

## Job Description

<b>JOB TITLE:</b>	<b>PHARMACIST ASSISTANT</b>
<b>RESPONSIBLE TO:</b>	Pharmacist
<b>RESPONSIBLE FOR:</b>	N/A
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"> <li>To work under the supervision of the Pharmacist to ensure the safe, accurate and timely supply of prescribed medication to patients.</li> <li>To provide technical and administrative support to the Clinical Pharmacist and Clinicians.</li> <li>Support the PCC team with complex queries around medication from patients.</li> <li>Support the implementation of medication changes under the guidance of the Clinical Pharmacist.</li> <li>Complete audits around patient safety in the prescribing of medication and present the information for sharing with the clinical team.</li> </ul>

MAIN DUTIES AND RESPONSIBILITIES	
1.	Work with the Pharmacist and Clinicians in accordance with agreed practice prescribing standard operating procedures.
2.	Process repeat medication requests, including the conversion of acute requests to repeat medicines, changing quantities of medicines.
3.	Issuing prescriptions in line with agreed clinical protocols and within your competency
4.	Medicines reconciliation post discharge and on other transfers of care
5.	To update and maintain accurate patient medication records on the practice clinical computer system, including advice given and action taken
6.	Liaise with secondary and primary care colleagues to ensure correct medicines are continued following the transfer of care.
7.	Monitor practice adherence to the repeat prescribing policy
8.	To assist the Pharmacist with data analysis of prescribing behaviour in line with NICE guidance and local clinical commissioning directives.
9.	To assist with the development and review of medicine audits
10.	To maintain and develop medicines communication to staff
11.	To support those with chronic diseases to develop good lifestyle changes to assist in the management of their conditions
12.	Provide a contact for patients and colleagues with medication queries.
13.	Project work/prescribing initiatives under the support of the Pharmacist
14.	Liaise with Clinicians and staff to resolve prescribing queries.
15.	To adhere to strict confidentiality policies at all times.
16.	Attend local meetings seeking to improve access to medicines or repeat prescribing processes.
17.	Undertake audits of prescribing as agreed by pharmacist

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

**Date: February 2019**