

PHARMACEUTICAL TECHNICIAN

JOB DESCRIPTION

Reports to: Chief Pharmacist,
Senior Pharmacist and Senior Pharmaceutical Technician

Grade: Pharmaceutical Technician

Role:

The Pharmaceutical Technician assists the pharmacist to provide excellent pharmaceutical care to patients in a timely and efficient manner on a day to day basis in accordance with the hospital's values and mission, "Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services" All the duties of this post are to be carried out under the supervision of a qualified pharmacist and in accordance with the procedures laid down by the Chief Pharmacist.

Responsibilities and Duties:

- Process orders delivered to the Department of Pharmacy in accordance with procedures and documentation requirements and having regard to special storage requirements such as maintenance of the cold chain and handling of cytotoxic products
- Top-up bulk fluids and feeding products as per policy.
- Report shortages to the Senior Pharmaceutical 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 Pharmaceutical 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.
- Ensure that pharmacy has sufficient stores of bottles, boxes, packaging materials etc.
- Take responsibility for the receipt of goods, checks and their ultimate storage and stock rotation in the Department of Pharmacy
- Organise Drug Returns to suppliers as appropriate.
- Assist with stock control in the pharmacy and on wards
- Review of requisitions, trolleys and drugs presses at ward level prior to non-stock dispensing.
- Top-up of Medication to Wards and Departments
- Preparation and management of emergency kits such as cardiac resuscitation boxes, anaphylaxis kits
- Perform extemporaneous compounding as directed
- Assembly of prescriptions

- Integrate drugs returned from Wards into stock according to Departmental standard operating procedures.
- Assist in the safe disposal of expired drugs
- Participate in drug recalls as directed
- Maintain standards of clinical hygiene within the Pharmacy.
- Participate in expiry date monitoring and stock checks
- Operate computers as required and have a willingness to learn to use new technologies
- Assist in the maintenance of records as required.
- Liaise with other departments and services, including the Pharmacy Porter for the coordination of deliveries and goods inwards
- Manage workload assigned to you by the Chief Pharmacist/Senior Pharmacist/ Senior Pharmaceutical technician
- Observe and report to the supervisor any unusual situations, occurrences, conditions or complaints including those related to drugs, drug requests, drug usage or security within the Pharmacy or Hospital.
- Participate in the development of policies, procedures or guidelines
- Participate in audit
- Advise the supervisor of malfunctioning or unsafe equipment in the Pharmacy.
- Ensure that work is carried out in a safe manner in accordance with the provisions of the Health, Safety and Welfare Act.
- Safeguard at all times confidentiality of information relating to patients and staff.
- Perform such other duties as may be assigned from time to time by your Supervisor.

Communications:

Pharmacists, Nursing staff, Medical staff, Support staff and Drug suppliers.

Knowledge and Skills:

Possess the Pharmaceutical Technicians Diploma awarded by the University of Dublin or a recognised qualification of at least equivalent to this, and possess sufficient administrative capacity to discharge the functions of the grade, be an effective communicator with good interpersonal skills, self confidence and organisational ability.

Accountability:

Failure to exercise due care to discharge the duties of the job efficiently and effectively could result in:

- (a) Serious injury or death of patients
- (b) Litigation against the Hospital

- (c) Confidential information being made known to unauthorised personnel
- (d) Public criticism of the Hospital

This job description outlines the main duties and responsibilities of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.

I have read the above job description. I confirm that I clearly understand and agree to adhere/comply with the job description.

SIGNED: _____ DATE: _____
Employee

PRINT NAME: _____