

**Job Title:** Medication Lead

**Grade:** Grade C

**Reports to:** Local Business Manager

**Role Responsibilities:** No line management or budget responsibilities

### The Role

ECL's vision is to transform lives, empowering independence through care excellence for all.

This is a crucial role in ensuring the smooth operation of our administrative functions. The postholder is responsible for overseeing customers medications, education regarding medications, undertake daily/weekly audits and linkage with appropriate staff, family and professionals to provide supportive case management.

### Job purpose

As a Medication Lead, you will play a crucial role in ensuring the safe and effective management of medications for our customers. You will be responsible for overseeing the administration of medications, maintaining accurate medication records, and collaborating with customers, family member and healthcare professionals. This role requires strong attention to detail, empathy, and a commitment to promoting the health and well-being of our customers. The role will promote the reduction of medication errors and the risk of harm to customers. Working hours predominately Monday to Friday 9am to 5pm.

### Key Accountabilities

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.

### Duties and Responsibilities

**Medication Administration:** To ensure that eMAR's are correctly set up in line with customers prescribed medication to maintain accurate and up-to-date medication records, including dosage, administration times, and any special instructions. To respond to staff regarding any medication queries.

**Medication Change Request:** Ensuring that all change requests are completed in a timely manner, for the safety of customers through the ACP system.

**Medication Assessment:** Conduct regular medication audits on a daily, 48 hourly and weekly schedule to monitor for any errors. Immediately inform line manager/registered manager of medication errors so this can be followed up. Maintain detailed and confidential customer records related to medication administration and any incidents or changes in medication plans.

**Collaboration:** Work closely with customer, family members and healthcare professionals, including physicians, nurses, and pharmacists, to ensure coordinated care and adjustments to medication plans as needed.

**Medication Management:** Organise and manage medication storage in customers' homes where appropriate, disposal of expired medications, and ordering of medications as necessary.

**Medication workshops:** To organise and facilitate medication workshops for frontline staff to attend, helping them to gain a better knowledge and understanding of medication when prompting, assisting, and administering. These workshops will enhance staff competency and improve all medication related processes.

**Community Visits:** To visit customers in the community with medication related queries and to support medication regime. To visit GPs and other healthcare facilities to support medication-related activities and ensure effective communication and collaboration.

**Safety and Compliance:** Follow all relevant company policies, and best practices to ensure the safe and ethical management of medications.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by their Line Manager.

### Person Specification

#### Experience and Qualifications

- Previous experience in medication administration management preferred.
- Strong knowledge of medication types, dosages, and potential side effects.
- Excellent organisational skills and attention to detail.
- Empathetic and compassionate when working with staff, customers, and their families.
- Effective communication skills to collaborate with health professionals, customers, and their family.
- Ability to handle stressful situations calmly and professionally.
- with a diverse team and support colleagues.
- Hold a full driving licence and have access to own vehicle.

## Values and Behaviours

- Ability to demonstrate, understand and apply our values (see below) and be able to evidence these attitudes and behaviours as part of the application process.

## Our Values



Caring

Supporting others with care, compassion, and positive engagement.



Excellence

Working efficiently and innovatively to achieve excellence.



Teamwork

Working together to achieve our common goals.



Integrity

Being open and having the courage to do what is right