

Job Description

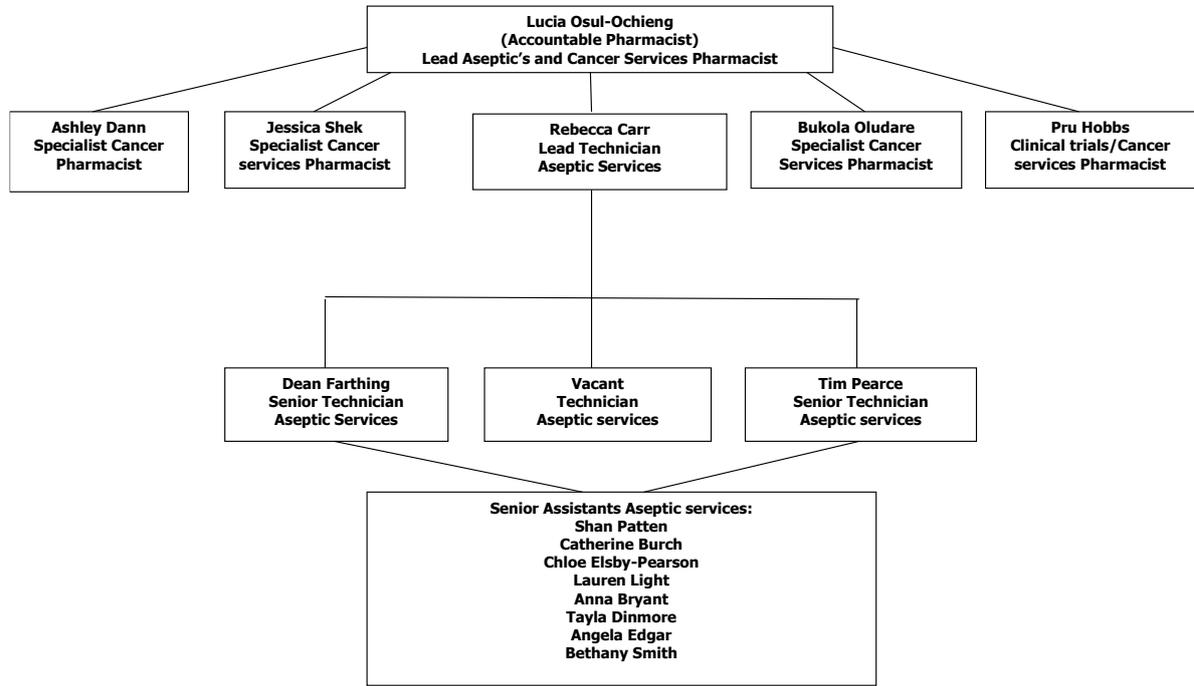
Job Ref:	23-033
Job Title:	Pharmacy Technician Aseptic Services
AfC Pay Band:	Band 5
Number of hours:	As per contract
Clinical Unit / Division	Medicine
Department:	Pharmacy
Location:	As per contract
Accountable to:	Lead Cancer Services Pharmacist
Reports to:	Lead Aseptic Technician and Senior Aseptic Technicians

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Budget / Delegated Budget managed: N/A Authorised signatory for: N/A Other financial responsibility: Careful use of Trust resources
Staff	Staff (wte): Supervision of Rotational Pharmacy Technicians and the Pharmacy Assistants
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation

Job purpose	<p>To ensure the accurate, safe and timely delivery of aseptically prepared products to their point of administration. Supervises Rotational Pharmacy Technicians and the Pharmacy Assistant(s), Aseptic Services.</p> <p>Co-ordinating aseptic preparation of cytotoxic products and the supply thereof.</p> <p>Training of staff and making sure validations are up-to-date including mandatory training.</p>
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Department Structure

Aseptic and cancer services Staffing Structure January 2023



Communications and Working Relationships

With Whom:	Frequency	Purpose
Lead Technician Aseptic Services	Daily / as required	Management advice and support, Aseptic service issues

Senior Technician Aseptic Services	Daily	Advice and support, Aseptic service issues
Senior Assistant Technical Officers	Daily	To direct work and co-ordinate work flow
Dispensary Staff	Daily	Communication of on-going issues and work requirements
Ward charge nurse or ward co-ordinator	Daily	Regarding oncology treatment
Ward staff/portering and transport staff	Daily	To ensure safe delivery of drugs to point of use
Pharmaceutical suppliers	When required	Availability of drugs and the supply chain
Patients	Daily	To discuss issues related to chemotherapy treatment
Pharmacists	Daily	To discuss medication needs of Oncology patients
Regional Quality Assurance	3 monthly	Audit of the Aseptic Service
External Aseptic Service Meetings	3 monthly	To discuss best practice
Peer review teams	Annually	To ensure the unit conforms with National Standards

Key Duties and Responsibilities

1. Supervision and Management

- Deputises for the Senior Technician Aseptic Services in their absence including organising staff and work load, rota's etc.
- Supervises SATOs and training positions whilst working in aseptic services.
- Communicates effectively and guides others by encouraging them and gives direction on a daily basis.
- Gives technical support to SATOs.
- Ensures SOPs are implemented and adhered to within the aseptic team and helps to ensure compliance of GMP.
- Implements changes in procedures involving discussion with nursing and medical staff within oncology.

2. Cytotoxic drug preparation

- Participates in the production of cytotoxic drugs (including infusions and bolus injections) using aseptic technique within an isolator. Analyses blood results prior to making chemotherapy.
- Liaises with Cancer Services Pharmacist and Senior Technician Aseptic Services to ensure workload is managed effectively.
- Co-ordinates with ward co-ordinator to manage workload and ensure patients treatment is available when required.
- Interprets prescriptions to generate the appropriate documents (worksheets and labels) to enable aseptic production.
- Highlights problems with prescriptions' to Cancer Services Pharmacist or Lead Aseptic Services Technician so they can be dealt with.
- Ensures weekly testing and validation are performed.
- Allocates drugs, diluents and consumables for individual processes ensuring compliance with the cytotoxic drug preparation sheet.
- Checks drug volumes and strengths during making of cytotoxic doses.

- Ensures that the clean room, change room and outer office in the aseptic unit are kept clean and tidy at all times.
- Provides information to relevant areas re-dosage and usage of drugs and regimes.

3. Training

- Ensures own training is up to date and maintains own isolator status by participating in continuous validation and assessment (universal broth test and transfer validation).
- Records and submits CPD when requested by the GPhC
- Completes other in-house training to support and update the post holder.
- Has Practice Supervisor certification or working towards
- Responsible for the training of apprentices, SATOs, PTPs and PTPTs within aseptic services following training manual and ensures ongoing validations are completed and maintained.
- Responsible for the maintenance of training records for SATO's and updating spreadsheet.

4. Audit and clinical trials

- Maintains GCP certification.
- In consultation with the Trust Lead Clinical trials Pharmacist ensures clinical trials are undertaken and all documentation completed and available to auditors.
- Completes Quality exception reports (QERs) when required.

5. IT

- Ensures drugs and components used are accurately booked out using the 'Ascribe' computer system and that this is kept up to date.
- Holds higher level access for chemocare allowing post holder to reset passwords and assist ward/day unit with deferring of patients treatment.

6. Ordering

- Ensures stock levels of drugs and consumables are maintained and places orders with the procurement team when required.

7. Dispensing

- When required accurately dispenses oral medication relating to cancer services patients.

8. Accuracy checking

- Has ACPT certification and accurately checks dispensed medication as required.
- Responsible for the reporting of errors within pharmacy cancer services and recording on the NAERs

9. Monitoring

- Reads, records and interprets data loggers to ensure temperatures are within limits
- Ensures environmental monitoring of aseptic suite is completed daily and within range.

10. Transportation

- Ensures cold chain is maintained during transportation of products to their point of use i.e. to Eastbourne Pharmacy

11. Health and Safety

- Completes 13 week health and safety checks
- To maintain safe working practices in the light of the Health and Safety at Work Act (H&SAW), Control of Substances Hazardous to Health (COSHH), and Medicines Act.
- Assists with the update on the Assure system for pharmacy cancer services.
- Able to complete risk assessments when required.

