

Mater Misericordiae University Hospital Dublin



Pharmacy Aide

Job Title / Grade: Pharmacy Aide

Department / Division: Pharmacy Department

Directorate: Pharmacy and Medicines Optimisation

Location: MMUH

Reporting Relationship: Dispensary Service Manager / Aseptic
Compounding Service Manager

Responsible to: Head of Pharmacy Services

Effective Date: Apr 2023
Review Date: Apr 2026

JOB DESCRIPTION

Job Purpose:

The provision of a pharmaceutical service to patients consistent with the mission and ethos of the Pharmacy Department and the hospital.

Mission Statement: *“The Pharmacy Department strives to safely and efficiently source, acquire, purchase, store, formulate, compound and distribute all drugs and medicines used in the Mater Misericordiae Hospital, to the highest standards, as well as to advise on the safe, effective and rational use of these drugs and medicines, so as to improve the quality of life of patients who come under our care”*

KEY RESPONSIBILITIES

- Maintain an awareness of the primacy of the patient in relation to all Hospital activities.
- Demonstrate behaviour consistent with the values of the Hospital.
- Participate in the pharmaceutical service as part of a punctual, dedicated and professional team.
- Create, promote and maintain open communications and healthy working relationships
- Maintain the principles of equity, accountability and quality in daily work.
- Participate in departmental mentor/mentee and tutor/tutee programmes.

The successful candidate will be subject to direction and supervision of the Head of Pharmacy Services, participate in the provision of a comprehensive pharmaceutical service including:

Pharmacy

1. Check in deliveries from suppliers.
2. Put away delivered medicines appropriately, accounting for storage requirements and stock rotation.
3. Liaise with the purchasing technician and the administrative officer with regard to problems (discrepancies, shortages) with deliveries.
4. Help the purchasing technician with documentation e.g. matching purchase orders, invoices / delivery dockets, in the absence of the administrative assistant.
5. Maintaining pharmacy workflow and drug storage areas clean and tidy.
6. Keep shelves in the dispensary / aseptic compounding unit stocked.
7. Keep adequate supply of ancillary supplies stocked in the dispensary / aseptic compounding unit.
8. Clean telephones, keyboards and tablet counter in clinical areas.
9. Prepack medicines as per departmental procedures.
10. Repack medicines as per departmental procedures.
11. Fill picking lists for wards.
12. Spray and wipe items for transfer to the aseptic compounding clean room
13. Any other duties that may be assigned by the line manager or deputy.

Quality, Safety and Risk

1. Participate in training, continuing education and research activities consistent with the post.
2. Adhere to departmental and hospital wide Health and Safety protocols and procedures and promptly address all areas of non-compliance.
3. Report medication variances, when appropriate, and ensure compliance with drug safety practice initiatives in the hospital.
4. Employ LEAN Six Sigma practices where possible.

General Responsibilities and Accountabilities

1. Confidentiality

You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.

2. Policies & Procedures

You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.

3. Hygiene Standards

The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospitals requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards.

4. Health and Safety

Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.

5. Information Technology

Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.

6. Business Continuity Management

Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation" (BS 25999) All Staff employed in the Mater Misericordiae University Hospital are obliged to:

- make themselves familiar with the Organisational Business Continuity Plan
- attend BCM education sessions provided for them
- make themselves familiar with their individual roles as set out in their departmental business continuity plan if applicable and or the Organisational business continuity plan

Note:

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.

PERSON SPECIFICATION

Requirements	Essential	Desirable
Qualifications	Leaving Certificate or equivalent	Relevant third level qualification
Experience		Experience of working in stock management. Experience of working in a healthcare setting
Organisational Knowledge	Understanding the role of the Pharmacy Department within a hospital.	Interest in pharmacy, medicines management, good communication
Professional Knowledge	The ability to work in an accurate and methodical manner with attention to detail while meeting the demands of a busy department	
Core Aptitudes & Skills	<ul style="list-style-type: none">• Is self-motivated and committed towards quality service provision.• Can motivate others. Has an inherent person-centred philosophy which is respectful and assertive towards clients, staff and other contacts.• Enjoys working as part of a team• Is honest and trustworthy• Is accurate• Is computer literate• Can prioritise workload.• Good communication and interpersonal skills	