



Trust Headquarters
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03 November 2025
Internal Ref: 251027
Email:

Dear

The trust acknowledges receipt of your Freedom of Information Act 2000 (FOIA) request, referenced above. Please ensure you quote this number in any future correspondence.

FOI Request

You asked us:

Under the Freedom of Information Act 2000, I respectfully request the following information:

- 1. Does your Trust have a Medicines Management Unit or equivalent department for handling medicines (including controlled drugs)?**
- 2. If yes, does that department employ Medicines Management Coordinators, Medicines Management Technicians, or equivalent roles?**
- 3. What Agenda for Change banding / pay grade are those staff employed on?**
- 4. Please provide the job descriptions and person specifications for those roles (or their closest equivalents).**

Formal Response

The Trust confirms it holds the information you have requested.

Under the Freedom of Information Act 2000, I respectfully request the following information:

- 1. Does your Trust have a Medicines Management Unit or equivalent department for handling medicines (including controlled drugs)?**



Yes

2. If yes, does that department employ Medicines Management Coordinators, Medicines Management Technicians, or equivalent roles?

Medicines Management Administrator
Medicines System Lead
Medicines Safety Officer

3. What Agenda for Change banding / pay grade are those staff employed on?

B4
B6
B8A

4. Please provide the job descriptions and person specifications for those roles (or their closest equivalents).

Next steps

Please note you will be able to source a lot of information which is made available on our website.

Should you be dissatisfied with our response then in the first instance please contact Richard Banks, Head of Corporate Governance, via the following email address: FOI@secamb.nhs.uk

You can ask us to review our original response. If you would like us to carry out an internal review, please let us know within 40 working days of you receiving our original response. This review will be conducted by an individual who was not directly involved in reviewing the original response, ordinarily, the Trust Data Protection Officer.

We will endeavour to complete this request within 20 working days.

Should you remain dissatisfied then you can contact the [Information Commissioner's Office](#) (ICO). Complaints to the ICO should be made within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: www.ico.org.uk/foicomplaints.

Alternatively, the ICO's postal address is:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

**Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust**