



## Association of Pharmacy Technicians UK

### National Officer Job Description

<b>Title of Post:</b>	<b>National Officer for Pharmacy Technicians, Foundation Practice</b>
<b>Accountable to:</b>	APTUK Board of Directors
<b>Reports to:</b>	The Director of Professional Development and Education Workstream
<b>Representing:</b>	The membership of APTUK
<b>Work base:</b>	Home & external venues

#### Requirements:

The post holder must:

- Be employed in a pharmacy related field.
- Have current working knowledge of political and practical issues relating to pharmacy.
- Have up to date knowledge of current pharmacy practice.
- Have a good current understanding of the workings and procedures of APTUK.
- Hold full APTUK membership.
- Be registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC).

#### Time commitment:

- Attend all Education Workstream meetings (bi-monthly 2 hour virtual meetings a year)
- Attend all Professional Committee meetings (2 full day face to face meetings a year)
- Attend APTUK Professional Conference & Exhibition (once a year)
- Attend another other meetings (virtual and face to face) related to tasks or activities related to the role
- Duties of the role and email activity (3 times a week)

#### Remuneration package:

- Reimbursement of travelling and/or other expenses as indicated by LbG Articles and the National Officers handbook
- Sponsorship for APTUK Professional Conference & Exhibition (once a year)
- Personal development support, appraisals and PDR
- Career progression references as required

#### Job Description:

- Lead on Pharmacy Technician support provided by APTUK
- Oversee the Foundation Practice Framework for Pharmacy Technicians
- Oversee and support Pharmacy Technician Associates
- Manage the Pharmacy Technician of the Year Awards
- Work within APTUK's conduct, values and behaviours

**The post holder will work very closely with the National Officer for Pharmacy Technicians, Advanced Practice.**

**Key responsibilities:**

Pharmacy Technician support

- Ensure that the APTUK website pages for Pharmacy Technicians are current and up to date and that resources meet their needs. These should be updated after each APTUK Annual Professional Conference & Exhibition and when changes are needed. Liaise with the Media Officer to ensure updates and changes are made
- Ensure that there is a minimum of one article for Pharmacy Technicians in their early years of practice in the APTUK Pharmacy Technician Journal (4 journals a year). This may include writing articles or finding authors to write articles. Liaise with the Editor to ensure timely submission of articles
- Participate in the development of the APTUK Annual Professional Conference & Exhibition programme, ensuring there are sessions for Pharmacy Technicians in their early years of practice. This may include delivering session(s) or finding other speakers to deliver sessions
- Respond to queries made by Pharmacy Technicians within 5 days of the initial request

Pharmacy Technician Membership

- Work with the Membership Officer to ensure there is marketing materials to encourage Pharmacy Technicians in their early years of practice to be members
- With the support of the Membership Co-ordinator and National Officer for Pharmacy Technicians (Advanced Practice) investigate why Pharmacy Technician members do not renew their membership and report this back to the professional committee once a year (April) with options to address this

Foundation Practice Framework

- Review and update the resources that support Pharmacy Technicians completing the Foundation Practice Framework
- Map the training programmes (including and not limited to WCPPE, CPPE) against the Foundation Practice Framework
- Develop marketing materials for the Foundation Practice Framework
- Work with the communications Workstream to market the Foundation Practice Framework. This will include marketing at events like Clinical Pharmacy Congress, the Pharmacy Show
- Maintain a database/spreadsheet of all APTUK members that are working towards or completed the Foundation Practice Framework
- Certify members that have successfully completed the Foundation Practice Framework
- Manage quality assurance processes for the successful completion of the Foundation Practice Framework
- Lead the development of practise standards to support the Foundation Practice Framework

Pharmacy Technician Associates

- Be involved in the appointment of Pharmacy Technician Associates.
- Induct Pharmacy Technician Associates to ensure they are able to complete allocated tasks/activities.
- Support Pharmacy Technician Associates to ensure tasks/activities are completed in a timely manner.
- Provide updates on progress to the Education Workstream on tasks/activities that the Pharmacy Technician Associates are responsible for.

Pharmacy Technician of the Year Awards

- Work with the National Officer for Pharmacy Technicians (Advanced Practice) to manage APTUK awards, including working with the communications teams regarding marketing, sourcing judges, overseeing the adjudication process and publicising the winner.

**Other duties (all National Officers):**

Communication

- Consistently promote APTUK through all media sources in line with the Communication and Social Media policy
- Liaise with the Communications Workstream to use social media to promote APTUK
- Provide feedback, advice and back up as needed to other members of senior staff team to ensure all senior staff has support needed to work effectively and promote positive work environment
- Maintain continuous lines of communication, keeping the CEO/president informed of all critical issues
- Co-ordinate all information and communication relating to APTUK to include both internal (to the Board) or external (to members and/or interested parties) as needed.

