

Job Description

Job Title	: Senior Assistant Technical Offer – Clinical Trials
Department	: Pharmacy Department, King's College Hospital
Division	: Corporate
Band / Grade	: Band 3
Responsible to	: Advanced Technician Clinical Trials
Accountable to	: Chief Pharmacist
Location	: Base Site: Denmark Hill All other KCH sites as per requirements of the role

Job Summary

The post holder will assist in the coordination of the day-to-day activities in Clinical Trials and will ensure that the administrative duties relating to clinical trials are carried out in accordance with departmental policies, procedures, and drug trial protocols.

Key Working Relationships

LIASES WITH (INTERNAL):

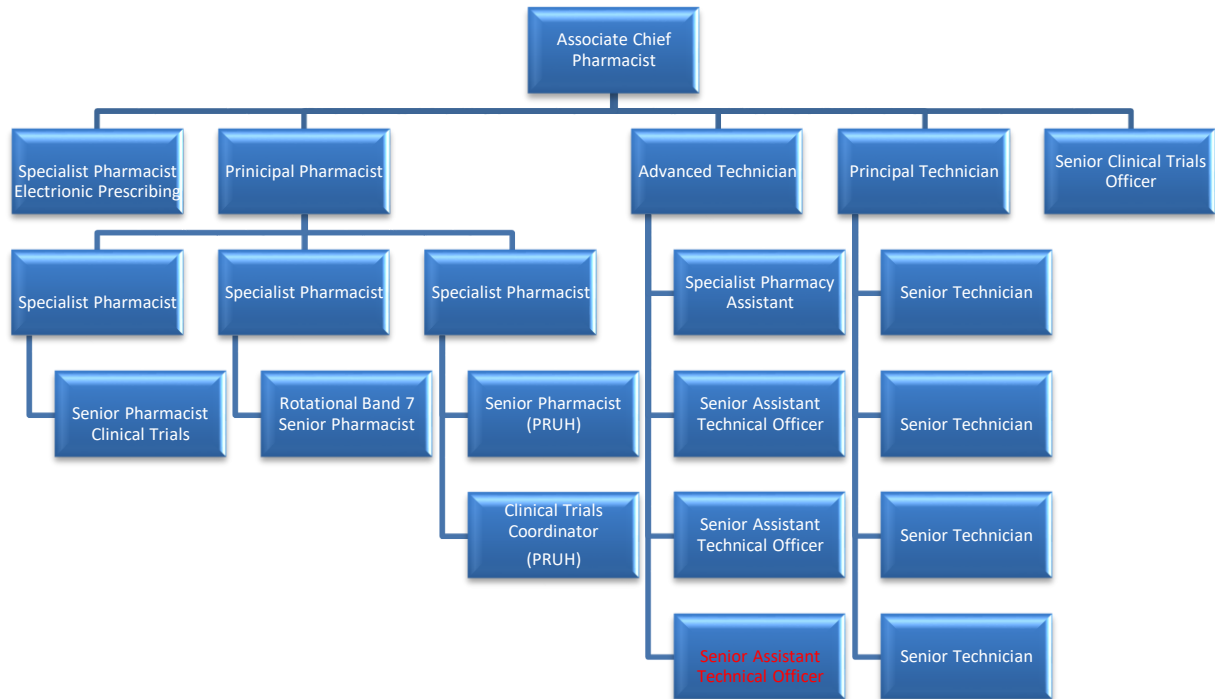
All pharmacy staff including:

- Deputy Directors
- Associate Directors
- Pharmacists
- Pre-registration pharmacists
- Technicians
- Student Technicians
- Assistant Technical Officers (ATO)
- Administration & Clerical (A & C) staff
- Nursing Staff

LIASES WITH (EXTERNAL):

- NHS Supplies
- Other appropriate external bodies e.g. Regional Pharmacy Services
- Clinical Research Associates
- Medical Staff
- Patients and their relatives
- Couriers
- The general public

Organisation Structure Chart



Main Duties and Responsibilities

Policy/Service Development

- To ensure the safe, effective and economical use of drugs for all patients in the Trust.
- To be able to follow departmental and King's Health Partner's Standard Operating Procedures (SOPs) and to be able to dispense medication accurately.
- To work with other members of the pharmacy clinical trials team to develop the clinical trials service in line with Trust strategy and regulatory directives.
- Implementation and revision of policies within own area as required by changes in local and national guidance and legislation
- Archiving of clinical trial documentation for the legally specified time period
- Corporate Governance and Research governance ensuring patient recruitment for clinical trials is within agreed limits
- Contributes to service improvements and best practice in line with Good Clinical Practice
- To ensure that all staff working in clinical trials follow departmental policies and procedures and comply with study protocols.
- To contribute to wider policies that have an impact within the pharmacy department and across the Trust.

- To use a degree of initiative and deal with matters independently where possible, but to refer non-routine enquiries to a more senior member of staff as appropriate.
- To be able to use pharmacy computer systems correctly, enter data accurately from transcription sheets, prescription forms and any other prescriptions written by others and ensure that data is stored and archived appropriately in accordance with local and regionally agreed guidelines.

