

Job Title	Pharmacy Technician- Procurement Lead		
Department	Health and Social Services	Section	Pharmacy
Reports to	Pharmacist		
Grade:	Falkland Islands Government Grade E1	Job Code	TBC
Job purpose			
<p>The post holder is the lead for procurement of pharmaceuticals for the King Edward VII Memorial Hospital. Working with the pharmacist, the post holder will be responsible for the efficient management of a budget of c. £1.2 million. Strengthening and improving existing procurement procedures, the post holder will ensure the ongoing availability of items in the agreed local formulary, and named-patient drugs, whilst taking measures to efficiently manage stock to reduce avoidable waste.</p> <p>As a registered pharmacy technician, the post holder will also be expected to undertake general pharmacy duties as required, including dispensing.</p>			
Main Accountabilities			
Procurement			
<ul style="list-style-type: none"> ❖ Responsible for the day-to-day running of the hospital's pharmaceutical procurement, ensuring a robust stock management system is in place. ❖ Review and refine existing stock management processes, updating policies and standard operating procedures as required. ❖ Ensure routine stock orders are compiled and placed in a timely manner in accordance with published shipping schedules. ❖ Proactively react to out-of-stock issues that emerge, keeping pharmacy and clinical staff apprised of the situation. Ensuring that emergency and ad hoc ordering is completed urgently, and that the patient impact of any stock shortages is minimised. ❖ Ensure that the electronic stock management records are accurately maintained, and that errors and discrepancies are corrected in a timely manner. ❖ Lead and co-ordinate the annual pharmacy stock take, in addition to ensuring that high value and controlled drug lines are subjected to more regular periodic inspection. ❖ Responsible for managing the controlled drug ordering process, ensuring that import licences are generated and submitted to the relevant supplier in accordance with the requisite lead times. ❖ Regularly review stock holdings, ensuring that minimum stock levels are adjusted (both up and down) depending on changing usage patterns. ❖ Ensure that robust processes are in place to minimise stock wastage, including ensuring the stock lines that are no longer required are deactivated from re-ordering. ❖ Regularly review spend against the allocated budget, alerting the pharmacist and hospital management of any expected issues. 			

- ❖ Proactively review procurement arrangements, including liaising with international suppliers to develop and strengthen relationships and ensure that robust and value-for-money procurement arrangements are in place.
- ❖ Ensure that robust processes are in place to maintain the integrity of chilled and frozen goods in transit, and that assurance of the suitability and safety of receipted goods can be given.
- ❖ Ensure that robust processes are in place to monitor the expiration of products, that essential medicines are ordered and replaced before their expiry date, and that systems are in place to remove and dispose of expired pharmaceuticals.
- ❖ Develop and report on key performance indicators for pharmacy procurement, which will be reported to the Senior Management Team.

General Pharmacy duties

As an experienced, registered pharmacy technician;

- ❖ Deputising for the pharmacist where appropriate, including with regards to staff supervision and management in the pharmacy.
- ❖ Prepare, dispense and supply in a timely and safe manner (including monitored dose systems and extemporaneous preparations) all medicines prescribed or requested by qualified medical personnel within the organisation. This includes the generation of repeat prescriptions.
- ❖ Maintain accurate patient medication records using the hospital patient record system, making appropriate records of any interventions made.
- ❖ Provide an 'over the counter' medicine service to the general public, ensuring items are supplied safely after appropriate information is gained from and provided to patients. Know when to refer to the pharmacist or other hospital services for further advice or counselling.
- ❖ Assist the pharmacist in ensuring safe and effective prescribing and dispensing standards are maintained with reference to the local formulary, local and international guidelines as well as professional and legal standards.
- ❖ Supply pharmaceutical stock to other hospital departments, external government departments and ships as per local procedures.
- ❖ Ensure that all medicines (including controlled drugs) are stored in accordance with hospital procedures, legal specifications, manufacturer's guidelines and COSHH regulations to maintain safety and potency.
- ❖ Collate and submit accurate statistical information in accordance with the requirements of the organisation as well as external bodies, for example assisting or leading with clinical audits
- ❖ Provide supervision and guidance to other pharmacy staff as required.
- ❖ Take responsibility for own continuing professional development, ensuring it meets the minimum requirements of the General Pharmaceutical Council or equivalent professional registering body.

- ❖ Comply with the Falkland Island legislative and regulatory framework and hospital/departmental policies and procedures.
- ❖ Participate in multi-disciplinary meetings with the hospital as required, including deputising for the pharmacist where appropriate.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

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Additional Information:

The pharmacy team currently consists of the pharmacist, two pharmacy technicians and a pharmacy assistant. This post is a new one, aimed to further enhance and improve the pharmacy services available, and will have a specific focus on procurement.

The pharmacy is the only one in the Falkland Islands and is an integral part of the King Edward Memorial Hospital, based in the Island's capital, Stanley. As the only pharmacy in the country, it provides an essential service at the heart of the community. The strategic importance of the pharmacy and its remote location mean that robust procurement and stock management processes are essential.

Criminal Records Checks (this post is regarded as sensitive)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Person Specification	Pharmacy Technician- Procurement Lead		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications			
GCSE Grade C or above in Maths, English and Science (or recognised equivalent)	✓		A
Level 3 qualification in Pharmacy Services (or equivalent)	✓		A
Registration with the General Pharmaceutical Council (GPhC) or equivalent professional registering body	✓		A
Level 5 qualification in procurement or supply chain management, or the ability to demonstrate knowledge and experience at that level.	✓		A
Further relevant qualifications (e.g. accuracy checking qualification)		✓	A
Knowledge, Skills & Experience			
At least 5 years' experience working as a Pharmacy Technician, ideally in hospital and community	✓		A/I
At least 2 years' experience of pharmacy procurement and distribution	✓		A/I
Experience of managing and supervising staff	✓		A/I/R
Proven track-record of planning and managing own workload, meeting agreed deadlines	✓		A/I
Knowledge of Good Distribution Practice (GDP)	✓		A/I/R
Experience of working effectively within a multi-disciplinary team, with good interpersonal skills	✓		A/I
Computer literate with a sound working knowledge of Microsoft Excel, Word and electronic medical records systems	✓		A/I
Methodical and accurate with strong attention to detail to ensure safety at all times	✓		A/I
Excellent communication skills both verbally and in writing in order to provide advice and information to patients and other health professionals	✓		A/I/R
Good time management and prioritisation skills	✓		A/I
Ability to supervise and support more junior pharmacy staff	✓		A/I/R
Experience of dealing with suppliers and manufacturers and a sound understanding of the logistics of air and sea freight	✓		A/I
Management experience in a busy dispensary environment		✓	A/I/R
Experience of developing and updating SOPs		✓	A/I

Person Specification	Pharmacy Technician- Procurement Lead		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes			
The ability to be flexible, adaptable, pragmatic and sensitive to client needs	✓		I/R
The ability to work autonomously and as part of a team	✓		I/R
Understanding of the importance of patient confidentiality whilst working in a small community	✓		I/R
Hardworking, friendly, co-operative and empathetic	✓		I/R
The ability to take a logical, but imaginative approach to problem solving, using own initiative	✓		I/R
Aligns with FIG's Core Values – Diverse, Professional, Resilient & Resourceful.	✓		I/R
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of Assessment: **A** – Application Form **I** – Selection Interview **R** – Reference