

Medication Officer

Job Description

Reports to: **Registered Manager / Team Leader**

Direct reports: **None**

Evaluation: **453 points**

Grade: **N5**

Reference: **A5466**

Purpose

To have responsibility for the administration of medication in line with Newcastle City Council's medication policy and procedures. To maintain accurate records relating to the storage, dispensing, administration and disposal of medication in line with organisational and CQC requirements.

Main Duties

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Preparing medication administration charts (MAR Charts).
2. Obtaining peoples patient summary and hospital discharge information and temporary registering the person with the Centres GP surgery.
3. Adhering to specific medication risk assessments.
4. Ensuring the appropriate storage of all medicines and controlled drugs in line with pharmacy instructions and NCC policy and procedures.
5. Undertake reconciliation of medication coming into the centre for each person.
6. Dispense prescription medication and other prescribed medical products to person following the dispensing instructions from the GP/ Pharmacy.
7. Perform administrative duties, including booking in medication and placing orders for medication as directed by the GP/pharmacist.
8. To ensure medication is ordered in a timely manner to ensure an adequate stock of medication is available.

9. Report and record any changes to a person's medication appropriately and inform the Health and Social Care Coordinator.
10. Ensuring the safe disposal of medication in line with the medication policy and procedure.
11. Liaising with GP's, District Nurses and other care professionals involved in the person's care.
12. Maintaining persons case notes and providing handover to duty manager/ support staff / families and carers.
13. Identify, appropriately record, and report to Health and Social Care Coordinator any medication side effects also to GP/ Pharmacist seek advice where required.
14. Identify, appropriately record, and report any medication errors immediately to the Registered Manager/ Health and Social Care Coordinator/responsible person.
15. Complete weekly medication audit and record results, identify any discrepancies and report findings to the Registered Manager/Health and Social Care Coordinator/ responsible person without delay.
16. Maintain electronic systems and associated patient information.
17. Such other responsibilities allocated which are appropriate to the grade of the post.
18. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.