

Job Description

Job Title:	Lead Aseptic Services Technician
Base:	Pharmacy Aseptic Services Unit, Great Western Hospital
Grade:	Band 6
Reporting to:	Lead for Aseptic Services

Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

- Service** We will put our patients first
- Teamwork** We will work together
- Ambition** We will aspire to provide the best service
- Respect** We will act with integrity

Main Purpose of the Job

To assist the Pharmacy Aseptic Services Senior Team in the safe, effective and efficient provision of high-risk injectables including accuracy checking outsourced ready-to-administer high-risk injectables, co-ordinating and supervising the day-to-day allocation of staff activities.

To ensure staff are undertaking activities following department standard operating procedures and work in accordance with Good Manufacturing Practice (GMP), Good Distribution Practice (GDP) and Good Clinical Practice (GCP)

Main Responsibilities and Duties

Aseptic Services

1. To support the management of the day-to-day operational running of the PASU.
2. To co-ordinate the daily workload with the PASU ensuring products are supplied to service users in a timely manner.
3. To manage and undertake the completion of staff rota's and planning of work duties ensuring set levels of staffing are maintained.
4. Have good knowledge and understanding of the computer systems used to generate documentation such as worksheets, procedures and labels used in aseptic preparation, and ensure validation and change control procedures are followed.
5. To complete the daily capacity planner ensuring safe capacity levels for workload and escalating if required.

6. To act as an Accredited Checking Technician and perform the quality inspection and accuracy check of outsourced commercially prepared ready-to-administer high risk injectables for delivery to the clinical area.
7. To take part in pre, in-process and final checking of products prepared aseptically by PASU and maintain competence in this area.
8. To be able to risk assess and recommend whether a product is fit for purpose, knowing when to refer to the Authorised Pharmacist.
9. To be able to ascertain and have knowledge of the stability and formulation requirements of aseptically prepared products including suitability of diluents, volume of diluents and administration routes.
10. To manage the ordering of patient specific and batch pre-prepared aseptic products (cytotoxic, high risk injectables and parenteral nutrition) from external Specials suppliers in a timely, efficient and safe manner and ensure all necessary quality assurance checks are completed.
11. To liaise and communicate effectively with external Specials suppliers to ensure the Trust is receiving a high quality and efficient service. Where necessary to proactively manage complaints and service improvements.
12. To assist in the management of contracts for outsourced patient specific and batch pre-prepared aseptic products (cytotoxic, high risk injectables and parenteral nutrition), and aid in the reporting of key performance indicators.
13. To maintain the necessary competencies. These include but are not limited to valid hand washing, gowning, transfer, cleaning, dispensing, operator broth tests, pre & in-process and checking validations.
14. To be competent to accurately and consistently participate in the aseptic preparation, ordering and dispensing of high-risk injectables including parenteral nutrition, Systemic Anti-Cancer Treatments (SACT), monoclonal antibodies, and CIVAs.
15. To ensure all PASU staff safely handle, store and dispose of hazardous materials such as cytotoxic drugs, monoclonal antibodies, vaccines and sharps, according to Trust policies, Health and Safety at Work Act and COSHH regulations without further increasing the risk to themselves or their colleagues.
16. To undertake regular environmental monitoring and quality control tasks to ensure the PASU environment and product quality remains within specified limits. To act on findings and report any out of specifications to the Accountable Pharmacist.
17. To ensure the proper use, maintenance and cleaning of all equipment including pharmaceutical isolators and cleanrooms according to departmental procedures.
18. To be responsible for the stock control, ordering levels and storage of medicines. This includes starting materials, consumables and aseptically prepared batch products purchased from external Specials suppliers.
19. To assist in providing financial costing and reports in relation to stock usage, wastage, contracts and workload information.
20. Assist with the investigation of non-conformances, out of specification results and errors, including completion of the relevant paperwork and root cause analysis.

21. Assist the Lead for Aseptic Services and Accountable Pharmacist with the development, review and implementation of new products, Standard Operating Procedures (SOPs), formal documentation and policies
22. To facilitate the induction and on-going training of all PASU staff in GMP, aseptic preparation and safe working practices.
23. To be responsible for the supervision of staff and to undertake assessment and re-validation of staff to ensure a high quality and safe environment is maintained.
24. To be involved in the quality management system and attend and present information in regular quality meetings
25. To support the identification and management of risk within the PASU and to escalate identified risks to the senior PASU team.
26. To assist the Accountable Pharmacist in the self-inspection audits and yearly 'Assurance of Aseptic Preparation of Medicines' inspection, and take an active role in addressing any deficiencies identified.
27. To identify, suggest and implement changes in a controlled manner to ensure continuous improvement within PASU.

General

1. To support Senior Staff to improve standards and quality within the Pharmacy Department.
2. To act as a line manager to members of the PASU team, ensuring completion of regular one to one meetings, appraisals and return to work interviews.
3. To assist in the recruitment of new staff, including writing and reviewing job descriptions and adverts, shortlisting and interviewing.
4. Undertake and contribute to specialist training and continuing education in the field of aseptic services.
5. To act as a mentor and educational supervisor to Pharmacy colleagues undertaking training and qualifications, such as a Pharmacy NVQ, PIPC accreditation or in-house training, ensuring effective training and support is given.
6. To maintain sensitivity to the needs of patients, staff and other users of the service.
7. To foster and maintain good relationships with both internal and external stakeholders with the ability to communicate complex and sensitive information.
8. To answer the telephone, take accurate messages and pass on appropriate information in a professional and timely manner.
9. To manage own workload effectively and efficiently ensuring that work is completed to agreed timescales.
10. Keeping up-to-date with professional practice and undertaking CPD
11. To Participating in the weekend, bank holiday and evening service in line with rosters
12. Performing other duties as deemed necessary by the Director of Pharmacy

Patient Care

Maintain sensitivity to the various problems and needs of patients, staff and other users of the service.

Financial Responsibilities

All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.

All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

Responsibilities for People or Training

The role is responsible for acting as a mentor and educational supervisor, providing training for aseptic services staff, rotational Pharmacy staff, trainee Pharmacists, Technicians and assistants. They would also be responsible for hosting visitors, providing tours of the facility and explanations of the work provided by PASU.

This role has line management duties such as performance management, appraisals and well-being checks.

Other Factors

Other factors may include dealing with distressed patients/clients, regular VDU usage and the ability to concentrate on complex/demanding tasks

Flexibility

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, 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.

Supplementary Information

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.