

**NHS Education for Scotland (NES)**

**NHS Pre-Registration Pharmacist Scheme  
Job description**

**1. Job details**

*Job Holder*

**Job title**

**Pre-registration Trainee Pharmacist**

**Reports to:**

Allocated Tutor or Pre-registration Manager

**Liaises with:**

Pre-registration tutor, Pre-registration manager, supervisors and trainers in the organisation, other Pre-registration Trainees in NHS Scotland.

**Base:**

**Job Description Revised:** April 2007

**2. Job purpose**

The job purpose is to ultimately achieve registration with the General Pharmaceutical Council (The Regulator). The job holder is responsible for the delivery of the agreed standard of pharmaceutical care for the identified patient population, safely, effectively and within the defined limits of responsibility, resources and activity and, in doing so, achieving the performance standards specified by the Regulator.

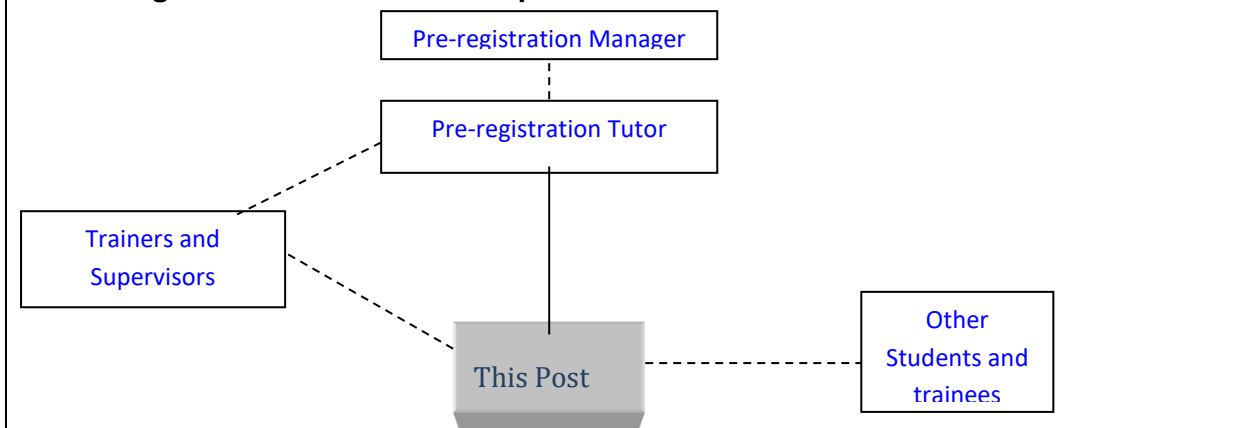
**3. Job dimensions**

This is a fixed term (one year) training post. The job holder is part of a cohort of pre-registration pharmacists undertaking a planned rotational programme involving work and training in all aspects of pharmacy practice, during normal working hours, with participation in week-end and / or public holiday rotas as required.

The job holder:

- will be responsible for the effective use of their own time, and the effective use of resources in the course of their studies.
- is responsible for the collection of evidence to support the achievement of the Regulator Performance Standards.
- is responsible, under supervision, for the provision of pharmaceutical care to individual patients.
- will attend national and local study days as part of the training programme.
- will liaise with other pre-registration pharmacists within the organisation, area, and across NHS Scotland.

#### 4. Organisational chart for this post.



#### 5. Role of the Organisation

The aim of the Pharmacy Service provided by the Organisation is to assure quality of patient care in the provision of treatment with medicines. To this end the objectives are:

- (i) to provide pharmaceutical care to individual patients whenever they present by meeting their particular needs while maximising efficiency in the use of resources.
- (ii) to provide medicines through systems of quality control which ensure safe, effective and economic use.

#### 6. Key result areas

This is a training post with the personal development objectives prescribed by the Regulator and NES through the performance standards listed in the Pre-registration Training Scheme Manual.

