



## **Job Description**

## **PCN Pharmacy Technician**

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| Job title      | PCN Pharmacy Technician                                      |
| Pay Band       | Band 5 equivalent depending on experience and qualifications |
| Hours of work  | Part-time 24 hours   |
| Responsible to | PCN Business Manager/ Practice Operations Manager            |
| Accountable to | Clinical Director PCN  |
| Base           | Great Bentley Surgery  |
| Contract type  | Permanent through ARRS.                                      |

## **Job Summary**

Clinical Pharmacy in General Practice is part of an exciting programme of transformation to develop a new model of care across the Primary Care Network. This model is supported by national policy including the 10-year plan to better utilise the role of pharmacy professionals within the wider healthcare team. Overarching goals are to help keep patients safe and well out of hospital and reduce the demands on general practice regards medicine use.

Pharmacy Technicians play an important role, complimenting clinical pharmacists, community pharmacists and other members of the PCN multi-disciplinary team. While Pharmacy Technicians do not prescribe or make clinical decisions, they do work under supervision to ensure the effective and efficient use of medicines. In the PCN, their core responsibilities cover clinical, technical, and administrative roles.

The purpose of the role is to maximise safe, cost-effective, prescribing to improve the quality of patient care. The post-holder will help patients get the best from their medicines, use existing protocols to maximise cost-effective preparations, improve repeat prescribing processes (including use of electronic repeat dispensing and online ordering), minimising clinical risk and reducing avoidable wasted medicines. As well, the post-holder will develop and encourage a positive culture of medicines optimisation principles to assist the PCN in achieving local and national medicines-related objectives.

## **General Requirements**

The post holder is expected to:

- Support a workplace culture that values equality and diversity principles towards other staff and patients.
- Ensure principles of openness, transparency and impartiality are observed and upheld in all working practices including respect for information and clinical governance, and safeguarding responsibilities
- Uphold the principles of good infection control



### **Personal & Professional Development**

The post-holder will take responsibility for their own development, learning and performance by:

- Actively participating in any external training programme required by continued NHS funding.
- Meet the GPhC CPD requirements for registration on an annual basis.
- Complete any internal training required by the PCN and work towards your CPPE qualification.

### **Main Duties**

- To help achieve efficiencies and effectiveness within the prescribing activities of the PCN group of GP practices.
- To promote high quality cost-effective and evidence-based use of medicines within the PCN.
- To work within the Pharmacy Team, with clinical pharmacists to respond to medication-related queries generated by patients, GPs, other health care professionals and staff.
- To work within the Pharmacy Team, with clinical pharmacists to develop and ensure a safe efficient medicines optimisation programme including repeat prescribing, medication review and medicines reconciliation services.
- Drug safety monitoring
- Care home reviews
- Eclipse alerts
- Deal with medication queries
- Safety Audits