



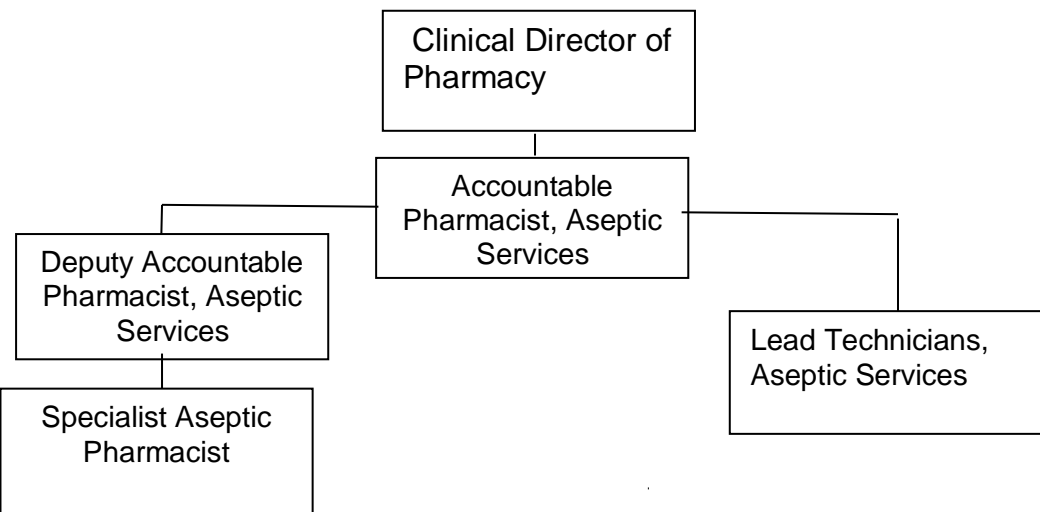


Job Description

1. JOB DETAILS	
Job title:	Specialist Aseptic Pharmacist (Band 7)
Accountable to:	Accountable Pharmacist
Responsible to:	Deputy Accountable Pharmacist
Location:	Cumberland Infirmary North Cumbria Integrated Care NHS Foundation Trust
2. JOB SUMMARY	
<p>To contribute to the delivery and development of a high quality, patient-centred aseptic service, including participation in, and preparation, for internal and external audits and the delivery of service improvement plans. You will work with the Accountable Pharmacist and Deputy to support the Aseptic unit ensuring adherence to the quality management system and supporting the further development of your management and leadership skills.</p> <p>All staff are expected to work to the Trust Values:</p> <div>  <p>Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> <div>  <p>Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> <div>  <p>Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> <div>  <p>Collaboration – We are stronger and better working together with and for our patients.</p> </div> <p>The post holder will contribute to the effective management of all available resources relating to aseptic dispensing i.e. staff, equipment and facilities.</p> <p>Ensures Good Manufacturing Practice is followed by all aseptic staff.</p> <p>Provides check and final release of aseptic products.</p> <p>Delegates duties to the appropriate level of staff, communicates effectively with them.</p> <p>Contributes to the supervision and training of staff and students from all disciplines in the speciality, acting as a role model.</p>	

3. ROLE OF DEPARTMENT
<p>Ensure that the organisation of services supports the delivery of the highest standards of patient care in the pursuance of the Trust's objectives. The Aseptic team is responsible for ensuring that effective systems of work are in place to ensure the safe delivery of aseptically prepared medication.</p> <p>The centralised section 10 aseptic unit is responsible for preparing and dispensing 20,000 items per year with a range of products for inpatients and outpatients within the Trust. This includes chemotherapy products and monoclonal antibodies.</p>
4. ORGANISATIONAL CHART
 <pre> graph TD CD[Clinical Director of Pharmacy] --> AP[Accountable Pharmacist, Aseptic Services] AP --> DAP[Deputy Accountable Pharmacist, Aseptic Services] AP --> LT[Lead Technicians, Aseptic Services] DAP --> SAP[Specialist Aseptic Pharmacist] </pre>
5. KEY WORKING RELATIONSHIPS
<p>Accountable Pharmacist</p> <p>Pharmacists</p> <p>Technical pharmacy staff</p> <p>External QC providers</p> <p>Mitie/facilities management</p> <p>Medicines Management Technicians</p> <p>Medical staff</p> <p>Nursing staff</p> <p>Patients and carers.</p> <p>Regional Quality Control</p>
6. DUTIES AND RESPONSIBILITIES OF THE POST
<p>Professional Duties</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Providing a final check prior to product release. This ensures the product is appropriate for the patient, has been prepared in the correct way, in the correct environment and is safe for use. • Check and authorise worksheets for new products, ensuring that data from multiple sources has been accurately interpreted to ensure the safest production method has been designed resulting in approved master worksheets. • Providing a clinical check (for non-cancer treatments if required) to ensure the product prescribed is appropriate for the patient.

