

Job Description

Job Title	Pharmaceutical Technician
Department	Pharmacy
Reports to	Pharmacy Manager, Senior Pharmacist and Senior Pharmaceutical Technician
Date	March 2013

Overall Purpose of Job

The purpose of this role is to assist the pharmacist in providing excellent pharmaceutical care to the patients of UPMC Beacon Hospital. The pharmacy technician will make sure the pharmacy runs efficiently and will assist the pharmacists in their day to day tasks while providing exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Key Responsibilities and Deliverables

The successful candidate will:

- Process orders delivered to the Pharmacy Department in accordance with procedures and documentation requirements and having regard to special requirements such as maintenance of cold chain and handling of cytotoxic products.
- Operate Pyxis dispensing system as per department policy. This includes loading, refilling, outdating and general maintenance as required.
- Top-up bulk fluids and feeding products as per policy.
- Report shortages to the Senior Technician in a timely manner.
- Check and document expiry dates of all incoming stock and bring short-dated stock to the attention of the Senior Technician in a timely manner.
- Identify stock required for to-follow orders and leave for dispensing.
- Ensure that pharmacy shelves are neat, tidy and fully stacked and that stock is rotated.
- Carry out stock checks as required.
- Clean Pharmacy shelving on a rotational basis.
- Ensure that pharmacy has sufficient stores of bottles, boxes, packaging materials etc.
- Assist technician staff in the picking and charging of pharmacy top-up lists refills.

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- Assist with processing of returns from wards as required.
- Assist with destruction of pharmaceuticals as required.
- Record and respond to telephone calls and messages.
- Ensure the accurate charging of Pharmaceuticals.

Key Responsibilities

- Operation of Pyxis automated dispensing cabinets as per hospital policy.
- The supply of medicines and related items as may be required.
- The purchase, storage and supply of all items consistent with quality and value for money.
- Ensure the supply of pharmaceutical products in line with agreed levels and frequencies.
- Participate in the supervised dispensing of individual prescriptions/requisitions for patients and staff under the direction of the Senior Pharmacist or their deputy.
- Participate in the supervised compounding of extemporaneous products.
- Participate in the supervised compounding of aseptic products, including cytotoxic preparations under the direction of the Aseptic Compounding Service Manager.
- Take responsibility for the sorting of returned drugs for recycling or destruction.
- Participate in the supervised pre-packaging of bulk products and the assembly of CPR grab-boxes.
- Ensure the timely collation and input of all data concerning drug usage in the hospital in line with departmental policy.
- The performance of all duties and responsibilities in line with all Pharmacy Department procedures and protocols as well as hospital wide procedures.
- Take responsibility for the receipt of goods and their ultimate storage and stock rotation in the Pharmacy Department.
- Ensure that all departmental and hospital wide Health and Safety protocols and procedures are adhered to and all areas of non-compliance are promptly addressed.
- Must have working or technical knowledge of new technologies including automation.
- Performance of such other duties appropriate to the post, including on call and the participation in extended opening rosters including weekend opening as may from time to time be assigned by your designated manager.

Note: These duties and responsibilities are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Possess a Pharmaceutical Technician diploma, a Health Care Technician Diploma or a Diploma in Pharmaceutical Technology or equivalent. • Possess the requisite knowledge and ability for the proper discharge of the duties of the office.
Experience	<ul style="list-style-type: none"> • Working or technical knowledge of new technologies including automation, (desirable but not essential). • Compounding experience useful.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> • Maintain throughout the Hospital an awareness of the primacy of the patient in relation to all Hospital activities. • Demonstrate behaviour consistent with the Values of the Hospital. • Participate in the pharmaceutical service as part of a punctual, dedicated and professional team. • Create, promote and maintain open communications and healthy working relationships. • Maintain the principles of equity, accountability and quality in daily work. • The successful candidate will be subject to direction and supervision of the Senior Pharmacist or designate and will participate in the provision of a comprehensive pharmaceutical service.
Personal Competencies	<ul style="list-style-type: none"> • Is self motivated and committed towards quality service provision. • Can motivate others. • Has an inherent person-centred philosophy which is respectful and assertive towards clients, staff and other contacts. • Enjoys working as part of a team. • Is honest and trustworthy. • Is accurate. • Is computer literate. • All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____
Signature
Date