The job holder:

- is required to undertake continuing professional development to ensure that the personal knowledge base is maintained and improved.
- is expected to achieve competence as specified in the Pre-registration Training Scheme in all areas of pharmacy practice, and maintain records providing evidence of this training. The pre-registration Training Scheme includes a timetable specifying the time to be spent in each area.
- is required to carry out delegated tasks effectively, according to the Organisation's procedures and standards.
- is required to have a working knowledge of all relevant Organisation procedures, policies and standards, and to apply and maintain them in the area of work, including any specific requirements of a quality management system.
- has specific Health and Safety responsibilities as defined by the Organisation Health and Safety Handbook to ensure safe working practices and that facilities and equipment are maintained to the appropriate standard, and that optimum use is made of them. The job-holder should ensure that staff are both safety and security conscious.
- will participate in uni- and multi-professional research.
- will gain experience in the routine management of personnel and demonstrate an ability to prioritise workload in liaison with senior staff.

## **7. Systems and Equipment**

The job holder will require to use computer equipment in pursuit of the post objectives. The Organisation uses the *(Insert computer system)* computer system.

**In the hospital setting, the job holder will require to use laminar air flow cabinets and pharmaceutical isolators.**

## **8. Assignment and review of work**

The job holder is a member of the professional staff of the Organisation and will work within strategic and policy guidelines established by the Organisation.

The job holder will regularly consult with the relevant trainer / section manager who will assign and delegate tasks.

The development plan for the job holder is described in the Pre-registration Training Manual. The job holder will meet regularly with the pre-registration tutor to review progress with the training plan and performance appraisal.

## **9. Decisions and Judgements**

The job holder works under constant supervision within overall training programme approved by NES and individual sectoral and sectional training plans.

## **10. Communications and working relationships**

The job holder will regularly consult with the tutor allocated to support pursuance of the pre-registration training scheme.

The job holder will liaise and communicate with the other pharmacy and non-pharmacy staff to ensure that an effective service is provided. The job holder will communicate, either on a one-to-one basis or in a group setting, with identified patients, relatives/carers and associated healthcare staff in order to identify and address pharmaceutical issues. Communication, either verbal or written, will take place with healthcare professionals in all sectors, to ensure continuity of care and resolution of identified pharmaceutical care issues.

The job holder will communicate with other members of the profession to facilitate both service and professional development, to ensure best possible pharmaceutical care for their patients.

The job holder will attend, and participate in, regular peer review and departmental/branch meetings.

The job holder will be required to provide presentations to pharmacy and other staff and participate in the training of staff.

**11. Physical demands of the job**

The job holder:

- is required to work to fixed time deadlines related to the education and training programmes.
- requires a high level of concentration to dispense and prepare medicines accurately, to meet deadlines, and subject to interruptions.
- provides counselling to patients on medication regimens that requires explanation and reassurance.
- will require to spend a significant amount of the working time standing or walking, and the job requires time spent using a keyboard.

**12. Most challenging part of the job**

Ensuring that maximum opportunity for professional development is made from the experiences offered. Achieving competence in the skills of a pharmacist to the level required for registration with the General Pharmaceutical Council.

Working effectively as a member of the pharmacy team to promote and develop the service within limited resources, and to effectively prioritise the workload to meet the needs of the customers (patients/other multi-disciplinary professionals/managers).

To ensure that the delivery of individualised patient care is safe, effective and efficient.

To effectively adapt the service within a changing NHS.

**13. Knowledge, Training and experience required to do the job**

On appointment, a primary masters degree from a School of Pharmacy accredited by the General Pharmaceutical Council as suitable for registration as a pharmacist on completion of the pre-registration training programme.

The job holder will have good communication and team-working skills and be able to work calmly and accurately under pressure.

**14. Job description agreement**

Job holder's signature ..... Date .....

Hospital Senior Officer/Head of Department:

..... (Title)

signature ..... Date .....

Community Manager/Head of Department:

..... (Title)

signature ..... Date .....