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**Job Description**

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| **Job title: Add ‘job type’ field?** | **Technical Specialist (Pharmacy Practice)** |
| **Department/School:** | Faculty of Science, Dept of Life Sciences |
| **Grade:** | **6** |
| **Location:** | Primarily based on the University of Plymouth campus. There may be occasional visits to the University of Bath campus |

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| **Job purpose** |
| From September 2024, The University of Bath MPharm pharmacy course will also be delivered at the University of Plymouth, significantly increasing the opportunities for students to study this subject in the region.  It will be delivered in close collaboration with NHS England and many local stakeholders. This is an exciting time for the profession as changes to pharmacy education will allow all pharmacists to prescribe on registration from 2026, increasing the diversity of roles within the career.  The postholder will be a qualified Pharmacy technician and the post has been created to support the delivery of teaching for this newly-launched University of Bath MPharm Pharmacy degree at the University of Plymouth. |

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| **Source and nature of management provided** |
| Departmental Technical Supervisor  Key stakeholders including the Head of Pharmacy and other academic staff responsible for Practice teaching will be consulted for its duties and its delivery. |

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| **Staff management responsibility** |
| *NA* |

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| **Special conditions** |
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| **Main duties and responsibilities** | |
| The postholder will be responsible for preparing and supporting the undergraduate teaching in applied Pharmacy Practice practicals within dedicated teaching spaces at the University of Plymouth campus.  Duties will include providing all pharmacy technician duties as would be provided in actual practice. The postholder will be responsible for preparing teaching spaces, maintaining and recording orders and stocking of medicines.  They will maintain in good condition and demonstrate appropriate use of clinical and simulation equipment (e.g. manikins, blood pressure arms), tools and software (e.g. Observation and training systems, dispensing related software, patient medication record software and electronic prescribing) used in delivering student learning through running simulated teaching scenarios.  Using their experience and knowledge of the practicals, the postholder will offer guidance and appropriate feedback to students within the framework set by academics.  The postholder will engage in supporting the development of the classes, facilitating change through engagement with the course convenors and Pharmacy Practice team.  Assist with school liaisons, UCAS, Open Day and CPD activities as required.  As this is a student-facing role, the post-holder needs to be confident working with and communicating with a diverse student population.  All technical staff are responsible for ensuring a safe working environment for students and colleagues and this role will also ensure compliance in aspects related to a pharmacy environment.  As this role is based at the University of Plymouth campus, the postholder will need to be self-starting and confident in managing their own workload and communicating effectively with colleagues based in Plymouth and Bath. | |
| 1. **People** | The role holder will:   * Coordination/allocation of routine tasks and/or project work, in conjunction with other senior technical staff members * Maintain and manage their personal development plan * Take part in communities of practice (either formally constituted or otherwise) relevant to their area(s) of expertise * Undertake the dissemination of developments in their area of speciality in a variety of ways (including formal training) in order to support the overall knowledge and practice of the department/faculty |
| 1. **Service Delivery** | The role holder will:   * Plan and implement standard operating procedures, protocols and techniques * Proactively engage with relevant staff members (including technical and academic) to communicate relevant updates to health and safety documentation * Provide technical support for experiments and research projects, including inductions and training of staff and students in the safe use and basic operation of equipment * Preparations of materials, including printing, checking, editing and associated formatting of booklets/manuals for teaching and research activities * Provide technical support and/or training for undergraduate and post graduate work * Provide technical advice and guidance, for example, on the design of experiments or bespoke equipment. * Assist with the operation and maintenance of simulated manikins, pharmacy management simulators, computer equipment and Observation and Training System cameras. * Consider student/demonstrator feedback and contribute to the design of successful research/teaching objectives |
| 1. **Facilities & Resources** | Within their area of specialism, the role holder is responsible for:   * Ensuring instrumentation and equipment are maintained and in good repair, with the associated paperwork audit/certification kept up to date * Responsible for the successful delivery of duties and surrounding stocking of, efficient layout of research and/or teaching spaces including setting up and preparations of theme-specific instrumentation * Managing the lab timetable and scheduling machine use * Overseeing the coordination of stock, layout and clearing up of any kit/equipment/consumable within their area of responsibility, directing other staff members as appropriate * Monitor expenditure including sourcing and ordering of equipment and consumables |
| 1. **Compliance** | The role holder is responsible for:   * Maintaining up to date knowledge of health and safety practice/legislation in order to provide a safe and effective technical service. * Proactively ensuring that any functionality and safety issues are appropriately addressed within their area by self and others. * Ensuring that records are maintained and updated to demonstrate compliance with department/University policy and H&S regulations * Audits of assets, materials, and storage arrangements for higher risk hazards, identifying areas for improvement and taking remedial action where necessary * Engaging with relevant specialists as necessary and demonstrating and encouraging good health and safety practice. |
| 1. **Stakeholder Management** | The role holder will:   * Act as a contact point for service engineers/contractors/Estates, supporting the resolution of technical issues or incidents within their area of work * Act as named point of contact with outside organisations where applicable * Communicate effectively with team, demonstrators, students, academics, and others in delivery of service |

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**Person Specification**

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| **Criteria:  Qualifications and Training** | **Essential** | **Desirable** |
| Minimum completion of a pharmacy technician qualification | √ |  |
| Relevant HNC qualification or equivalent |  | √ |
| Working towards appropriate professional registration |  | √ |

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| **Criteria:  Knowledge and Experience** | **Essential** | **Desirable** |
| Prior work experience in a pharmacy environment | √ |  |
| Demonstrated depth and breadth of specialist knowledge of subject matter/ Demonstrated knowledge of subject matter to effectively deliver duties. (Knowledge of pharmacy law with regard to the prescription writing, dispensing, labelling and record keeping of medicinal products and controlled drugs) | √ |  |
| Experience of being responsible for safe working practices whilst contributing to their evaluation and improvement | √ |  |
| Experience of being accountable for preparing, developing, and delivering training materials and/or sessions to non-specialists | √ |  |
| A demonstrable commitment to continuous personal professional development activities through continuing advancement of own knowledge, understanding and competence. | √ |  |
| Knowledge of technical software relevant to the provision of pharmacy services (particularly patient medication record and labelling software) and knowledge of simulators, simulation software and remote recording equipment. |  | √ |
| Prior experience of working in an undergraduate or postgraduate teaching environment. |  | √ |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Ability to organise and prioritise own workload to meet required deadlines. | √ |  |
| Excellent verbal, interpersonal and written communication skills, including the ability to communicate effectively with academics, students and other technical staff. | √ |  |
| Proven ability to maintain effective working relationships, collaborative working practices, and problem-solving within teams | √ |  |
| Able to engage in role plays to facilitate student learning. | √ |  |
| Commitment to facilitate students’ learning within their practical classes, and to provide a high quality learning experience. |  |  |
| Able to work autonomously or as part of a team, and to modify practice as appropriate. | √ |  |
| Able to design and contribute to the design of new pharmacy practice teaching exercises |  | √ |