



Job Description

Job Title:	Pharmacy Technician
Location:	Kingsbridge Private Hospital Sligo
Reports to:	Chief Pharmacist
Hours of work:	Full or Part time, Flexible for the Right Candidate

Job Summary:

The role of Pharmacy Technician is to contribute to, and to continuously look to improve, the efficient delivery of medicines management services in KPHS, in accordance with the mission, values, vision and strategic plan of the Hospital. The post holder will work closely with the chief pharmacist, and also with staff in all other departments in the hospital.

Essential Criteria

- Pharmaceutical Technicians Diploma awarded by the University of Dublin or equivalent.
Or
- A recognised qualification, at least equivalent to the above.
- Awareness / Sensitivity toward patient needs
- Good communication, organisation and interpersonal skills. Discretion and ability to use initiative
- Self Motivated

Desirable Criteria

- Six months Post Graduate Qualification desirable
- Experience of JCI accreditation process

Duties and Responsibilities

- To order stock using the hospital procurement system and individual suppliers portals to maintain stock levels within the hospital.
- To operate within the regulations of FMD to receive and check incoming goods for accuracy to order and invoice, and to report and follow up any discrepancies. Includes updates of order receipts on to computer.

- To ensure all shortages of product are followed up to ensure stock levels will always meet patient needs
- To participate in regular stocktaking and stock level audits, and the maintenance of accurate stock levels
- To contribute to development of top-up medication distribution systems to wards and departments. Carry out the assembly of requisitions for departments as appropriate.
- Be responsible for stock control including ward stocks for wards on top-up. To participate in stock rotation, ensuring adequate stock levels are maintained and to ensure that out of date stock is removed from the shelves and disposed of appropriately.
- To carry out the preparation of cardiac resuscitation boxes / trays.
- To take responsibility for the sorting of returned drugs for recycling or destruction.
- To perform extemporaneous compounding as directed under supervision
- To contribute to the development of, updating of and maintenance of MMU procedures in accordance with JCI Accreditation, and to participate in audit activities relating to same.
- To partake in staff training events and encourage and support the development of the services
- To participate in continuing education consistent with the post.
- To attend continuing education courses as deemed advisable / necessary by the Chief Pharmacist or departmental head in consultation with the Personnel Officer.
- To ensure that the pharmacy is kept clean and tidy and well presented at all times.
- To operate computers as required.
- To agree duty and annual leave rosters with Supervisor.
- To comply with all necessary procedures for security of the pharmacy.
- To be involved in checking processes in accordance with departmental protocols and procedures.
- To liaise with supervisor in matters of departmental procedures or as when problems arise.
- To make recommendations to the supervisor as to how methods and procedures can be improved.
- To 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.
- To advise the Supervisor of malfunctioning or unsafe equipment in the pharmacy.
- To co-operate with other clinical staff on the efficient provision of services
- To ensure that work is carried out in a safe manner in accordance with the provisions of the Health, Safety and Welfare at Work Act.
- To perform such other duties appropriate to the post as may be assigned from time to time.
- This is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post.