

# Job description

## POST

Assistant Technical Officer, Pharmacy Aseptic Services

## SALARY

Agenda for Change Band 2  
£22,383

## CARE GROUP

Clinical Support Services

## BASE

Kent and Canterbury Hospital, Canterbury

## CONTACT

Jenny Clements, Aseptic Production Manager,  
jenny.clements@nhs.net

## Welcome to East Kent Hospitals

East Kent University NHS Foundation Trust EKHUFT has an exciting opportunity for a challenging role to join the Aseptic Team as an Assistant Technical Officer. You will be part of a brilliant team working inside cleanrooms, making, dispensing and supporting the Aseptic Unit to provide chemotherapy to all of our Three Hospital Sites plus the mobile chemotherapy unit.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

### About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



# Assistant Technical Officer – Pharmacy Aseptics

## Role specific duties

This role is to provide support to the Aseptic services and to provide an effective and friendly service to all our customers.

To work within the bounds of the Job Description and Standard Operating Procedures

### ASEPTIC SERVICES

- Dispense stock products to patients using the JAC system.
- Assemble and prepare aseptic products under the supervision of technical staff.
- Take part in training future colleagues and Pre-Registration Pharmacists, using close supervision and good communication to ensure that the trainee has understood and carries out their duties according to procedures and GMP.
- Clean and monitor the isolators and cleanrooms according to procedures and to document any work undertaken.
- Undertake transfer disinfection of all items into the aseptic rooms and isolators according to local procedures and to maintain validations for this process.
- Will attend courses and undertake any training identified to develop expertise in aseptic skills, where training needs have been identified.
- To contribute to the quality development and service improvement of the unit by continuous review of processes.
- To unpack deliveries and participate in stock control and stock counting.
- Help manage workload according to patient priority.
- Maintain a wide range documentation.
- Pack up and distribute finished treatments to correct destinations following local SOP's
- Answer the hatch and phone to visitors and other Health Care Staff.

### CLINICAL TRIALS

- To support the Clinical Trials team to deliver an efficient service within the Aseptic Unit
- To dispense Clinical Trial medications following the relevant protocols, procedures and to complete the associated documentation.
- To maintain investigational medicinal products (IMP) storage areas in a clean and tidy condition.
- To work in accordance with appropriate Clinical Trial Regulations and standards
- Will attend courses where training needs have been identified.



## QUALITY ASSURANCE

- Assist with routine environmental monitoring and chemical testing.
- Ensure that all microbial samples are correctly labelled and stored.
- Maintain records and established filing systems, both manual and electronic.
- Maintain work areas and equipment in a clean and tidy state to ensure compliance with EKHUFT policies, departmental practice and legislation.
- To attend courses and undertake any training identified through appraisal and performance monitoring systems.

## Other responsibilities in all sections

- To undertake JAC training relevant to the sections worked in.
- To undertake training and assessment towards timely completion of NVQ Level 2 Pharmacy Services.
- To undertake such other duties as may be required by the Director of Pharmacy in the interest of the service, appropriate for grade and agreed with the post holder. |



## Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

## Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

## Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

## How to apply

For more information or to arrange to visit us, please contact Jenny Clements via [jenny.clements@nhs.net](mailto:jenny.clements@nhs.net)



## Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	Good Standard of education to GCSE level, grade C or above, including Mathematics and English, or equivalent	NVQ2 in Pharmacy Services Level 2 Award/Unit accreditation in area of work or evidence meeting the Royal Pharmaceutical Society of GB minimum competence requirement for Pharmacy/Dispensing Assistants.	Application form  Interview Questioning
Skills and experience	<p>Customer Service</p> <p>Good communication skills both written and verbal</p> <p>Good interpersonal skills, diplomacy, tact and awareness of others</p> <p>Excellent organisational skills</p> <p>Ability to prioritise work systematically and manage time effectively</p> <p>Ability to work alone but with excellent team working skills</p> <p>Ability to work with constant interruptions</p> <p>Ability to concentrate with attention to detail and accuracy</p>	Previous hospital pharmacy experience	Application form  Interview Questioning
Personal/professional attributes	<p>Able to work effectively under pressure</p> <p>IT literate</p> <p>Good communication skills</p> <p>Team Player</p>	JAC computer system	Application form  Interview Questioning
Other requirements	<p>Upholds and models the Trust Values</p> <p>Willing to be flexible according to service needs</p>		Application form  Interview Questioning

## The small print

<b>Band</b>	Band 2
<b>Salary Scale</b>	<p>£22,383 per annum (pro rata, if applicable)</p> <p>Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.</p>
<b>Hours of work</b>	37.5 hours per week
<b>Annual Leave Entitlement</b>	<p>Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):</p> <p>On Appointment = 27 days After five years = 29 days After ten years = 33 days</p>
<b>Pension Scheme</b>	<p>As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST.</p> <p>Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.</p>
<b>Contractual Notice</b>	<p>Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice</p>
<b>Probationary Period</b>	<p>New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.</p>

## Dimensions

<b>Financial and Physical</b>	Manages	N/A
	Impacts	N/A
<b>Workforce</b>	Manages (Bands and WTE)	No direct line responsibility but may be required to supervise the duties of other pharmacy staff
	Located	N/A
	Impacts	N/A
<b>Other</b>		

## Communications and working relationships

Internal	Director of Pharmacy Accountable Pharmacist Production Manager Other Pharmacy Staff Clinical Service Managers, Nursing and Support Services Staff
External to NHS	Other staff Trust wide Partnership trusts Peripheral Hospitals
Other	Private Hospitals, Supply companies.

## Environment

Category	Description/Definition	Frequency/Measures
<b>Working Conditions</b>	Frequent exposure to medicines in containers. Frequent exposure to substances controlled by COSHH regulations and occasional exposure to microbiological media. Frequent exposure to dust when working in stores and distribution areas. While in Aseptics, daily exposure to industrial alcohol spray and isopropyl wipes for cleaning. Requirement to wear special non-fibre shedding clothing. There is no natural daylight and the unit is served by an Air Handling Plant which hums constantly.	Frequent

<b>Physical Effort</b>	In the Aseptic Unit frequent periods of sitting and standing in a restricted position at Isolators. Protective uniforms are worn in these areas. Regular cleaning, quarterly cleaning and yearly cleaning of 8 Aseptic rooms (ceilings, walls, floors, benches and equipment) requires long periods of time using mops and buckets and lifting 5 litres of cleaning solution.	Frequent
<b>Mental Effort</b>	Frequent requirement for concentration where accuracy is important. Frequent and unpredictable interruptions by telephone calls and other members of staff to provide information.	Frequent
<b>Emotional Effort</b>	Occasionally exposed to stress when meeting supply targets. Occasional exposure to distressing or emotional circumstances.	Occasional

### Most challenging part of the job

Adapting to new working practices and extending roles and responsibilities within the bounds of the Job Description and Standard Operating Procedures.

To produce consistently reliable and accurate work in a timely manner.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

