

## JOB DESCRIPTION

<b>Job title</b>	Pharmacy Administrator
<b>Sector/Function</b>	Substance Misuse
<b>Department</b>	Pharmacy Support Services
<b>Reports to</b>	Head of Medicines Optimisation and Pharmacy Services
<b>Grade</b>	3

<b>Job purpose</b>	<p>To contribute to the overall success of the service's objectives and maintain effective service delivery by:</p> <ul style="list-style-type: none"> <li>• Ensuring timely and accurate provision of administrative support</li> <li>• Produce monthly prescribing KPI reports using prescribing data from internal and external data sources</li> <li>• Produce service level prescribing reports</li> <li>• Produce monthly drug usage reports for the finance department</li> <li>• Support the Medicines Safety Officer with reports</li> <li>• Support the Pharmacy Support Service teams with production of reports and written materials</li> <li>• Record and produce minutes of meetings as required</li> </ul>
<b>Key accountabilities</b>	<p><b>Own Development</b></p> <p>To continuously review own performance and development needs to assist growth and development by:</p> <ul style="list-style-type: none"> <li>• Participating in open two-way dialogue during Performance Management meetings agreeing own task and development objectives and reviewing these and overall performance against the competency framework.</li> <li>• Participating in training and other development opportunities as agreed within the Performance Management process.</li> </ul>
	<p><b>Compliance</b></p> <p>To ensure compliance with internal and external standards and codes of conduct by:</p> <ul style="list-style-type: none"> <li>• Meeting all regulatory requirements</li> <li>• Complying with Turning Point's Code of Conduct, policies and procedures</li> </ul>
	<p><b>Administration</b></p> <p>To ensure all administrative support systems are effective by:</p> <ul style="list-style-type: none"> <li>• Maintaining all files in an orderly and up to date manner meeting Turning Point's internal standards and external regulatory requirements where applicable</li> <li>• Providing regular monitoring and measurement statistics as required</li> <li>• Manage data in an accurate and timely manner</li> </ul>

<b>Dimensions</b>	Direct reports	0
	Total staff overseen	0
	Internal contacts	Turning Point Pharmacy Team Finance Team Insight Team
	External contacts	
	Planning outlook	
	Problems solved	
	Financial authority	None

## PERSON SPECIFICATION

<b>Job title</b>	Pharmacy Administrator
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<b>Personal effectiveness</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Ability to work unsupervised</li> <li>Ability to manage own work load</li> <li>Effective written and oral communication</li> </ul>	

<b>Technical effectiveness</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>Ability to use Microsoft office and applications to an intermediate standard</li> </ul>	<ul style="list-style-type: none"> <li>Extracting reports from internal system</li> </ul>

<b>Acquired experience &amp; qualifications</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>Ability to work as part of a team, demonstrating support to other team members and other teams</li> <li>Good written and oral communication skills</li> <li></li> </ul>	

<b>Other requirements</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>Ability to work under pressure and meet deadlines</li> </ul>	