Patient/Client Care

- To deliver a customer-focused service to all patients who attend the Dispensary.
- To adhere to the highest principles of customer services when dealing with patients, staff and the public.
- To ensure dispensing, storage and expiry date records for clinical trials are kept up-to-date.
- To undertake the monitoring of stock levels of clinical trial medicines and expiry date checks under the supervision of the clinical trials pharmacist and technician.
- To be able to carry out general housekeeping duties (tidying, restocking consumables, filing prescriptions etc.)

Financial/Resource Management

- To comply with SOPs relating to efficient stock control in the issue, return and recycling or safe disposal (as appropriate) of drugs from wards, departments & clinics and patients.
- To ensure that all accountability logs are completed accurately and in accordance with study protocols
- To check expiry dates and rotate medication including refrigerated items.
- Prioritise workload when frequently interrupted.
- Co-ordinate external Sponsor monitoring visits, and manages follow up actions.

Staff Management & Training

- To assist in the development of trainee staff according to their identified needs in liaison with the Advanced Technician Clinical Trials.
- To assist in the training and supervision of new staff in relation to Clinical Trial protocols and procedures while they are working in Clinical Trials as part of their induction.
- Provides leadership to staff working in clinical trials unit and dispensary staff with clinical trial enquiries.
- To complete Good Clinical Practice (GCP) training every 2 years.

Research & Development

- To work as part of the team in co-ordinating the caseload of trials involving an Investigational Medicinal Product (IMP)
- Assist the Pharmacy team in the safe and efficient dispensing / assembly of clinical trial IMPs
- To participate in research and audit undertaken in Pharmacy with regard to pharmacy clinical trials.
- To promptly order, receive, record and store appropriately clinical trial materials.
- Undertake regular housekeeping of hard copy Pharmacy Site Files to ensure that trial documents are inspection or audit 'ready'.
- Maintaining up to date paper and computerised database of clinical trials.
- Maintaining and utilisation of paper based clinical trial records.
- Archiving of clinical trials safely and securely in an orderly manner for the legally required time period.

General

Strict confidentiality should be maintained regarding all matters pertaining to patients. All work will be carried out according to the laid down procedures and standards of professional practice in the Department; however, staff are expected to develop their own safe systems of work to ensure a high professional standard of work conducive to patient safety.

- To maintain satisfactory personal performances and professional standards and to achieve, where possible, agreed objectives described in the Annual Staff Appraisal system.
- All employees of Kings College Hospital NHS Foundation Trust are required to carry out their duties with regard to the Fair Access Policy and respect the cultural beliefs and customs held by clients and staff.
- To ensure compliance with the Health and Safety at work Act and all other relevant legislation, national and local policies and procedures.
- To uphold the principles of Clinical Governance within the Trust,
- To uphold and comply with the Standing Orders and Standing Financial Instructions of Kings College Hospital NHS Foundation Trust.
- To undertake any other relevant duties, as may be required by the Director of Pharmacy.
- Nothing omitted or written here shall absolve the post holder from ensuring that professional techniques, ethics, attitudes and procedures are maintained by the staff for whom he/she is responsible.

The post holder has a general duty of care for the health, safety and well-being of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.

The job description is an outline of the current position and may be subject to change, dependent on the future needs of the service. It will be reviewed with the post holder on an

annual basis, in conjunction with the King's College Hospital Annual Staff Appraisal, and will automatically be reviewed in the event that the post becomes vacant.

Safe Guarding

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns
- reporting any safeguarding child or adult concerns appropriately

Infection Control Statement

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

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These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

PERSON SPECIFICATION

Senior Assistant Technical Officer - Clinical Trials

	Essential	Desirable
Education and Qualifications		
NVQ Level 2 in pharmacy services or equivalent (or working towards one)	X	
GCSE in Mathematics and English Language (minimum of grade C)	X	
GCP training		X
Knowledge and Experience		
Knowledge of procedures for dispensary services	X	
Knowledge of pharmacy computer systems	X	
Good IT skills	X	
Relevant experience in Hospital Pharmacy Practice		X
Appropriate experience of working in a pharmacy environment	X	
Knowledge and understanding of technical aspects of pharmacy patient services, supported by practical experience.		X
Relevant experience in pharmacy clinical trials		X
Skills and Competencies		
Be able to provide and receive routine factual information to inform work colleagues, patients/carers that may require tact and persuasion, where there may be barriers to understanding.	X	
Excellent oral and written communication	X	
Be able to make judgments involving facts or situations, some requiring analysis independently and as a group	X	
Be able to make sound judgments on how to fulfil urgent requests	X	
Be able to plan, organise and prioritise	X	
Be able to train other colleagues	X	
To have basic keyboard and computer skills (word processing, spreadsheet, report generation and presentations).	X	
Be able to participate in frequent moderate physical effort for several short periods.	X	
Be able to sit for data input and stand for dispensing.	X	
To be able to move pharmaceutical goods.	X	
Be able to concentrate for extended periods with a predictable work pattern.	X	
Be methodical in approach.	X	
Be able to motivate self and others	X	
Be able to provide information and advice to distressed patients in a calm and empathetic manner.	X	
Be able to cope with stressful situations	X	
Be able to work in a busy demand-led service with occasional exposure to verbal aggression from patients.	X	
Good general fitness and mobility	X	
Be able to recognise own limitations and when to ask for advice/refer on.	X	