**Job Description**

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| **Job title** | Pharmacy Technician |
| **Location** | Okehampton Medical Centre/North Dartmoor Primary Care Network |
| **Reporting relationships** | Pharmacist Partner |
| **Job Purpose** | To ensure the delivery of safe, effective and efficient systems for repeat prescribing, medicines optimisation, reducing medicines waste and maximising patient outcomes |
| **Main Responsibilities** | **Clinical Responsibilities*** To undertake patient facing and patient supporting roles to ensure effective medicines use, through shared-decision making conversations with patients
* Carry out medicines optimisation tasks including effective medicine administration (e.g., checking inhaler technique), supporting medication reviews and medicines reconciliation. Where required, utilise consultation skills to work in partnership with patients to ensure they use their medicines effectively
* Support, as determined by the PCN, medication reviews and medicines reconciliation for new care home patients and synchronising medicines for patient transfers between care settings and linking the local community pharmacists
* Provide specialist expertise, where competent, to address both the public health and social care needs of patients, including lifestyle advice, service information and help in tackling local health inequalities
* Take a central role in clinical aspects of shared care protocols and liaising with specialist pharmacists for more complex patients
* Support initiatives for antimicrobial stewardship to reduce inappropriate antibiotic prescribing
* Assist in the delivery of medicines optimisation and management incentive schemes and patient safety audits
* Support the implementation of national prescribing policies and guidance within GP practice, care homes and other primary care settings. This will be achieved by undertaking clinical audits (e.g., use of antibiotics), supporting quality improvement measures and contributing to the Quality and Outcomes Framework and enhanced services

**Technical & Administrative Responsibilities:*** Work within the PCN multi-disciplinary team to ensure efficient medicines optimisation, including implementing efficient ordering and return processes and reducing wastage
* Supervise dispensary team in sorting and streaming general prescription requests so as to allow GPs and clinical pharmacists to review the more clinically complex requests
* Provide leadership for medicines optimisation systems across PCNs, supporting practices with a range of services to get the best value from medicines by encouraging and implementing Electronic Prescriptions, safe repeat prescribing systems and timely monitoring and management of high-risk medicines
* Provide training and support on the legal, safe and secure handling of medicines, including the implementation of the Electronic Prescription Service (EPS)
* Develop relationships with other pharmacy technicians, pharmacists and members of the multi-disciplinary team to support integration of the pharmacy team across health and social care including primary care, community pharmacy, secondary care and mental health
* To support the equality, diversity and rights of patients, carers and colleagues
* To take responsibility of own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
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| **Job description agreement** | To be signed within 6 weeks of employment after discussion with line manager.

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| Manager: …………………… | Date: ………….. |
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| Postholder: ………………… | Date: ………….. |

**This is a description of the job as it is presently constructed and it will be reviewed periodically and updated to ensure it fully reflects the duties of the job.** |