

Job description



Sandwich
Medical Practice

VACANCY

Pharmacy Technician

ADDRESS

Cattle Market, Sandwich, Kent, CT13 9ET

CONTACT

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SALARY

£31,049 - £37,796 pro rata per annum

HOURS

1 Full time, permanent vacancy available

About Sandwich Medical Practice

Sandwich Medical Practice is a welcoming and progressive GP surgery located in the heart of Sandwich, Kent. Formed in 2019 from the merger of Market Place and The Butchery Surgeries, we are proud to be part of the Deal & Sandwich Primary Care Network, working closely with neighbouring practices to support our local community.

Rated “Good” by the Care Quality Commission, we offer a wide range of services and are also a training practice, supporting GP trainees, medical and nursing students. We are committed to providing compassionate, patient-centred care and are always looking for new ways to improve how we work.

In September 2025, we introduced a new “Modern General Practice” approach, using a total triage appointment system to make accessing our services easier, safer and more efficient for patients. We have a dedicated, friendly team who support one another and take pride in delivering the best possible care to our community.

Vacancy Summary

We are seeking a proactive and organised Pharmacy Technician to join our dedicated team within a busy surgery. This role offers an exciting opportunity to contribute to the delivery of safe, effective and high quality patient care through medicines optimisation and prescribing support.

Working closely with GPs, clinical pharmacists and other healthcare professionals, you will assist with medicines reconciliation, repeat prescribing and prescription queries, while promoting cost effective and evidence based use of medicines. You'll also play an active role in supporting audits, medication reviews and patient education initiatives. The ideal candidate will be a registered Pharmacy Technician with the General Pharmaceutical Council (GPhC), with a good understanding of medicines management and strong communication and IT skills. Experience in primary care is desirable but not essential, as full training and support will be provided. This is an excellent opportunity for a motivated pharmacy professional to develop their skills within primary care and help improve the quality and safety of prescribing for our patients.

Pharmacy Technician

Key Responsibilities

Medicines Optimisation and Management

- Support the delivery of effective medicines management within the GP surgery.
- Undertake medicines reconciliation following hospital discharge, outpatient appointments or other care transitions.
- Assist in repeat prescription management, ensuring prescriptions are issued safely and appropriately.
- Identify patients for structured medication reviews and support clinical pharmacists with follow up actions.
- Promote cost effective prescribing in line with local formularies, prescribing policies and NICE guidance.
- Support audits, quality improvement projects and medicines safety initiatives.
- Liaise with community pharmacies, secondary care and care homes to ensure continuity of care and resolve medication queries.

Patient Care and Communication

- Provide advice and guidance to patients about medicines, including correct use, side effects and adherence.
- Respond to prescription queries from patients and healthcare professionals in a timely manner.
- Encourage and support patients to manage their medicines effectively and safely.

Clinical Systems and Data Management

- Maintain accurate patient records using clinical systems (*e.g., EMIS Web, Anima and Docman*).
- Generate searches and reports to support prescribing audits and monitoring.
- Support Quality and Outcomes Framework (QOF), Investment and Impact Fund (IIF) and other contractual targets related to medicines optimisation.
- Lead improvements to the medication review process, ensuring timely, safe, and efficient reviews for high-risk and polypharmacy patients in line with national guidance.
- Develop, validate, and maintain Ardens/CQC medicines safety searches, with clear recall schedules, action logs, and a searchable library to support compliance and audits.
- Convert search results into clear, auditable actions (recalls, monitoring, dose adjustments, safety messages), meeting turnaround targets and escalating complex cases as needed.

Teamwork and Professional Development

- Work collaboratively with GPs, clinical pharmacists, nurses and administrative teams.
- Participate in multidisciplinary team meetings and contribute to patient care planning.
- Maintain GPhC registration and meet revalidation requirements.
- Undertake relevant training and continuing professional development.
- Support the development and implementation of practice and PCN medicines management policies.

Job plan (illustrative)

Activity	Details / Notes
Leading Medical Review processes.	Review hospital discharge summaries, outpatient letters and care home medication lists. Prepare for Structured Medication Reviews (SMRs) alongside clinical pharmacists.
Patient Interaction & Education	Provide guidance on safe medicines use, adherence support and answer medication-related queries.
Audits, Reports & Clinical Data Management	Run searches, generate prescribing reports, support QOF, Ardens, IIF and DES targets. Assist with local medicines optimisation audits.
Team Meetings & Multidisciplinary Collaboration	Participate in practice/PCN clinical meetings, case discussions and medicines optimisation planning.
Professional Development & Training	Undertake CPD, mandatory training, and pharmacy service development activities.
PCN Projects & Medicines Optimisation Initiatives	Support PCN wide initiatives, including formulary compliance, safety initiatives and integrated care projects.
Administrative Tasks & Record-Keeping	Maintain accurate patient records, document interventions and update protocols or SOPs as required.