Governance

- Adhere to APTUK internal governance arrangements as set out in the Memorandum and Articles of the Association, standing orders and officers handbook
- Work within APTUKs policy and procedures

Information Management

- Maintain computer systems, user IT accounts, computer hardware e.g. desktops, cabling, servers, printers etc. essential to the role.
- File or archive/ all APTUK documents and records using APTUKs secure storage in a timely manner
- Ensure all Information Management and Technology information is processed in accordance with APTUK policies and procedures.

Personal Development

- Participate in APTUKs personal development reviews and develop own PDR
- Undertake regular continuing professional development (CPD) relevant to role.
- Attend suitable courses, training and business meetings as requested.

Research and Service Development

- To participate in responses to external consultations and any other documents that requires responses from APTUK
- Undertake surveys or audits, as necessary to own area of work as required for feedback to Board of Directors following APTUK guidelines and policies and provide comment if require
- Keep up to date and abreast of national healthcare and pharmacy/pharmacy technician professional priorities

Resource Management

- Follow the APTUK expenses procedure and submit timely requests for expenses
- Keep records of all expenditure on postage, stationary; telephone calls etc. and submit to the Treasurer monthly ensuring all are within budget

Health & Safety

- Ensure the safe operation of equipment including secure use of any expensive equipment / installation and/or repair and maintenance of physical assets as and when required to do so

**Flexibility Statement**

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

**Confidentiality and Legislation**

All National Officers of APTUK are required to maintain the confidentiality of members and adhere to information governance in accordance with APTUK policy.

All National Officers are required to have a personal awareness of the following legislation:

Companies Act 2013, Equality Act 2010, Data Protection Act 1998, Bribery Act 2010, Health & Safety Act 1974

**Written by: Dalgeet Puaar, Director of Professional Development**

**Date: April 2017**

**Approved by: Tess Fenn, President & Board of Directors**

**Date: May 2017**

**Review Date: April 2018**



## Association of Pharmacy Technicians UK

### Job Specification

**Title of Post:** **National Officer for Pharmacy Technicians, Foundation Practice**

Personal Quality	Essential	Desirable	Evidence
Education/ Qualifications/ Training	<ul style="list-style-type: none"> <li>• NVQ Level 3 Pharmacy Services with BTEC National Certificate in Pharmacy Services or equivalent</li> <li>• Fully paid up member of APTUK</li> <li>• Registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC)</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date CPD portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of qualification</li> <li>• GPhC registration</li> <li>• APTUK membership number</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of team working</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in writing procedures</li> <li>• Experience in the use of Office 365</li> <li>• Writing articles</li> </ul>	<ul style="list-style-type: none"> <li>• CV / Resume</li> <li>• Reference</li> </ul>
Skills/ Aptitude	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Good organisational skills (planning, problem solving and prioritising)</li> <li>• Good motivational skills</li> <li>• Good leadership and management skills</li> <li>• IT skills (word, powerpoint &amp; excel)</li> <li>• Presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• CV / Resume</li> <li>• Reference</li> </ul>
Knowledge/ Ability	<ul style="list-style-type: none"> <li>• Up to date knowledge of Pharmacy practice</li> <li>• Current knowledge of PTPT training</li> <li>• Knowledge of policies and procedures relating</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Project Management</li> <li>• Knowledge of audit processes</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• CV / Resume</li> <li>• Reference</li> </ul>

	<ul style="list-style-type: none"> <li>• to PTPTs</li> <li>• Ability to meet deadlines</li> <li>• Able to work on own initiative and within a team</li> <li>• Awareness of personal and professional limitations</li> <li>• Ability to work under pressure</li> <li>• Report writing</li> </ul>		
Attitudes	<ul style="list-style-type: none"> <li>• Professional and diplomatic</li> <li>• Assertive and forward thinking</li> <li>• Team worker</li> <li>• Adaptable and methodical</li> <li>• Highly motivated and enthusiastic</li> </ul>		<ul style="list-style-type: none"> <li>• CV / Resume</li> <li>• Interview</li> <li>• DBS check</li> <li>• Reference</li> <li>• GPhC registration</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Able to motivate</li> <li>• Forward thinking</li> <li>• Leads by example</li> <li>• Professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Assertive</li> </ul>	<ul style="list-style-type: none"> <li>• CV / Resume</li> <li>• Reference</li> <li>• Interview</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Able to travel across the UK</li> <li>• Able to stay overnight to attend meetings/</li> </ul>		<ul style="list-style-type: none"> <li>• Resume</li> <li>• Interview</li> </ul>

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