

## **JOB DESCRIPTION**

**POST:** Medicines Management Technician

**ACCOUNTABLE TO:** Head of Healthcare and Nursing

**RESPONSIBLE TO:** Lead MMT and Senior Specialist Nurse

**LOCATION:** Health Centre, Treloar School and College

### **JOB PURPOSE:**

The post holder will support the provision of medicines, working closely with our onsite GP, large nursing and care teams. The role will involve transcribing medicines onto the electronic medicine system on a daily basis, and require absolute accuracy and an enquiring mind to ensure medicines are right for each student. Ordering and managing the supply of student's medicines either brought from home or dispensed from our dedicated pharmacy supplier is also a key task, alongside regular medicine audits. The post holder will work to Treloar's policies and processes, and maintain a culture of openness, safety and efficiency.

### **KEY TASKS**

#### Principal Responsibilities

- The Medicines Management Technician(s) will work autonomously to perform pharmacy related functions to ensure students are able to receive their medicine in line with Treloar's policies and processes
- To be trained and competent in Treloar medicine practices (oral/ gastro /inhalers, drops, ointments etc.) and aware of national legislation and guidance related to medicine practices
- Support the contracted GP in the clinic setting, providing a welcoming approach and managing student specific changes; communicating these to families and the MDT as appropriate
- Implement policies and standard operating procedures and propose improvements to working processes and practices within own scope of practice
- eMAR:
  - Provide an accurate transcription of students medicines onto eMAR to provide direction to care staff administering medicines, following the agreed protocols
  - Make regular and careful checks of eMAR , using GP Kardex and student information to ensure directions are accurate and accessible
  - Provide paper MAR charts as eMAR backup and assist student support assistants with paper MARs for off-site trips
  - Ensure processes are in place to ensure consistency of service in the unlikely event of eMAR failure (e.g. print MAR charts with monthly cycle)
  - Where necessary, check and input prescription data from any prescriptions produced from another source, in compliance with local policy
  - Use all electronic systems professionally, maintaining confidentiality and accuracy
- Stock management:
  - Ensure the safe procurement, storage and distribution of medicinal and nutritional feed products with careful stock management
  - Generate prescriptions for the GP, and request additional prescriptions when stock is running low
  - Manage the ordering and receipt of medicine from the dedicated pharmacy provider, ensuring correct storage from delivery to return

- Process partially used medicine trays, discontinued and expired medicines, returning stock to the dedicated pharmacy provider
  - Management of Patient Specific Protocols (PSP) medicines
  - Monitor the security measures for controlled drugs in accordance with regulations
  - Consistently ensure good stock rotation and monitoring of time expiry drugs to minimise waste and prevent medicine errors
- Medicines advice:
- Provide prescribing advice as required within scope of practice, and prompt a medical review where required
- Professional relationships:
- Liaise with dedicated pharmacy provider for eMAR changes, stock needs and medicine errors
  - Respond promptly to requests for products from residential houses; inform staff when ready for collection or coordinate delivery
  - Be available and responsive practitioner, trouble shooting eMAR problems and medicine queries
- Audits:
- Carry out quality assurance audits in relation to safe medicine management (for example, all student medicine safes on a bi-weekly schedule, fridge audits, Health Centre stock audits)
- Professionalism:
- Maintain confidentiality of information, including prescribing data, at all times in accordance with GDPR
  - Comply with current legislation and RPS guidance
  - Have an awareness of how medicine errors are categorised, and use the monthly medicine error report to inform and improve practice
  - Keep up to date with prescribing, dispensing and safety issues such as product recalls and safety alerts
  - Evidence continued commitment to CPD, in line with professional responsibilities to meet General Pharmaceutical Council (GPhC) revalidation requirements and to maintain good standards of pharmacy related practice

### Communication

- Effectively communicate information to students, parents, Treloar staff and external providers regarding prescribed medicines and further supplies
- Challenge non-compliance of policy and safe working practices
- Provide prompt information and advice to managers for MHRA medical alerts and drug safety updates medicine errors and stock issues
- Investigate medicine errors and provide prompt and factual information to the main investigator
- Liaise with the local pharmacies when medicines are urgently required and unavailable from Treloar pharmacy provider; co-ordinate the collection as required
- Communicate professionally with prescribers regarding any prescription and transcribing anomalies, ambiguous or supply issues
- Support the onsite GPs (and medical practice staff) and clinic nurse with medicine processes, supporting efficient working to obtain medicines and medicine directions on eMAR
- Work closely with community pharmacies
- Attend dept. meetings and medicine champions meetings, when able, to raise awareness and support the improvement of medicines management practices
- Have an awareness of Ofsted framework and CQC key lines of enquiry

### Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to IPC, safeguarding, health and safety, equality and diversity, confidentiality and GDPR, reporting concerns to an appropriate person
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post
- This job description will be reviewed and amended in the light of changing professional demands
- This is not a static and exhaustive list and you will be expected to be flexible to meet the needs of the students and department.

## Person Specification – Medicines Management Technician

Essential	Desirable
<p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician with a BTEC or NVQ 3 (or equivalent pharmacy technician qualification) in pharmaceutical sciences</li> <li>2. GPhC registered as a pharmacy technician.</li> <li>3. Level 4 Clinical Pharmacy Services or equivalent – or willingness to work towards</li> </ol>	<p>Good evidence of CPD</p>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Experience of inputting data using electronic medicine administration systems</li> <li>2. Experience of checking, auditing and stock rotation</li> </ol>	<p>Experienced in medicines management Experience of CareMeds eMAR</p>
<p><b>Skills, Abilities and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Self-motivated with exceptional ability to organise and prioritise workload</li> <li>2. Ability to work autonomously unsupervised</li> <li>3. Ability to focus on detailed projects for long periods</li> <li>4. Good knowledge of medicines, uses, contraindications and use of BNF/BNFC</li> <li>5. Awareness of legislation and good practice guidance relating to medicines and medicines management</li> <li>6. IT proficient</li> <li>7. Skilled at professional communication (patients/students and health care professionals) and maintaining confidential information</li> <li>8. Awareness of own professional limitations and scope of practice</li> </ol>	<p>Evidence of improving medicine related processes and practices</p> <p>Experience of improving patient safety by addressing medicine errors</p>
<p><b>Interpersonal Skills</b></p> <ol style="list-style-type: none"> <li>1. A responsive and reflective practitioner</li> </ol>	
<p><b>Special Aptitudes</b></p> <ol style="list-style-type: none"> <li>1. A commitment to promoting and safeguarding the welfare of students</li> <li>2. Ability to work flexibly to meet the demands of the service (some work non term time for deliveries/occasional collection from local pharmacy at end of working day)</li> <li>3. Driver, own car and business insurance</li> </ol>	
<p><b><u>TRELOAR TRUST IS COMMITTED</u></b>  <b><u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u></b>            All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks.</p>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY**