

MATER PRIVATE HOSPITAL

JOB DESCRIPTION

BASIC GRADE PHARMACEUTICAL TECHNICIAN

1.0 Job Title

Basic Grade Pharmaceutical Technician.

1.1 Department /Ward

Pharmacy

1.2 Report to

Pharmacy Manager or nominee(s)

**1.3 Professional qualifications,
registration, essential skills &
knowledge.**

1. Pharmaceutical Technicians Diploma awarded by the University of Dublin or equivalent.
2. A recognised qualification, at least equivalent to the above.
3. Six months Post Graduate Qualification desirable
4. Awareness / Sensitivity toward patient needs
5. Good interpersonal skills, discretion and ability to use initiative

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- 1.4 Health** An independent medical advisor appointed by the hospital will carry out a pre-employment medical.
- 1.5 Probationary period** Permanent appointment is subject to a probationary period of 10 months, which if required may be extended.
- 1.6 Hours of Work** Thirty-seven hours each week exclusive of meal breaks, with flexibility (regarding actual working hours) to suit the local work practices and demands of the service.
- 1.7 Annual leave** As per contract.
- 1.8 Salary scale** Basic Grade Pharmaceutical Technician scale. Payment of salaries/wages will be made monthly through paypath.

1.9 Other Employee Benefits include

1. Pension scheme.
2. Critical illness cover.
3. VHI & LAYA discount scheme.
4. Discounted inpatient & outpatient treatment rates.
5. Sick leave scheme.
6. Flexible working hours.
7. Financial support for career training & development.
8. Staff Care Services Programme.
9. Career break scheme.
10. Discount pharmacy rates.
11. Subsidised restaurant.
12. Credit Union Scheme.
13. Sports & Social Club.

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2.0 Purpose of Post

1. To assist in the provision of a comprehensive pharmaceutical service to the hospital meeting the pharmaceutical care needs of patients and staff.

3.0 Duties & Responsibilities

1. To be professionally responsible for all aspects of the postholders own work.
2. To manage/supervise staff and the workload assigned to them by the Pharmacy Manager or nominee.
3. To participate in compounding extemporaneous products.
4. To participate in the day to day work in an aseptic production unit. This includes activity such as aseptic dispensing, cytotoxic reconstitution, quality control and validation activity.
5. To participate in the maintenance of clinical trials.
6. To take responsibility for the sorting of returned drugs for recycling or destruction.
7. To participate in audit activities and protocol formation.
8. To participate in stock taking
9. To participate in the ward top up service
10. To participate in procurement of medication and other pharmacy stock items
11. To sort and unpack of delivery of goods to the pharmacy
12. To dispense medication and ward stock

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13. To participate in preparing cardiac resuscitation boxes and trays.
14. To participate in preparing pre-packed bulk preparations.
15. To participate in service development (s).
16. Ensure that all patient data is inputted on to the computerised hospital system.
17. To keep abreast in understanding and knowledge of all new developments which are applicable to the work of the pharmacy department.
18. To ensure that all reasonable precautions and safeguards are in place to provide a safe place of work for all persons required to be in the pharmacy in accordance with the current Health and Safety at Work legislation.
19. To organise and manage the day to day workflow, and to prioritise this work on a daily basis.
20. To be involved in checking processes in accordance with departmental protocols and procedures.
21. To assist with the training of new technicians in accordance with departmental procedures.
22. To make recommendations to the Pharmacy Manager on how methods and procedures can be improved.
23. To participate in audit protocols and policy formulation.
24. To observe and report to the pharmacist any unusual situation, occurrence condition, complaint, including those related to drugs, drug requests, drug urgency or security within the pharmacy or hospital.
25. To liaise with other wards and services e.g. clinical nurse managers, laboratory, finance etc.

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26. To participate in continuing education and research activity consistent with the post.
27. To be responsible for service delivery in the area assigned to.
28. Work independently with minimal supervision. Organise and prioritise work assignments. Ensure pharmacy services are provided in a timely manner.
29. Complete checks of all assigned medication storage areas at least monthly. Identify and replace outdated and unusable drugs.
30. Answer the telephone, identifying self and department. Direct calls to appropriate personnel.
31. Keep pharmacy areas and equipment clean, neat and well organised.
32. Attend pharmacy staff meetings.
33. Attend orientation, education and training programmes. Review literature and other materials pertinent to the practice of pharmacy.
34. Identify defects in supplies and / or equipment.
35. Receive and record details concerning mishaps in accordance with the Hospital Risk Management Policy. To have read, signed, understood and follow pharmacy and hospital policies, procedures and guidelines.

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36. To perform such other duties as may be assigned to the office from time to time.

4.0 Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Hospital Policy.

5.0 Uniform

Attire must be in line with departmental policy: a neat, clean, business like appearance must be maintained at all times.

Note

This job description is a reflection of the present service requirements and may be subject to review and amendments to meet the changing needs of the service.