

Agenda for Change – Job Matching

New Post Job Description Submission

Post Title	Clinical Medicines Management technician – Electronic Prescribing
Job Reference No. (to be completed by HR Administrator)	
Directorate	Pharmacy
Department	Pharmacy
Job Description Attached	Yes
Name, address and contact number of Manager	Amanda Parkinson North Barn Pathfinders Drive Lancaster 0750845995

I (print name) _____ confirm that the Job Description Submission attached is an accurate and up to date account of the duties, responsibilities and skills/qualifications required to undertake the work.

Signature of Manager _____ Date _____

Print Name _____

Signature of Associate Director _____ Date _____

Print Name _____

HR Received _____

Date _____

Please return to Specialist Recruitment & A4C Lead, HR Department, Sceptre Point

JOB DESCRIPTION

Job Title: Clinical Medicines Management technician – Electronic Prescribing	Post Reference No:
Department: Pharmacy Location/Base: Agile	Band: Hours:37.5
JOB SUMMARY To ensure the provision of specialist pharmacy technical input in to the electronic prescribing and medicines administration system (EPMA) and medicines management system across Lancashire Care NHS Foundation Trust. Contributing towards both operational and strategic development. To use specialist pharmacy technical experience and knowledge to contribute to the design of new ways of working with electronic systems and processes to ensure maximum levels of safety and quality. To promote new ways of working and to report any pharmacy technical risks and issues that could be generated by the transition from the current to the future state; working closely with the project implementation team and within project governance structures. To support the delivery of clinical medicines management technical services as required.	
Accountable to: Chief Pharmacist Responsible to: Lead Pharmacist for EPMA Type of Supervision Received: One to one monthly management meetings with the Lead Pharmacist. Clinical supervision will be provided. No direct supervision and must be able to work unsupervised.	

PRINCIPAL RESPONSIBILITIES

To assist the Lead Pharmacist in co-ordinating all aspects of Electronic Prescribing and associated systems within Lancashire Care NHS Foundation Trust (LCFT) in conjunction with the project manager and as part of the project implementation team.

To assist with the development and configuration of the EPMA software providing technical input from a medicines management perspective. To identify and resolve configuration errors and bugs in the system liaising with IT technical colleagues.

To assist in delivering and auditing a training programme for IT, pharmacy and other healthcare professionals in the use of electronic prescribing and other associated systems.

To work as a peripatetic technician delivering specialist training to senior medical staff and the wider team.

To assist in developing policies and procedures to ensure safe medication practice with electronic prescribing.

To provide cover as a medicines management technician as required.

Communication and Relationship Skills

- To liaise with the project manager regarding all pharmacy technician aspects of the system
- To support the project by liaising with software supplier, IT department and pharmacy in relation to all aspects of the deployment and management of electronic prescribing.
- To be a member of the Electronic Prescribing Project Team, contributing as necessary to ensure all tasks are completed to deadline.
- To assist in delivering regular updates to the EPMA Pharmacy lead
- To liaise with locality pharmacy teams regarding all aspects of EPMA
- To support the communication strategy for EPMA
- To deliver the training for electronic prescribing and other medication related technical solutions to all end users

Analytical and Judgmental Skills

- To support medicines management standards by producing drug usage reports

- To draw upon experience, knowledge and specialist training to contribute to the resolution of risks and issues arising from the use of an electronic prescribing and medicines administration system. Working through problems with a multi disciplinary team.
- Contributing to the design and implementation of system audits, service development initiatives and statistical and financial drug transactions. To participate in pharmacy service audits, both local and national, and to provide accurate information. To undertake data collection for POMH UK audits as required.
- To assist in the development of all electronic prescribing files and parameters and to audit data integrity.
- To support in the management all upgrades of the electronic prescribing system and ensure all software functions have been tested before going live, and advise the project team on the potential impact within the Trust.
- To assist in ensuring that patient safety and service delivery are maintained in the event of failure of the electronic prescribing system and facilitate system recovery.
- To liaise with senior pharmacists and technicians to implement medicine sets and to check all medicines and medicine sets for accuracy, ease of use and patient safety.
- To support role out and maintenance of other medicines management systems, for example e-discharge.

Planning and Organisational Skills

- To be responsible for planning and delivering own workload
- To be responsible for the delivery against agreed deadlines.
- To be able to respond quickly to variations and problems as and when they arise.
- To be rapidly responsive to emerging problems.

Physical Skills

- To be able to move around the organisation to various sites.
- Physically organise educational environments maneuvering tables, chairs and other furniture, educational equipment (flipchart boards, volumes of handout materials etc.) information technology equipment (i.e. laptops, overheads, projectors, screens etc.) to facilitate training across the Trust.
- Apply advanced keyboard skills and information technology in the generation of training materials, minutes and reports, and presentations.
- Demonstrate a high level of competency in the use of presentation aids and communication skills in the delivery of training to small and large groups of staff from a variety of professional backgrounds.