- Calculating and checking prescriptions and work sheets. This requires multiple complex calculations and steps to be performed.
- Accessing information by liaising with other commercial health professionals and searching standard reference sources e.g. textbooks, databases to ensure safe preparation of medicines.
- Ensuring stability and COSHH information is reviewed regularly and kept up-to-date by accessing reliable and appropriate sources.
- Ensuring safe appropriate set up of all documentation required for the dispensing of any new medicinal product.
- Participating in clinical trials by checking and dispensing clinical trials materials ensuring trial protocols are adhered to at all times.
- Dealing with error reporting and ensuring staff aware of trends
- Participate in extended hours, public holiday and weekend cover rota as required by the needs of the service.

This takes 70% of the time available

2. Management and Administration

- Assist the Deputy Accountable pharmacist with any aspect of aseptic services as delegated by the Accountable Pharmacist
- Ensuring preparation and dispensing of aseptic products is in accordance with the Medicines Act 1968, the EEC Guide to Good Manufacturing Practice for Medicinal Products.
- Ensure compliance with “Quality Assurance of Aseptic Preparation Services: Standards”, “Rules and Guidance for Pharmaceutical Manufacturers and Distributors”, “Aseptic Dispensing for NHS Patients”, “Maintaining Asepsis During the Preparation of Pharmaceutical Products”, and any other current legal, national, regional or local guidelines pertaining to unlicensed activities, thus ensuring the highest levels of professional and technical standards are achieved.
- Contributing to development plans and their implementation for process improvements.
- Actively participating in learning opportunities covering management and professional aspects of pharmacy e.g. courses, conferences. Organising staff and delegating duties to ensure staff and facilities are used to provide the best possible service.

This takes 10% of the time available.

• Quality Assurance

- Implementing and using computer systems and software e.g. Chemocare, Q-Pulse.
- Assisting in the continual audit of Aseptic services – National quality assurance of Aseptic units.
- Assisting the Accountable and Deputy Accountable Pharmacist in the drawing up and implementation of relevant aseptic service documentation including deviations, complaints and change controls.
- Ensuring safe systems of work are adhered to at all times in accordance with local operating procedures and the departments Health and Safety policy.
- Ensuring all staff have appropriate skills and facilitating training where appropriate.

This takes 10% of the time available.

7. WORK SETTING AND REVIEW

Work independently and unsupervised to objectives as set by the Deputy Accountable Pharmacist who will review performance and undertake appraisal.

Objectives and key tasks will be governed by the direction of the Guide to Pharmaceutical

Manufacturing which details the standards pertaining to the facilities required, staff duties, documentation and the legal framework for the unlicensed production of aseptically prepared products.
8. INDIVIDUAL RESPONSIBILITIES
<p>The post holder is expected to</p> <ul style="list-style-type: none"> • adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies • attend mandatory training as identified by the Trust • adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections
9. CONFIDENTIALITY
<p>The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.</p>
10. HEALTH AND SAFETY
<p>Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.</p>
11. RISK MANAGEMENT
<p>All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.</p>
12. EQUALITY AND DIVERSITY
<p>All employees of the Trust have responsibility to:</p> <ul style="list-style-type: none"> ▪ Act in ways that support equality and value diversity. ▪ Treat everyone with whom they come into contact with dignity and respect. ▪ Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.
13. SAFEGUARDING
<p>All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.</p> <p>Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.</p>

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION
North Cumbria Health Economy

POST TITLE: Specialist Aseptic Pharmacist

Factor	Essential	Desirable
Qualifications	MPharm or equivalent. Registration with General Pharmaceutical Council.	Post graduate diploma or Masters in clinical pharmacy or an appropriate subject. Member of Professional Body (e.g. Royal Pharmaceutical Society or PSAG).
Experience	Relevant post-registration employment. Initiating audit work, including analysis of results. Evidence of undertaking audit and service improvement methodology to progress pharmaceutical care Presenting data in a variety of formats and to a wide range of groups. Experience of clinical verification of prescriptions	Recent experience a pharmacist working in a GMP environment. Having worked in an Aseptic Services unit or licensed unit
Knowledge	Continuing professional development with portfolio. Broad clinical and pharmaceutical knowledge. Current issues within pharmacy and Aseptic Services. A working knowledge of clinical information systems, pharmacy computer systems, MI databases and other information systems.	Specialist knowledge of preparation under Section 10 and in-depth knowledge of GMP Project management and service improvement experience
Skills and Aptitudes	Highly effective communication and interpersonal skills. Ability to make judgements based on incomplete or conflicting data using critical appraisal skills. Ability to manage time, people and resources. Able to motivate others. Able to organise and prioritise workload. Ability to work independently and as part of a team. Ability to form working relationships with a wide variety of people and to work as an effective team member Ability to identify and implement best practice. Ability to identify and manage risk. Ability to work calmly and accurately under pressure to meet required deadlines.	Good presentation skills. Coaching skills. IT skills. Leadership skills.
Personal Circumstances	Commitment to continuing professional development.	

	Flexibility with working hours/base to meet the needs of the service and patients.	
Other requirements	Able to travel independently between sites. Flexibility to the needs of the service. Weekend and out of hours cover on rota	

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.