

Senior Pharmacy Technician at Garden House Hospice Care

Job Description and Person Specification



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Type of post:	Senior Pharmacy Technician
Nature of appointment:	Part time 15 hours per week
Duration of appointment:	Permanent contract
Responsible to:	Pharmacist Advance at Garden House Hospice Care
Employer:	Garden House Hospice Care, Letchworth

Why join Garden House Hospice Care?

The successful applicant will join Garden House Hospice Care (GHHC) at a very exciting time. Since January 2024, as an extension of our outstanding care for all patients with life limiting conditions, GHHC started an innovative service to support patients with moderate to severe frailty and two or more long term conditions. This service has been featured repeatedly on the BBC news and radio and has been awarded three awards, including the Palliative Care Service of the Year Award at the Palliative and End of Life Care Awards.

To support this service and our future plans to further develop and grow our services, GHHC has increased beds and staffing. This new post of senior pharmacy technician is part of our continued recruitment and growth of our teams and services.

Why work in North Hertfordshire?

The Hospice is situated in the beautiful and historic Letchworth Garden City, which is a few minutes' drive from the bustling town of Stevenage. There is a wide range of local housing, with a great selection of excellent primary and secondary schools in the local area.

Transport links to the area are easy, with fast road and rail links to Cambridge, London and surrounding areas.

The area of North Hertfordshire contains many areas of outstanding natural beauty, with opportunities for walking, horse riding, water sports and cycling, while the nearby towns of Letchworth, Hitchin, Baldock, Stevenage and Royston provide a plethora of other recreational opportunities.

What is Garden House Hospice Care?

Garden House Hospice Care is the Hospice for North Hertfordshire, Stevenage, Royston and surrounding villages, covering 530,000 people within the catchment area.



The main Hospice building is in Letchworth Garden City, with numerous outreach hubs including in Stevenage, Hitchin, Baldock and Royston.

Clinical provision at Garden House Hospice Care includes:

- 12 bedded Inpatient Unit
- Hospice at Home and Continuing Health Care team
- 24/7 advice line for patients, families and professionals
- Rehabilitation and Wellbeing Team
- Medical outpatient clinics and domiciliary assessments
- Family Support Services
- Frailty CNS team
- Admiral Nurse
- Medical support to Herts Community Team
- Specialist Palliative Care CNS team.



In addition to our clinical services, we have a large Community Engagement team who run a Compassionate Neighbours befriending service, volunteer led Community Hubs across our catchment area and a schools, colleges and youth outreach project.

Garden House Hospice Care has a wide range of clinical education provision, through which we work collaboratively with Isabel Hospice in Welwyn as part of the Herts Hospices Education Consortium.

Garden House Hospice Care values:

Started by the Community - Serving the Community - Sustained by the Community

- Place the patient at the heart
- Take inspiration from our community
- Deliver a high quality service
- Continually learn and improve
- Respect everyone
- One team with a shared vision

Summary of the role:

The successful applicant will work with the Pharmacist Advance who is a palliative medicine specialist and works across both the Hospice and the Lister Hospital in Stevenage.

The successful applicant will also work with the inpatient unit multidisciplinary team, especially the Nursing and Medical Team.



The role is for 15 hours per week, the precise arrangements for which will be agreed with the successful applicant prior to confirmation of appointment.

The successful applicant will be provided with a shared office, access to a shared computer and internet access.

Basic salary for the 0.4 WTE/15 hours per week role on commencement will be £11,988 - £14,593, with salary based on previous experience gained.

Garden House Hospice Teams

Garden House Hospice Care Team includes

- Sara Skandarajah, Pharmacist Advance
- Jay Hay, Ward Manager
- Dr Sarah Bell, Medical Director
- Elizabeth Kennedy, Director of Nursing and Quality



Support provided

The successful applicant will be under the leadership of the Pharmacist Advance palliative medicine specialist and will receive support from the nursing and medical teams.

Duties of the role

The successful applicant will part of the multidisciplinary team working on the Hospice Inpatient Unit, comprising 12 beds. The unit is open 24/7 with patients admitted for symptom control, last days of life care or reablement. There is a combination of ensuite single rooms and bays, all with garden views.

The successful applicant will be responsible for the duties listed below, working largely on the Hospice Inpatient Unit:

- Medication Stock management in the hospice including weekly stock ordering and monthly expiry date checking,
- Liaison with Lister Pharmacy to ensure timely supply of medication
- Medication Reconciliation
- Review of patient's own medication and ordering
- Aide in destruction of medication



Training and education role

The successful applicant will have the opportunity to work with the Pharmacist Advance to educate medical and nursing staff. This may include supporting induction for GP Trainees at the start of their training placements and with nursing Medicines Management training.

Clinical governance

The Hospice places the highest value on our patients' experience, outcome and the safety and quality of the care we provide. Therefore, the successful applicant will be expected to actively participate in quality improvement activities. As part of this, they will be expected to participate in audit around clinical practice and quality improvement work from audit outcomes.

The successful applicant will be actively encouraged to be involved in incident reporting wherever indicated, as well as investigation and learning from incidents relating to the medical team.

The successful applicant will work within Hospice policies and procedures. They may be asked to be involved in reviewing of clinical policies and procedures relevant to the medical team.

The successful applicant will be given the opportunity to attend the Hospice Drug and Therapeutics Meeting.

Continual professional development, appraisal and revalidation

The successful applicant will be required to complete Hospice mandatory training and will take part in the Hospice annual appraisal system, from which their work plan will be generated.

The successful applicant will have an opportunity to join The Association of Supportive and Palliative care Pharmacy (ASPCP). This is for Pharmacist and Pharmacy Technicians who specialise in Palliative Care and End of Life in the U.K.

The successful applicant will have an opportunity to develop their career and undertake the European Certificate in Essential Palliative care.

Person Specification – Specialty Doctor in Palliative Medicine

Entry criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Registered with GPHC • Recognised Accredited Checking qualification 	<ul style="list-style-type: none"> • Medicines Management Accreditation
Specific competencies for role	<ul style="list-style-type: none"> • Clear communication both verbal and written • Ability to work under pressure and prioritise workload • Methodical approach and ability to give attention to detail • Ability to ask questions in a logical manner to ascertain the full facts of a particular enquiry • Ability to problem solve and select the best solution based on sound analysis & appropriate evidence • Ability to work on own and as part of a team • Ability to work on several issues simultaneously and reprioritise work in a rapidly changing environment • Good numeracy skills • Computer literacy 	<ul style="list-style-type: none"> • Recent hospital/hospice experience • Experience of recruitment and selection
Professional behaviours	<ul style="list-style-type: none"> • Smart, professional appearance • Reliable and self motivated • Adaptable and able to respond to changing service demand in an innovative manner • Supportive team player able to cope with change • Ability to work to the Hospice staff values and Code of Conduct • Evidence of maintenance of up to date CPD 	<ul style="list-style-type: none"> • Experience in supervising people
Commitment to clinical governance	<ul style="list-style-type: none"> • Experience of involvement in audits • Experience of raising and responding to incidents 	<ul style="list-style-type: none"> • Experience of conducting quality improvement projects
Teaching	<ul style="list-style-type: none"> • Able to engage in informal and formal teaching of other members of the multidisciplinary team 	<ul style="list-style-type: none"> • Experience in having provided MDT teaching