Patient/Client Care – Ward and community based technical skills

To provide technical pharmacy technician medicines management services to the wards and /or community teams in times of staff shortages due to sickness and/or annual leave cover. This may include dispensing services.

Responsibilities for Policy and Service Development

To support policy and service development as required and to contribute and comment on the development of a suite of policies in relation to medicines management as required.

Responsibilities for Finance

To be aware of the formulary restrictions and ensure this is reflected in the EPMA system

Responsibilities for HR

None

Responsibility for Information Resources

- To support the development of training resources relating to all aspects of EPMA and other medicines related technical solutions.
- To develop in-house manuals to guide colleagues in providing configuration support for the ePMA system.

Research and Development

- To participate in and contribute towards future developments and improvements in medicines management.
- To work with Lean principles to develop new ways of working, minimizing waste and promoting best practice within specialist area.
- To participate in research as required

Freedom to Act

The post holder will work independently and within the EPMA and medicines management environment

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder.

Special Conditions:

This section is applicable to all employees of the Trust and needs to include the following points as standard.

As a member of staff you have:

- Legal duties and responsibilities under Health & Safety legislation, plus a general duty to work safely and not to put others at risk i.e. colleagues, patients, visitors, as a result of any activity or omission at work.
- A duty to report any practice that you consider compromises standards of risk and health & safety. The Whistle-blowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire Care NHS Foundation Trust staff employed within all Environments that have contact with service users, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

Staff must

- All Lancashire Care NHS Foundation Trust staff employed within Clinical Environments and have contact with service users and their families must familiarise themselves with and adhere to Local Safeguarding Children's Board , Local Safeguarding Adult Board and LCFT Procedures for Safeguarding and Protecting Children.
- "The Trust places great emphasis on the need for the strictest confidentiality in respect of personal data - both that of service users and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to Disciplinary action being taken.
- The Trust view its responsibility under the Data Protection Act and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of Information Governance, and to complete the mandated training modules that have been agreed."

Date: 24 January 2014

Associate Director: _____

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

Job Title: Same as for Job Description

Grade:

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	<ul style="list-style-type: none"> • BTEC Certificate in Pharmaceutical Sciences / NVQ Level 3 (<i>or equivalent</i>) • Registered with GPC • Can demonstrate expertise within a specialism to degree level or equivalent. This should include relevant experience, specialist training, and/or knowledge in the design and implementation of electronic medicines management systems. 	<ul style="list-style-type: none"> • BTEC Accuracy Checking Qualification (or equivalent) 	<ul style="list-style-type: none"> • Certificates • Information from GPC
Knowledge	<ul style="list-style-type: none"> • Advanced IT skills • Knowledge of Dispensary and Patient Services. 		<ul style="list-style-type: none"> • Application Form • Interview • CPD/PDP portfolios
Experience	<ul style="list-style-type: none"> • To have significant working experience in hospital pharmacy. • Experience of ward based pharmacy services • To have a significant experience in working with computerised health care systems 	<ul style="list-style-type: none"> • Experience of a use of Patient's Own Drug scheme • Experience of coaching/mentoring colleagues through. 	<ul style="list-style-type: none"> • Application Form • Interview • CPD/PDP portfolios

	<ul style="list-style-type: none"> • Previous experience in delivering training and evaluating success. • Experience of working through change in the workplace and recognition of the impact of change on behaviours and processes. 		
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written. • Able to work alone or as part of a team. • Ability to maintain and develop good working relationships within ward/pharmacy teams. • Good organisational skills, ability to prioritise own workload. • Self motivated • Recognises personal limitations and ability to avoid over confidence. • Ability to identify when advice needs to be sought. • Ability to work accurately under pressure. • Good interpersonal skills – ability to communicate well with patients, carers and other healthcare professionals. • Ability to work in difficult/emotive situations. 		<ul style="list-style-type: none"> • Interview • References • CPD/PDP portfolios <p>Application form</p>
Work Related Circumstances	<ul style="list-style-type: none"> • Willingness to travel across the Lancashire County and nationally as required to attend 		

	conferences and developmental seminars.		
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Date: 21.01.14

EFFORT FACTORS

• **PHYSICAL EFFORT**

What physical effort is required for the job?	How often?	For how long?	What weight is involved?	Any mechanical aids?
May need to move equipment in training environments	weekly	Short periods	undefined	No

Is the job holder expected to sit / stand in a restricted position?	How often?	For how long?	What activity is involved?
No	Every shift Weekly Monthly Less Often		

• **MENTAL EFFORT**

Are there any duties requiring particular concentration? – Please detail.	How often?	For how long?
Concentration will be required due to high use of IT equipment	daily	Undefined
Are there any duties of an unpredictable nature? – Please detail.	How often?	For how long?

• **EMOTIONAL EFFORT**

Does the job involve dealing with any distressing or emotional circumstances? – Please detail.	Direct / Indirect exposure	How often?
When covering wards there may be exposure to emotionally distressing situation	Direct	Infrequently

• **WORKING CONDITIONS**

Does the job involve exposure to unpleasant working conditions? – Please detail.	How often?
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No	
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