

Pharmacy Technician

We are actively looking for Pharmacy Technicians to work within the PCN

Contract type	Permanent
Full-time equivalent (FTE)	37.5
Working pattern	Full-time, Part-time
Pay	Depending on experience
Location	ARCH PCN Practices

Overview of your organisation

You will be working within ARCH PCN and across the 9 practices in the neighbourhoods of Ripley, Heanor and Alfreton.

Job summary

To support the ARCH PCN pharmacists in delivering safe, efficient systems for the monitoring and management of repeat prescriptions, medicine optimisation and provide support and advice to patients to ensure the best possible outcomes are achieved.

We will consider either full time or part time between 22.5 and 37.5 hours per week. There will be occasional evening and weekend working.

Main duties of the job

To respond to medication queries from patients and staff in a professional manner, referring to the appropriate clinician in line with relevant protocols.

To support the Clinical Pharmacists in providing medication reviews, developing further Standard Operating Procedures, Patient Information Leaflets, and information about medicine awareness.

To support the clinical pharmacists and administrative staff in medicine reconciliation and updating of records according to practice and local policies.

Job description

- To respond to medication queries from patients and staff in a professional manner, referring to the appropriate clinician in line with relevant protocols.

- To support the Clinical Pharmacists in providing medication reviews, developing further Standard Operating Procedures, Patient Information Leaflets, and information about medicine awareness.
 - To support the clinical pharmacists and administrative staff in medicine reconciliation and updating of records according to practice and local policies.
 - To liaise where necessary with community pharmacists and other pharmacists in relation to medicine optimisation.
 - To lead the practice in the auditing, monitoring, and prescribing of high-risk drugs.
 - To take a proactive approach in the safe handling of prescriptions, assessing risks and making any recommendations for change.
 - To support the practice in achieving the Quality and Outcomes Framework targets and any targets from other organisations.
 - To assist in the control of medicines stocks within the practices within ARCH PCN, ensuring compliance with medicines legislation.
 - To work alongside administrative staff involved in the preparation of repeat prescriptions on a daily basis to ensure timely, safe high quality effective repeat prescribing.
 - To help, plan, develop and support the introduction of new working processes within the practice to optimise the quality of prescribing.
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Qualifications

Essential criteria

- General Pharmaceutical Council Registration as a Pharmacy Technician - BTEC National Diploma in Pharmaceutical Science, NVQ level 3 Pharmacy Services or equivalent
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Desirable criteria

- Working knowledge of SystmOne and EMIS or other electronic patient record systems - Previous experience working within a patient facing role
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If you are interested in applying at ARCH PCN, please send a covering letter and CV to Liz Mellon, HR Administrator at Elizabeth.mellon@nhs.net