

## **JOB DESCRIPTION**

<b>POST:</b>	Medicines Management Assistant (MMA)
<b>ACCOUNTABLE TO:</b>	Head of Healthcare and Nursing
<b>RESPONSIBLE TO:</b>	Specialist Senior Nurse
<b>LOCATION:</b>	Health Centre, Treloar School and College

### **JOB PURPOSE:**

The MMA will work closely with the medicines management technicians to meticulously and systematically check medicines and liquid feed stock across site, following a pre-planned schedule of audits and stock control. The MMA will report stock needs, and any errors or queries using the agreed reporting processes, as well as take responsibility for resolving issues within their personal remit.

### **KEY TASKS**

#### Principal Responsibilities

- Have a good awareness of Treloar medication practices (oral/ gastro /inhalers, drops, ointments etc.) following relevant training
- Perform medication audits and stock checks (minimum of 170 per calendar month) within a planned schedule to ensure students are able to receive their medicine in line with Treloar's policies and processes
- Perform audits following 5 of the 6 the rights of medication administration (right medicine, right student, right dose, right route, right time)
- Accurately stock check medicines in each safe and update eMAR accordingly
- Consistently ensure good stock rotation in the medicine safes and MMT meds storage
- Ensure sufficient supply is maintained in the student medicine safes, through accurate calculations and effective orders placed with MMT
- Liaise with residential staff for medicines being brought from home
- Monitor expiry of medicines, open bottles, and safe practice to minimise waste and prevent medicine errors
- Liaise with medicines management team, as well as nurses and residential senior staff for all medicine matters, within agreed scope of practice
- Carry out additional quality assurance audits in relation to safe medicine management (for example, fridge audits)
- Use all electronic systems professionally, maintaining confidentiality and accuracy
- To maintain confidentiality of information, including prescribing data, at all times in accordance with GDPR
- Work flexibly and efficiently around students using their bedrooms and medicine safes
- Be able to manage a physically demanding role which includes bending, stooping and lifting, using chairs and trolleys approximately

## Communication

- Effectively communicate information to Treloar staff regarding prescribed medications and further supplies
- Monitor storage for additional items (such as dietary supplements and complementary medicines)
- Check consents are available for additional items stored
- Report medication and feed errors using the online reporting system
- Communicate professionally regarding any prescription and transcribing anomalies, ambiguous or supply issues
- Attend dept. meetings and medicine champions meetings, when able, to raise awareness and support the improvement of medications management practices
- Be a reflective practitioner and actively learn from mistakes

## Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to IPC, safeguarding, health and safety, equality and diversity, confidentiality and GDPR, reporting concerns to an appropriate person
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post
- This job description will be reviewed and amended in the light of changing professional demands
- This is not a static and exhaustive list and you will be expected to be flexible to meet the needs of the students and department.

## Person Specification – Medicines Management Assistant

<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> 1. Maths and English GCSE at level C or above (or equivalent)	Level 2 dispenser
<b>Experience</b> 1. Pharmacy or solid medicines management experience of at least 2 years - this must include stock management and audits and/or administration	Experience of care work Experience of methodical work
<b>Skills, Abilities and Knowledge</b> 1. Exceptional ability to work meticulously and systematically 2. Self-motivated with the ability to work autonomously 3. Ability to be content with routine work 4. Ability to focus on detailed and routine projects for long periods 5. Able to maintain legible and accurate record keeping using various software 6. Able to calculate accurate stock requirements (using multiplication)	An understanding of the audit process A reflective practitioner (the ability to learn from mistakes) Knowledge of the 6 rights of medicine administration
<b>Interpersonal Skills</b> 1. Commitment to patient safety 2. A responsive and helpful approach to both students and staff 3. Good communication skills to explain and report medicine stock issues and report errors	
<b>Special Aptitudes</b> 1. A commitment to promoting and safeguarding the welfare of students 2. Physically able to fulfil the role – frequent bending, stooping and lifting.	Willingness to develop a medicine focussed career – after one year there is opportunity to apply for funding to complete L3 Pharmacy Technician programme.
<p><b><u>TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u></b>            All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks.</p>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY**

### **FURTHER INFORMATION**

**Hours :** 42 hours per week, approximately 39 weeks per year (term-time only, with ad hoc work non term time)

**Salary:**

If you have not heard from us within four weeks of submitting your application, please assume you have not been short-listed, however your application will be kept on file for a period of 6 months and if another position becomes available we will forward your details.

