

**Job Title:** Aseptic Services Senior Technician  
**Grade:** Band 5  
**Managerially reports to:** Lead Aseptic Services Technician  
**Professionally reports to:** Chief Pharmacist

### Job Purpose

To participate in the provision of a safe, efficient and cost effective Aseptic Preparation Service for the Royal Berkshire NHS Foundation Trust as part of a multidisciplinary team.

To be responsible for the daily activities within the clean room.

To assist in the management of the service as necessary.

## PRINCIPLE RESPONSIBILITIES

### 1. Managerial

- Supervise the daily activities within the clean room.
- Assist in the day to day running of the Unit as a whole.
- Assist in the supervision of staff within the Aseptic Services Unit to ensure adherence to local procedures and to national standards.
- Assist with the management and development of Assistant Technical Officers within the Aseptic Dispensary
- Assist in the effective management of pharmaceutical stock levels to minimise wastage and overstocking.
- Liaise with the Lead Aseptic Services Technician & Pharmacy Quality Assurance staff as required.
- Assist in the development of new systems of work to meet the changing needs of the service.

### 2. Clinical and Technical

- Supervise and perform aseptic preparation using the isolators according to SOPs.
- Perform pre- and in-process aseptic preparation checks.
- Undertake aseptic preparation of clinical trials ensuring compliance with trial protocols and documentation.
- Perform Quality Assurance (QA) release of unlicensed chemotherapy products (cytotoxic & biological) against a pre-authorised specification after appropriate training and accreditation.
- Monitor staff compliance with SOPs to maintain the clean room integrity and correct use of the isolators at all times.
- Provide guidance to staff in all technical aspects of preparation.

- Assist with planning the weekly workload of the Aseptic Services Unit.
- Assist in the maintenance of up to date procedures and worksheets.
- Ensure all medicinal products and drugs are correctly labelled & safely stored in the appropriate environment taking into account any physical & legal requirements.
- Participate in extended roles for Technicians as opportunities arise, such as PIPC and PAAP, subject to the availability of suitable training.

### **3. Education and Training**

- Assist in the training of all grades of staff in aseptic manipulations.
- Ensure all accredited techniques and validations are maintained for all members of staff.
- Act as a mentor and provide support for the NVQ2 & SMT Qualification.
- Actively participate in the Trusts Appraisal and Personal Development System.
- Undertake work, study days, reading and self directed study as a means of personal development, where relevant to this role.

### **4. General**

- Act as a mentor and role model for Technicians and Assistants.
- Implement current procedures pertaining to personal/departmental/data security.
- Contribute to good communication regarding operational issues and changes in working practices.
- Ensure that all staff adhere to Trust policies, Health & Safety and COSHH regulations.
- Adhere to the General Pharmaceutical Council (GPhC) Standards of Conduct Ethics and Performance.
- Maintain registration with the General Pharmaceutical Council.
- Undertake Continuous Professional Development in accordance with the General Pharmaceutical Council requirements.
- Be accountable for risk reduction within the Aseptic Services Unit, the Department and the Trust in common with all staff.
- Assist in any aspect of Pharmacy services when requested.
- In common with all members of staff ensure all work and rest areas are kept in a clean and tidy state in line with Health and Safety regulations.
- Participate in departmental meetings.
- Participate in the weekend, bank holiday and late rotas as required.

This job description is not exhaustive and will be subject to periodic review in association with the post holder.

## ROYAL BERKSHIRE NHS FOUNDATION TRUST

### PERSON SPECIFICATION

**Post:** Aseptic Services Senior Technician

ESSENTIAL	DESIRABLE
<b>Education/Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li>Trained at a recognised hospital or retail establishment.</li> <li>NVQ level 3 Pharmacy services or BTEC in Pharmaceutical Sciences or SCOTVEC or equivalent.</li> <li>Professional registration as a Pharmacy Technician with the General Pharmaceutical Council.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Up-to-date experience of working with isolator technology and aseptic preparation of chemotherapy products.</li> <li>Experience of stock control.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory experience in aseptic services.</li> <li>Use of 'JAC' computer system.</li> </ul>
<b>Skills, Knowledge and Attributes</b>	
<ul style="list-style-type: none"> <li>Able to work effectively whilst gloved and gowned in a cleanroom environment.</li> <li>Able to undertake complex manipulations &amp; preparation of hazardous products.</li> <li>Methodical approach to work with accurate &amp; precise attention to detail.</li> <li>Able to interpret prescriptions and dispense accurately.</li> <li>Able to work with a continuous high level of concentration despite frequent interruptions.</li> <li>Able to work independently and as part of a team.</li> <li>Able to intervene professionally when necessary.</li> <li>Able to assist in the training of staff.</li> <li>Knowledge of GCP, GMP, QA and all regulations and legislation relevant to Aseptics.</li> <li>Able to safely deal with spills of hazardous materials.</li> <li>Computer literate.</li> <li>Fluent in oral and written English with good verbal and written communication skills.</li> <li>Able to lift moderate weights (up to 10kg).</li> <li>Able to use initiative, be calm and adaptable.</li> <li>Confident and reliable.</li> <li>Relates well to all grades of staff and other disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>Procedure/policy writing.</li> </ul>

**Registration:**

Employment in this post is dependent on continuous registration as a Pharmacy Technician with the General Pharmaceutical Council

**Annual Leave**

27 days per annum (rising to 29 days after 5 years and 33 days after 10 years) plus 8 Bank Holidays

**Medical Questionnaire**

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination in the future and/or at intervals stipulated by the employing authority.

**References**

Appointment to a position in the Trust will be subject to the receipt of satisfactory references.

**Policies and Procedures**

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust. Attention is drawn to the following policies.

**Confidentiality**

Your attention is drawn to the confidentiality aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

**Data Protection**

The use and security of personal information, whether held manually or on computer, is subject to the provisions of the Data Protection Act and as such, unauthorised use or disclosure of personal information is an offence under the Act.

**Equal Opportunities**

The Royal Berkshire Hospital NHS Foundation Trust operates an Equal Opportunity policy. The aim of the policy is to ensure that no applicant or member of staff received less favourable treatment on the grounds of sex, marital status, disability, sexual preference, creed, colour, race, nationality, racial origins or social background or is disadvantaged by conditions which cannot be justified.

## **Fire**

Staff are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes.

## **Health and Safety at Work Act**

You are required to take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with The Royal Berkshire Hospital NHS Foundation Trust to ensure that statutory and departmental safety regulations are followed.

## **Infection Control**

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i). Follow consistently high standards of infection control practice, especially with reference to hand decontamination and, for clinical staff, aseptic technique.
- ii). Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii). Participate in mandatory training and annual updates.

## **Security Observation**

You are expected to adhere to the locking up procedures for the department and also to take steps to ensure that the personal belongings of yourself, other staff members and hospital equipment are secure at all times.

## **Smoking Policy**

The Royal Berkshire Hospital NHS Foundation Trust has a smoking guidelines policy. Staff are required to comply with this at all times.

## **Terms of Employment**

Upon acceptance of the post, new staff will be issued with written Terms and Conditions of Employment.