

Add logo here

This **Job Description** is for a job with

Name of organisation



A **Job Description** tells you:

- **your tasks** – the things you need to do in the job
- **your duties** – what you should do and who you report to



This **Job Description** is for a:

Pharmacy Assistant



The **annual salary** is Band

2

That is

£XX,000 every year

You will work at



Work address here



The manager for this post is:

Pharmacy Healthcare Professional



This job is in the

XXXXX Department

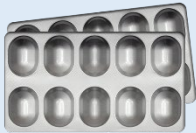


## What will you do?



You will:

- Make sure there is enough medication in stock.



- Put together medication packs for NHS staff



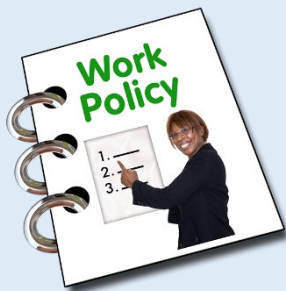
- Enter information about the medication in a computer.



## What are the main tasks of the job?



Here is a **list** of the main tasks you need to do for this job:



You will

- Follow our medication policy



- Put together medication packs



- Do the most important job first



- Get work done on time



- Work in a hurry and not make any mistakes.



- Check that the medication is not out of date.



- Make sure you always have a good stock of medication.



- Work closely with the Pharmacy Healthcare Professional, Clinical Pharmacist and Chief Pharmacist.



- Make sure the law is followed when storing and ordering medication



- Make sure a very good medication service is offered.



- Keep a good record of all medication that is ordered and stored.



- Help to find medication if there any problems.



- Make sure medication is safely thrown away.



Keep good records so that important information can be found easily.



Go on training courses as needed.



## What is the job like every day?



Some of the day you will sit down.



Some of the day you will stand up.



Sometimes you may speak to people who want to make a complaint.



Sometimes you may speak to people who are upset.



Sometimes you may see people who are angry.





Your manager will:

- tell you about the **policies** you need to follow while you are working.



A **policy** is a list of rules telling staff:

- how they **should** behave at work.
- how they **should not** behave at work.



There is a list of these **policies** on Pages **12 to 14**.



- have regular meetings with you to find out how you are getting on in your job.

This is called a **performance review**.



## Who will you work with?

You will work a lot with:



- Pharmacy Healthcare Professional
- Clinical Pharmacist
- Chief Pharmacist

Sometimes you will work with:





## How will you work?



You will need to wear a **uniform**.



You **cannot** use your mobile phone during the day.



You will need to work well in a **team**.



## Important information



We have a **No Smoking Policy** so you cannot smoke at work.



We have an **Equality and Diversity Policy** to make sure we treat staff, patients and members of the public in a fair and equal way.



We have a **Health and Safety Policy** to make sure everyone stays safe at work.



We have an **Infection Control Policy** to make sure infections do not spread.



We have a **Food Safety Policy** to make sure everyone eats good food,

and does not get ill from eating food.



We have a **Sustainability Policy** to make sure:

- we recycle as much as we can
- we do not pollute.



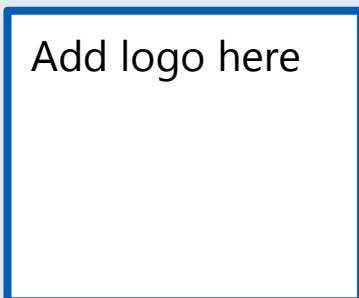
We have a **Confidentiality Policy** to make sure all the information about our patients is completely private.



We always tell patients when something has gone wrong.



We have a **Safeguarding Policy** to make sure we protect vulnerable people such as children, older people and disabled people.



We have a set of values, which you can find on our website



We expect everyone who works for us to understand our values and put them into practice at work every day.

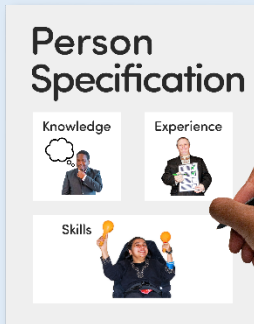


## **Other information**



The kind of work you do in your job may change now and then.

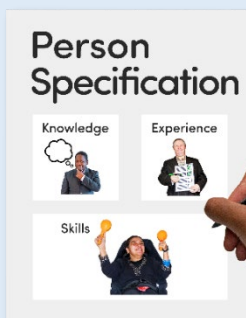
# NHS Easy Read Person Specification



A **Person Specification** tells you what you need to do, to do the job.



This **Person Specification** is for the job of **Pharmacy Assistant**.



It tells you the **knowledge**, **experience** and **skills** you need to have for the administrator post.





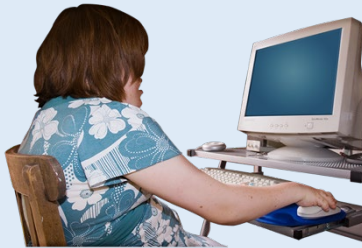
## Knowledge - What do you know?

How good is your reading and maths?



Can you use a computer to:

- send an email
- write a letter
- put information into a computer
- find out things on the internet?



Have you worked with medication before?



**OR**

Have you worked in a store where you had to order items and keep a record of them on a computer?



## Experience – What jobs have you done in the past?



You can include things like apprenticeships, unpaid and paid jobs.



- Do you work well in a team with other people?



- Have you worked in a demanding job?

## Skills – What can you do?



Are you:

- Good at talking to and listening to other people?
- Good at understanding the needs of others and working with lots of different people?
- Good at planning your work and getting the important tasks done first?



- Good at working on your own and working with private and confidential information?



- Are you OK to work different days or hours if needed?