

**Highly Specialised Aseptic Services Pharmacist  
JOB DESCRIPTION**

<b>Job Title:</b>	Highly Specialised Aseptic Services Pharmacist
<b>AfC Band:</b>	8a
<b>Directorate/Service:</b>	Diagnostics and Pharmacy
<b>Accountable To:</b>	Director of Pharmacy
<b>Responsible To:</b>	Aseptic Services Manager
<b>Base Location:</b>	The Royal Oldham Hospital
<b>On-Call Requirement:</b>	Participates in weekend, bank holiday and late working rotas, including that for the Aseptic Services on call service which is hosted at Salford Royal Hospital Aseptic unit.

**Values**

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

**Structure Chart**



### Job Summary

The post holder will provide professional supervision for all activities related to the aseptic dispensing services at Royal Oldham Hospital to ensure the safe, effective and efficient use of medicines within available resources. This includes provision of cytotoxics, total parenteral nutrition and CIVA services. The post holder will also act as an authorised pharmacist and MS batch releasing officer.

The post holder will support the provision of a high quality aseptic service which meets the needs of patients and healthcare professionals within and associated with the Trust. He/she will also participate in the training of rotational pharmacists, technicians, pre-registration graduates and assistants.

Undertakes supervision of pharmacy staff and teaching of nursing and medical staff. Is professionally accountable for any pharmacy function for which they assume responsibility.

### Key Role and Responsibilities

#### Specialist Duties and Responsibilities

1.1 Works with the Aseptic Services Manager to directly organise and manage the following aspects of Aseptic Services:-

- i) Intravenous additives (CIVAs)
- ii) TPN bags
- iii) Cytotoxic products
- iv) Advanced Therapy Medicinal Products (ATMPs)
- iv) Any other special aseptic manipulations which may be required.

1.2 Provides clinical advice and liaises with clinical, nursing and pharmacy colleagues in the areas of IV additives, TPN, cytotoxics and ATMPs.

1.3 Monitors and maintains environmental standards within the Aseptic Service facilities in line with guidance provided by the MHRA and regional QA team.

1.4 Assists the Aseptic Services Manager in maintaining and developing standards and services required by the Trust for the aseptic preparation of medicines and to ensure that professional and quality standards in the area for which he/she is responsible comply at all times with Good Manufacturing Practice, current legislation and guidelines.

1.5 Ensures that an efficient aseptic dispensing and distribution service is provided to patients and staff which is in line with good practice and conforms to agreed service deadlines

1.6 Ensures that all operational practices, procedures, records and financial controls comply with medicines legislation such as the Medicines Act, the Misuse of Drugs Act, Health & Safety at Work Act, the Control of Substances Hazardous to Health Regulations and local procedures.

1.7 Provide professional and legal supervision within the Aseptic Service Department. Acts as an Authorised Pharmacist and MS batch releasing officer for Aseptic Services.

1.8 Participates in the development of skills assessment procedures for all staff working in the Aseptic Unit and to work with the Head of Production to ensure maintenance, updating and re-evaluation of these procedures.

1.9 Undertakes highly specialised development and formulation work as required.

1.10 Checks and validates prescriptions for intrathecal chemotherapy and authorises the release of these items from the Pharmacy. Is on the Intrathecal Register which permits these functions.

1.11 Offers specialist advice for patients for requiring total parenteral nutrition (TPN), generates a prescription for the aseptic manufacture of the TPN and ensures that all patients receive a regimen tailored to their specific clinical and metabolic requirements within the limits of the stability of the product systems.

1.12 Clinically checks and validates prescriptions received from wards for:

- a) aseptic products for individual patient including drug / dose / appropriateness for CIVAS items;
- b) protocol / dosing / dose intervals for chemotherapy;
- c) advice on appropriate TPN therapy and subsequent variations.

1.13 Ensures the safe operation of the aseptic facilities and correct staffing appropriate to workload during the period of supervision of the unit within the capacity plan.

