into stock from wholesalers and manufacturers, separating CDs and non CD medicines, fluids and cold storage products, maintaining the cold chain where appropriate.
- Ordering and maintaining stock for IPU against agreed stock lists to be completed twice weekly.
- To alert the ANP where patients' own medicines require topping up through an FP10.
- To ensure that medicines ordered on an FP10 sent to a community pharmacy are promptly received.

- To check that discharge medicines have been received and are ready for the patient's discharge.
- To report on and follow up on the overstocking, understocking and review of stock levels.
- To file delivery notes, requisition orders and prescription requests in date order.
- To remove expired and damaged stock.
- To carry out stock rotation using shorter date medicines first.
- To provide a monthly report on medicines related waste.
- To remove waste medicines to the designated area and dispose of safely.
- To maintain the levels of consumables such as water for dilution, sharps bins, spoons and syringes.
- To ensure the medicines cupboards are kept clean and tidy.
- May be required to collect medicines from the local pharmacy on occasions.
- Under the supervision of the Pharmacist, investigate medicines related incidents such as counting errors.
- To liaise with the Pharmacist on a regular basis and undertake any other tasks as delegated by the Pharmacist.

### **Physical, Mental and Emotional**

- To be able to cope with change and organisational developments,
- To engage with supervision on a regular basis.

### **Education and Development**

- To take responsibility for own continued personal and professional development through participation in individual development review, clinical supervision and other educational activities.

### **Disclosure and Barring Service (DBS) Check**

- This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended) and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (DBS) to check for any previous criminal convictions.

### **General**

- To uphold the Hospice's vision and values at all times



- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health and safety, code of behaviour, confidentiality and equality, diversity and inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.
- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.

### **Information Security, Confidentiality, and Records Management:**

- The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in accordance with Tapping House's Retention Archiving and Destruction of All Hospice Records Policy.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

**PERSON SPECIFICATION**  
**Band 3 (Hospice Equivalent) Pharmacist Assistant**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>To have excellent time management and organisational skills</p> <p>To be computer literate.</p>	<p>Pharmacy experience</p> <p>Knowledge of SystmOne</p>
<b>QUALIFICATIONS &amp; TRAINING</b>	<p>GCSE or equivalent in English</p> <p>Good spoken, written and understanding of the English language</p>	
<b>APTITUDE &amp; ABILITIES</b>	<p>To be independent and able to accept responsibility</p> <p>To have the ability to work without direct supervision</p>	
	<p>To have good communication skills</p> <p>To have the ability to recognise own limitation, and when to access advice and supervision</p> <p>Good attention to detail.</p> <p>Understanding of confidentiality.</p> <p>Calm, sensitive and empathetic disposition.</p>	

<p><b>DISPOSITION / ATTITUDE / MOTIVATION</b></p>	<p>To have a co-operative nature and be able to get on well within a multi disciplinary team</p> <p>Able to work well within a busy environment.</p>	
<p><b>OTHER</b></p>	<p>Full UK driving Licence holder</p> <p>Access to own transport</p>	