

MEDICATION QUALITY ASSISTANT

Salary: Up to £30,000 per annum

Hours: 37.5 hours per week, Monday to Friday

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, employee wellbeing & assistance program

Overview: Our residents are at the heart of everything we do at the Meath Epilepsy Charity with person-centred planning we make sure that everyone remains focused on achieving their goals and to maintain their independence as much as possible.

We are in an exciting period of development and have created the role of Medication Quality Assistant to support us on the journey.

Job Purpose: You will liaise with external agencies such as pharmacies. You will be passionate about and unwavering in your approach to medication management. You will need to be a team player as well as being able to self-motivate. You will be confident to carry out audits and create data sets from this. You will create and develop training to be rolled out to the residential staff.

Key Responsibilities Include:

- Complete medication audits
- Liaise with external agencies such as pharmacies
- Support with the roll out of e-MAR
- Create and develop training specific to the Meath
- Create data sets, to include but not limited to, medication error analysis
- Ensure medication compliance across all services
- Work with the individual services to ensure optimal medication compliance
- MAR chart oversight
- Regular medication audits to ensure compliance levels are maintained and improved if and where needed.
- Liaison with the pharmacy and other external medical providers (excluding epilepsy specialists as this sits with the Epilepsy nurse specialist)
- Central point of ordering medication
- Point of contact from the pharmacy
- Support with the creation of policies relating to medication management
- Creating monthly, quarterly, and annual compliance reports
- Any other duties felt reasonable by line manager

Person Specification:

- Knowledge of pharmaceutical compliance
- Knowledge and or experience of completing medication audits

- An experienced Band4/5 Health Care Assistant or equivalent
- Knowledge and experience of creating or inputting into policies and procedures
- Knowledge of e-MAR and support of roll out and implementation

Essential:

- Key skills we're looking for continue to be in depth knowledge of medication processes – audits/storage/overall management
- Understanding of health and wellbeing, leading to meaningful relationships with external stakeholders including but not limited to pharmacies
- Computer literate and experienced in Microsoft Office.

Desirable:

- Previous experience working with epilepsy
- Previous experience within a residential or similar setting
- Knowledge of e-MAR

Inclusivity & Diversity: We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement