Falkland Islands Government – Job Description

Job Title:	Pharmacy Technician		
Department:	Health and Social Services	**Section:**	Pharmacy
Reports to:	Pharmacist		
Grade:	Falkland Islands Government Grade - E1	**Job Code:**	211PT1 - 2

Job Purpose

To assist the pharmacist in providing a pharmacy service that supports the delivery of high quality primary, secondary and community health care, health promotion activities and self-care, by ensuring the safe, economic and effective use of medicines in line with budget constraints.

Main Accountabilities:

- Prepare, dispense and supply in a timely and safe manner (including monitored dose systems and extemporaneous preparations all medicines prescribed or requested by qualified medical personnel within the organisation. This includes the generation of repeat prescriptions.
- Maintain accurate patient medication records using the hospital computer system, making appropriate records of any interventions made.
- Provide an 'over the counter' medicine service to the general public, ensuring items are supplied safely after appropriate information is gained from and provided to patients. Know when to refer to the pharmacist or other hospital services for further advice or counselling.
- Assist the pharmacist in ensuring safe and effective prescribing and dispensing standards are maintained with reference to the local formulary, local and international guidelines as well as professional and legal standards.
- Compile and place orders, receive deliveries and reconcile invoices within the confines of the pharmacy budget.
- Maintain adequate stock levels by performing regular stock checks, monitoring usage and waste and revising stock levels as required, to ensure the establishment's needs.
- Supply pharmaceutical stock to other hospital departments, external government departments and ships as per local procedures.
- Monitor expiry dates to ensure replacement stocks are ordered and date expired products are removed from circulation in a timely manner.
- Assist the pharmacist with medication history taking and drug reconciliation on the hospital ward if needed. Participate in multi-disciplinary meetings within the hospital if required.
- Assist with updating departmental policies, procedures, guidelines and SOPs as required.

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Main Accountabilities: ***(continued)***

- Ensure that all medicines (including controlled drugs) are stored in accordance with hospital procedures, legal specifications, manufacturer's guidelines and COSHH regulations to maintain safety and potency.
- Collate and submit accurate statistical information in accordance with the requirements of the organisation as well as external bodies, for example assisting or leading with clinical audits
- Accuracy check the pharmacy assistant's dispensing when required. Provide on-the-job-coaching to the pharmacy assistant as needed.
- Take responsibility for own continuing professional development, ensuring it meets the minimum requirements of the General Pharmaceutical Council or equivalent professional registering body.
- Comply with the Falkland Island legislative and regulatory framework and hospital/departmental policies and procedures.
- Assist the pharmacist and/or pharmacy assistant with any other duties appropriate to the post.
- Take on managerial and pharmacy responsibilities in the absence of the pharmacist.
- Take the lead for the smoking cessation clinic as delegated.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

The pharmacy team consists of the pharmacist, two pharmacy technicians and a pharmacy assistant. The pharmacy is the only one in the Falkland Islands and is an integral part of the King Edward Memorial Hospital, based in the Island's capital, Stanley.

Criminal Record Checks: This post is regarded as sensitive

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

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Criteria	**Essential**	**Desirable**	**Assessment Method**
Education and Qualifications:			
GCSE Grade C or above in Maths, English and Science (or recognised equivalent)	✓		A
NVQ Level 3 in Pharmacy Services (or equivalent)	✓		A
Registration with the General Pharmaceutical Council (GPhC) or equivalent professional registering body	✓		A
Further relevant qualifications (e.g. accuracy checking qualification)		✓	A
EDCL		✓	A
Experience/Evidence of:			
At least 5 years' experience working as a Pharmacy Technician, ideally in hospital and community	✓		A/I
Experience of working effectively within a multi-disciplinary team, with good interpersonal skills	✓		A/I
Computer literate with a working knowledge of Microsoft Excel, Word and electronic medical records systems	✓		A/I
Knowledge and experience of stock and quality control	✓		A/I
Methodical and accurate with strong attention to detail to ensure safety at all times	✓		A/I
Excellent communication skills both verbally and in writing in order to provide advice and information to consumers and other health professionals	✓		A/I/R
Good time management and prioritisation skills	✓		A/I
Ability to supervise and support the pharmacy assistant	✓		A/I/R
Experience in aseptic dispensing		✓	A/I
Experience of working alone with no direct supervision		✓	A/I/R
Experience of dealing with suppliers/manufacturers and the logistics of air and sea freight consignments		✓	A/I
Experience of running/ delivering a smoking cessation service		✓	A/I

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Criteria	**Essential**	**Desirable**	**Assessment Method**
Personal Attributes:			
The ability to be flexible, adaptable, pragmatic and sensitive to client needs	✓		A/I/R
The ability to work autonomously and as part of a team	✓		A/I/R
Understand the importance of patient confidentiality whilst working in a small community	✓		A/I/R
Hardworking, friendly, co-operative and empathetic	✓		A/I/R
The ability to take a logical, but imaginative approach to problem solving, using own initiative		✓	A/I/R

Method of Assessment:
A - Application Form
I - Selection Interview
R - Reference