

Job Description

Post Title: Pre-Registration Pharmacist

Salary: Competitive

Responsible to: Pharmacist Manager (Pre-Registration Pharmacist Tutor)

Hours: 40 Hours/week

Supervision Responsibility: None

Contract 1 year fixed term

Principle Purpose:

- A one year fixed term contract to meet the requirements of the General Pharmaceutical Council in order to register as a pharmacist.
- The programme enables the trainee to gain appropriate training and experience in the provision of community pharmacy pharmaceutical services to become a fully qualified independent working Pharmacist.
- To demonstrate competence in the Performance Standards identified by the General Pharmaceutical Council. To prepare for and undertake the GPhC registration examination.
- To use knowledge gained from the MPharm/MSc degree and apply this to pharmacy practice within the framework of legal rules, guidelines and SOPs.
- To contribute to the provision and development of an efficient pharmaceutical service. Duties and responsibilities will increase through the year in line with demonstrated competence, aiming to work at the level of a post registration pharmacist before registration.

Main tasks/overview of responsibilities

- To support compliance with all statutory and professional requirements of a registered retail pharmacy business.
- To develop competence through training and regular appraisals such that customers and patients receive an excellent professional and caring service.
- To develop good management practice through compliance with company systems and procedures, effective use of resources, and following Pre-registration Tutor instruction and guidance.
- To support maximization of NHS and retail turnover and profitability of the business.

Main Duties and Responsibilities:

- To assist in the operations and dispensing of prescriptions and the supply of pharmaceutical products including controlled drugs and appliances ensuring safety and clinical appropriateness.
- Responds to symptoms and recommends appropriate OTC medication.
- Counsel and advise patients appropriately under supervision.
- Works within legal, ethical and governance framework keeping abreast of current changes.
- Develop good management, leadership and communication skills to prepare for future role as a qualified pharmacist.
- To participate in the training programme as required by the General Pharmaceutical Council and prepare for the pre-registration examination.
- To be responsible for self directed learning to support the collection of a portfolio of evidence to demonstrate competence and participate in appraisals with the pre-registration tutor as per company guidance and GPhC programme compliance.
- To attend study days and complete pre and post study assignments organised by NPA

- To develop knowledge and skills within each competency areas as mapped to GPhC performance standards.
- To plan own workload and study time to develop organizational skills and support the provision of a timely pharmaceutical service.
- To participate in Audit as instructed by the pre-registration tutor to comply with the requirements of the GPhC training programme
- To communicate and liaise effectively with other members of the healthcare professions and build relationships with external organizations such as GP surgeries and area teams
- Ensure that the branch is open for trading and dispensing of prescriptions during the registered opening hours.
- Respect confidentiality of information concerning customers and staff in accordance with the Data Protection Act.
- Maintain confidentiality of company policies and figure statistics.
- Ensure all prescriptions are fully and accurately endorsed.
- Complete all NHS/Area teams paperwork requirements accurately on time
- Attend and/or complete all courses/ meetings as required by the company, e.g. annual conference or area meetings.
- Deal with customer complaints promptly and efficiently in accordance with company policy.

Equality and Diversity

- To recognise and promote the importance of people's rights and interpret them in a way in accordance to the company's policy.
- To challenge behaviour that infringes the rights of others.
- To identify and take action where necessary to address discrimination and oppression.

Health & Safety

- Be aware of the Health and Safety aspects of work, including the prompt recording and reporting of accidents and ensuring that equipment used is safe.
- To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties as directed by the Manager.

PERSON SPECIFICATION: Pre-Registration Pharmacist

Attribute	Essential	Desirable
Education	MPharm or MSc OSPAP	Degree in Clinical Pharmacy
Training, Experience and Knowledge	Minimum 4 weeks experience of working in Community Pharmacy Basic knowledge of Clinical Pharmacy Basic knowledge of Pharmacy, Law and Ethics Cash handling experience and stock control. Retail sales experience Excellent customer care skills	Experience in the use of Rx Web system
Aptitude, Skills and Competencies	Good written and verbal communication skills Good IT Skills Demonstrates a professional attitude & has an understanding of professionalism Ability to work on own initiative and as part of a team Aware of own limitations and able to ask for help when needed Good attention to detail Problem solving skills & able to make decisions	Awareness of current practice & policy affecting community pharmacy
Specific job requirement	Ability to prioritise own work effectively Good organisational skills Good time management skills	
Other	Confident, Self-motivated & reliable Ability to work under pressure Flexible - Ability to vary hours in accordance with the different opening times in operation Ability to travel to study days using own or public transport	

Prepared by: K Nma Designation: Pharmacist Manager

Date: Oct. 2014