

Job ref:	17-213
Job Title:	Senior Assistant Technical Officer – Aseptic Services
Grade:	Band 3
Hours:	Full time
Department:	Pharmacy
Location:	Pharmacy
Accountable to:	Lead Cancer Services Pharmacist
Reports to:	Lead Aseptic Services Technician and Senior Aseptic Technician(s)
Responsible for:	Safe production of products within the aseptic unit – ensuring monitoring and cleaning is performed following SOP's
Dimensions	Budget: Nil Staff (wte)
Job purpose	The postholder undertakes duties within the aseptic unit which includes:- <ol style="list-style-type: none"> 1. Participating in the production process of cytotoxic drugs in accordance with the worksheet, Standard Operating Procedures and Good Manufacturing Practice. 2. Supervising less experienced staff and apprentices. 3. Participating in the pre-process and in-process checks in relation to the production process and the equipment used.

Department Structure

Department structure attached. This post highlighted in bold.

Communications and Working Relationships

With Whom:	Frequency	Purpose
Senior Technician – Aseptic Services and Aseptic Services technician	Daily	To receive/provide information for work planning. To receive support and guidance.
Lead Technician Aseptic Services	Daily/as required	Aseptic service issues
Technicians and Other Managers in pharmacy	As required	To discuss aseptic services related issues
Portering/volunteer staff	Daily	Transportation of chemotherapy
Cancer Services Pharmacists / Lead Cancer Services pharmacist (Accountable pharmacist)	Daily/as required	Aseptic service issues
Nursing/medical staff	Daily	To receive information re patient treatment
Director of Medicine Management & Pharmacy	Monthly	As part of the staff open meeting. To receive and provide information.

Key Duties and Responsibilities

1 Cytotoxic Drug Preparation

- Contributes to the day to day workload of the Aseptic unit to meet the requirements of the service.
- Undertakes the production of cytotoxic drugs within a clean room environment
- Utilising an isolator for the preparation of infusions and bolus injections.
- Allocates drugs, diluents and consumables for individual processes ensuring compliance with the cytotoxic drug preparation sheet.
- Completes pre-process allocation checks on drugs, diluents and consumables previously allocated by another staff member.
- Undertakes volume checks on diluents and drugs made by another member of staff during production.
- Using the pharmacy stock system accurately issues drugs and consumables used to individual patients ensure appropriate stock control and maintain medication histories.

2 Personnel Management

- Inputs to the 'on the job' training for apprentices working within the area and with guidance from the Senior Technician assesses competency in accordance with training requirements.
- 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).

3 Clinical Governance

- Follows Standard Operating Procedures and Good Manufacturing Practice in the performance of the role, drawing to the attention of the Senior Technician, issues relating to their application.
- Undertakes and supervises working practice with regard to the requirements of

the Health and Safety at Work Act, Control of Substances Hazardous to Health (COSHH) and Risk Management, following Directorate and Unit Policies and procedures. Informs the Senior Technician of areas of concern.

4 Cleaning, monitoring and maintenance

- Participates in and supervises the cleaning of the aseptic suite and equipment ensuring this is recorded on the cleaning logs in accordance with internal procedures.
- Contributes to the daily and weekly environmental monitoring, reporting any abnormal readings to the Senior Technician or nominated deputy
- Completes the daily record of monitoring plates used within the unit and seals up ready for safe transportation
- Inputs to the weekly validation of the cytotoxic isolator including pressure decay tests.
- Prepares garments worn in the aseptic unit to send off for weekly laundering.

5 Dispensary

- Prepare medicinal products from raw materials following SOP's
- Dispenses outpatient and TTO medication using the pharmacy dispensing system as required.

6 Distribution/stock

- Completes stock checks for the Judy Beard Unit
- Inputs stock requirements into the pharmacy stock system and collects together stock to be sent to the Judy Beard Unit

7 Stock aseptic's

- Ensures accurate stock levels for consumables and drugs within the aseptic unit, ensuring issuing is completed correctly and completing weekly stock checks to validate levels
- Ensures sufficient stock of consumables are maintained to support the service
- Ensures stock is used in rotation to minimise waste from expired goods
- Liaises between the two sites to utilise stock and minimise waste from expired goods
- Notifies Senior technician aseptic services or nominated deputy when stock is short dated to minimise waste

8 Other Duties

- Within the post holders knowledge and training, undertakes duties in other areas as required.

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:					
Manufacturing environment with strict controls. Exposure to pharmaceutical materials.					
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		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.

Managers Signature

Date _____

Postholders Signature

Date _____

Snr Pharmacy Tech Aseptic Services Band 3

Person Specification

Job Title: Senior Pharmacy Assistant / SATO	Grade: Band 3		
Department: Pharmacy	Date: October 2014		
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications Good general education including English and maths NVQ level 2 in Pharmacy services (selected relevant modules) Evidence of additional specialist training in pharmacy, and knowledge of relevant quality standards and regulations, to NVQ3 equivalent	A	Attendance at Regional courses relevant to aseptic preparation	A
Experience Minimum 2 years experience of working within a hospital pharmacy environment At least 1 year within a preparative services environment.	A A	Experience of supervising staff	A
Skills / Knowledge / Abilities Knowledge of pharmaceutical legislation, with particular knowledge of preparative services, GMP and MHRA standards Knowledge of actions and uses of medicines Good written and oral skills for communication with patients and healthcare professionals Ability to recognise and overcome barriers to understanding Knowledge of QA/QC auditing processes and standards Ability to work as part of a team but use own initiative Numeracy skills- to be able to complete pharmaceutical calculations Ability to produce reports from pharmacy systems and excel Enthusiastic Polite Organised and able to prioritise workload Manipulation skills and ability to prepare intravenous injections.	I I I I I I I I I I I	An interest in oncology Able to lift and handle heavy boxes	I I
Other Reliable work record DBS clearance			

Managers Signature

Date

Postholder's signature

Date