1.14 Is responsible for handling queries on preparation details / stabilities / calculations etc and forwarding to the appropriate persons as required.

1.15 Undertakes the formal GMP release or technical checking procedures of batches of aseptically dispensed products made under manufacturing licence.

1.16 Is responsible for undertaking the technical check and final release for individually dispensed aseptic products prepared under Section 10 exemption of the Medicines Act, including adult and paediatric intravenous additives, total parenteral nutrition and

cytotoxic chemotherapy in accordance with the Guide to Good Manufacturing Practice, local procedures and policies, and safe systems of work.

1.17 Liaises with Doctors, Nurses and other Health Care Professionals regarding the supply of Aseptic Products.

1.18 Provides a highly specialised quality assurance service to the aseptic service department. Develops and evaluates the pharmaceutical quality system using risk management principles. Participates in both internal and external audit of the aseptic service.

1.19 Writes standard operating procedures and policies in accordance with local procedures.

1.20 Liaises with doctors, nurses and pharmacists to ensure that patients receive high quality pharmaceutical care.

1.21 Co-ordinates with technical staff with regard to the provision of an efficient medicine supply from the aseptic service department.

1.22 Supervises the activity of junior pharmacists, pre-registration graduates and technical staff, assuming responsibility for their training / tuition, ensuring that they are aware of the key issues in medicines management within their specific area.

1.23 Participates in all areas of aseptic pharmacy practice and provides advice to ensure safe and cost-effective prescribing and drug expenditure control.

1.24 Monitors prescriptions within aseptic services for clinical accuracy and cost-effective prescribing.

1.25 Assesses the patient's response to therapy, interpret blood results and depending on their clinical parameters either adjusts drug doses in accordance with local procedures or advises the clinicians accordingly.

1.26 Advises on therapeutic drug monitoring as appropriate to ensure patients receive optimum and effective treatment.

1.27 Monitors and reports Adverse Drug Reactions that patients experience as a result of their medication in line with national guidance.

1.28 Participates on consultant ward rounds where applicable.

1.29 Records clinical interventions and activities in line with local policy.

1.30 Participates in specialist inpatient and outpatient aseptic pharmacy services in accordance with local provision.

1.31 Provides specialist aseptic pharmacy input in the development of treatment protocols or Patient Group Directions within their clinical specialty.

1.32 Uses interpersonal skills to develop and maintain relationships with patients and colleagues including counseling patients and carers to ensure they gain maximum benefit from their medicines and educating them in regarding the use of equipment for the administration of medicines. This includes communication with nursing and residential home staff.

1.33 Works with senior members of staff in the preparation of business cases for the development of pharmacy services in their areas.

1.34 Participates in the teaching of specific patient groups about their medication.

### **Medicines Management**

2.1 Develops initiatives to address identified prescribing issues and promote cost effective prescribing and drug expenditure control within their areas of responsibility.

2.2 Promotes adherence to the hospital formulary, treatment guidelines and protocols.

2.3 Assists in drug utilisation and expenditure reviews and clinical audit activities.

2.4 Initiates investigations into problems arising from the use of pharmaceutical products\* and assists in the identification, development and monitoring of new methods of service delivery within their areas of responsibility.

2.5 Liaises with representatives of the pharmaceutical industry to discuss developments relating to pharmaceutical products in their clinical field

(\*Pharmaceutical products include all types and forms of medicines, ingredients, dressings and other similar items)

2.6 Supervises work carried out by other pharmaceutical staff as required ensuring compliance with agreed standards.

2.7 Assists medical staff in the undertaking of clinical trials as have been approved by the Ethical Committee by arranging the necessary supplies and aspects of trial protocol

affecting pharmacy services in accordance with ICHGCP guidelines & European Directive.

**Medicines Information**

3.1 Provides evaluated information on all aspects of the use of pharmaceutical products as requested by medical & nursing staff and other health professionals.