We will work with you to shape the ideal job plan upon successful appointment and review it with you after six months and then annually so you can keep the perfect fit. We will also provide the essential resources to support you in your duties, including administrative support.

Person specification

Requirements	Essential	Desirable
Qualifications and training	Registered Pharmacy Technician with the General Pharmaceutical Council (GPhC).	- Experience working within a GP surgery or Primary Care Network (PCN). - Evidence of ongoing professional development.
Skills and experience	- Experience working in a community, a hospital pharmacy or within primary care. - Strong understanding of medicines management and pharmaceutical care principles. - Excellent communication and interpersonal skills. - Strong IT skills, including Microsoft Office and email systems. - Ability to work accurately under pressure and manage competing priorities. - Good organisational skills and attention to detail. - Awareness of the need for confidentiality and understanding of data protection (GDPR).	- Previous experience working in a GP practice, healthcare setting, or NHS environment. - Understanding of NHS primary care structures, QOF, and prescribing indicators. - Experience using patient record systems (e.g. EMIS, Docman, Anima). - Knowledge of NHS services and referral processes. - Familiarity with clinical systems and appointment booking software.
Clinical governance	Awareness of the importance of confidentiality, patient safety, and accuracy in clinical records.	Understanding of clinical governance principles, including safeguarding, infection prevention, and incident reporting.
Personal/ professional attributes	- Friendly, approachable, and professional manner. - Ability to remain calm, empathetic, and polite when dealing with distressed or difficult patients. - Flexible and adaptable to meet the needs of the practice. - Reliable, punctual and able to work effectively as part of a team. - Commitment to providing high-quality patient service.	- Willingness to undertake further training and development. - Enthusiastic about developing within the evolving role of pharmacy in primary care. - Strong interpersonal and problem-solving skills. - Commitment to patient safety and continuous improvement.
Other requirements	- Inspires others and leads by example. - Able to make calm rational decisions in the face of adversity.	

Teaching

We are proud to be a teaching practice, providing a supportive and stimulating environment for GP trainees, medical students and nursing students. Our team is passionate about sharing knowledge and experience, helping the next generation of healthcare professionals develop their skills in a real-world setting. By fostering a culture of learning and collaboration, we not only enhance training opportunities but also bring fresh ideas and energy into the practice, ensuring our patients benefit from the very best in care.

Pensions

You are entitled to be enrolled into the NHS Pension Scheme, subject to satisfying the eligibility criteria and subject to the rules of such scheme as amended from time to time. Full details of the scheme are available from the NHS Pensions Agency. Your contributions to the pension scheme will be deducted from your salary on a monthly basis and the Practice will pay contributions to the scheme at the appropriate rate.

Data Protection and Monitoring

You will comply with your obligations under our Data Protection Policy when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, patient, supplier or agent of the Practice. You will also comply with our Computers E-mail and Internet Policy and other relevant policies, including in relation to social media and information security.

The small print

The post will be appointed under the Terms and Conditions of Service for NHS Employees.

Living and working in East Kent

Sandwich and the surrounding areas in East Kent offer a fantastic quality of life, combining charm, history, and coastal living. The town itself is full of character, with independent shops, cosy pubs, and riverside walks, while the beautiful Kent coast and countryside are right on your doorstep. Nearby towns like Deal, Canterbury, and Dover provide a mix of culture, shopping, and great transport links, including high-speed trains to London. Whether you enjoy beaches, nature, or a vibrant local community, Sandwich is a welcoming place to live and work, with something for everyone.

Grow your career in the Garden of England

At Sandwich Medical Practice, we are dedicated to helping you develop a career that aligns with your family, location, and professional interests. We provide flexible and rewarding career pathways, together with distinctive opportunities to innovate, inspire, and contribute meaningfully. Situated within a county that offers an exceptional quality of life, we ensure you can thrive both professionally and personally.

How to apply

To apply, please fill out the online application form on NHS Jobs.

For any queries contact Elle Healey (HR & Operations Manager) kmicb.careers.smp@nhs.net