12 Continuing 'Professional' Development

- To participate in other areas of work within the department as required.
- In service training will be provided to allow staff to provide a competent service. Staff have a personal responsibility to continually review their level of knowledge, skills and expertise in order to keep abreast of the progress of pharmaceutical and supply chain knowledge and technology and to maintain a high standard of competence.

Mobility

Your normal place of work is Conquest Hospital, The Ridge, Hastings, /Eastbourne District General Hospital, King's Drive, Eastbourne but you may be required to work anywhere determined by the duties of the post, including visiting a variety of locations within the local Health Economy.

Variation

This job description is current at the date shown below. It describes the core duties of the post, but you may also be required to undertake such other duties as may reasonably be required of you, commensurate with your grade. It is liable to variation by management, in consultation with the post-holder, to reflect or anticipate changes in or to the post.

Maybe requested to work additional hours if the needs of the Service require this.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Working Environment:

Daily exposure to fumes from alcohol based substances.
 This post demands that you work on a daily basis with cytotoxic, carcinogenic and mutagenic substances in a controlled environment

Driving		Lifting		Verbal aggression	
Use of PC/VDU	X	Physical support of patients		Physical aggression	
Bending/kneeling		Outdoor working		Breaking unwelcome news to others	
Pushing/pulling		Lone working		Providing professional emotional support	
Climbing/heights		Chemicals/fumes	X	Dealing with traumatic situations	
Repetitive movement	X	Contact with bodily fluids		Involvement with abuse cases	
Prolonged walking/running		Infectious materials		Care of the terminally ill	
Controlled restraint		Noise/smells	X	Care of mentally ill & challenging patients	
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	
Food handling		Night working		Working in confined spaces (eg roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.

8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.



Person Specification

Job Title: Pharmacy Technician Aseptic Services		Grade: Band 5	
Department: Pharmacy		Date: January 2023	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications			
Qualified Pharmacy Technician BTEC or equivalent	AI	Risk assessment training	AI
ACPT accreditation or working towards	AI	Practise supervisor training	AI
Accreditation (or working towards) Registered Pharmacy Technician	AI		
Evidence of continued professional develop to degree level or equivalent level of knowledge and experience	AI		
Experience			
2 years as a qualified technician or equivalent Aseptic experience	AI	An interest in Oncology	AI
Experience of supervising colleagues	AI	Experience of chemotherapy/Aseptics	AI
Knowledge of QC auditing Aseptics	AI	Experience of Electronic Prescribing systems	AI
Basic pharmaceutical knowledge and experience on actions and uses of medicines	AI		
Skills / Knowledge / Abilities			
Good written and oral skills for communicating with pharmacy team members, public and other healthcare professionals	AI	National Accreditation in Patient Consultation skills	AI
Must be able to recognise and overcome barriers to understanding e.g. language, deaf, learning difficulties	AI	Ability to lift and handle potentially heavy boxes	AI
Demonstrates the ability to work well as a team member	AI	Ability to work under pressure	AI
Good keyboard and IT skills including knowledge of Microsoft Office – Word, Excel and Outlook	AI	Assure training	AI
		Knowledge of the Ascribe system	AI
		Knowledge of chemocare	AI

Numeracy skills – sufficient to complete pharmaceutical calculations	AI		
Good eye for detail	AI		
Ability to deal with aggressive and emotional behaviour	AI		
Organised and able to prioritise workload to meet the requirements of the department and the patients	AI		
Other			
Manipulation e.g. spatula and tile, pestle and mortar	AI		
Dispensing of medication	AI		
Understanding of COSHH for handling of hazardous pharmaceuticals	AI		
Able to stand and sit for prolonged periods of time	AI		
Reliable work record	AIR		
DBS clearance if applicable	T		
Evidence that personal behaviour reflects Trust Values	AIR		

 Managers Signature

 Date

 Postholder's signature

 Date