3.2 Provides information and advice to patients on all aspects of their medication.

3.3 Provides information and advice to healthcare professionals on the manipulations for preparation of intravenous products.

3.4 Undertakes critical appraisal and evaluation of literature relating to the use of pharmaceutical products in their specific clinical setting. This will include the evaluation of evidence supporting the introduction of new medicinal products for the Medicines Optimisation Committee.

**Education and Training**

4.1 Participates in in-service training and continuing education program within the department and Trust.

4.2 Keeps abreast of current pharmaceutical practice and knowledge, attending meetings, courses or conferences as necessary, for Continuing Professional Development in accordance with national guidelines from the Royal Pharmaceutical Society.

4.3 Assists in the training of pharmacists, pre-registration pharmacy students, undergraduate pharmacy students, student pharmacy technicians and pharmacy technicians and other healthcare professionals.

4.4 Participates in the training of hospital staff in pharmacy-related topics as necessary.

4.5 After appropriate training, undertakes appraisals of more junior staff to produce personal development plans

**General Duties**

5.1 Maintains a high standard of work and promotes the professional image of Pharmacy within and outside the department.

5.2 Participates in the recruitment and selection of staff.

5.3 Ensures that safe working systems are in operation in accordance with Trust and departmental procedures.

5.4 Ensures that all legal requirements relating to the prescribing, dispensing and storage of pharmaceutical products in the Trust are met and are in accordance with criteria set out under COSHH regulations.

5.5 Takes responsibility for ensuring that the Controlled Drug stocks on their designated wards are checked every 3 months.

5.6 Participates in weekend, bank holiday and late working rotas, including that for the Aseptic Services on call service which is hosted at Salford Royal Hospital Aseptic unit.

5.7 Participates in the provision of Emergency Duty Commitment in accordance with local procedures. This involves the provision of advice and information relating to the treatment of patients and the supply of urgently required pharmaceutical products outside of normal working hours. This may require arranging supply of pharmaceutical products from other hospitals or wholesalers. Takes appropriate action following receipt of Drug Alerts outside of normal working hours in accordance with local procedure.

5.8 Holds a set of keys for the pharmacy department with associated responsibility for the security of drugs and equipment.

5.9 Provides safe and secure transport of medicines to and from the wards as necessary.

5.10 Represents the pharmacy department at relevant meetings both on and off site.

### PERSON SPECIFICATION

<b>Job Title:</b>	Highly Specialised Aseptic Services Pharmacist
<b>AfC Band:</b>	Add Job Banding

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Vocational Masters degree in Pharmacy (4 years) or recognised equivalent</p> <p>Post-graduate diploma in clinical pharmacy or Pharmaceutical Technology and Quality Assurance or equivalent documented aseptic experience</p> <p>Willingness to obtain PTQA post-graduate qualification if not already got this.</p>	
<b>Professional Registration</b>	Registered Pharmacist with the General Pharmaceutical Council (GPhC)	
<b>Knowledge, Training &amp; Experience</b>	<p>Significant post-registration experience within a hospital pharmacy</p> <p>Demonstrable experience in Aseptic Services</p> <p>Knowledge of the requirements and standards for the operation of Aseptic Services</p> <p>Awareness of current developments in aseptic services.</p> <p>Good understanding of Good Manufacturing Practice (GMP as described in the 'Orange Guide', Aseptic Services.Laws relating to Pharmacy Practice)</p>	

	Advanced knowledge of a specific clinical area	
<b>Skills &amp; Abilities</b>	Excellent communication (verbal & written)  Decisive  Ability to work under pressure  Organisational skills  Ability to work on own initiative and as part of team  Clinical problem-solving skills  Negotiating skills Ability to evaluate & reflect on quality of own work & that of others  Keyboard & computer application skills	

### Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.

	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<p><b>INSPIRE</b></p> <p>We speak up and find ways to be even better.</p>	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.  Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

**Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

**Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

**Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.