

## Job Description

<b>JOB TITLE:</b>	Deputy Aseptic Services Manager
<b>BAND:</b>	7/8A (dependant on experience)
<b>BASE:</b>	Blackpool Victoria Hospital
<b>RESPONSIBLE TO:</b>	Principal Pharmacist – Aseptic and Technical Services Manager
<b>ACCOUNTABLE TO:</b>	Assistant Director of Pharmacy – Support Services
<b>DBS:</b>	Enhanced

### JOB SUMMARY:

Provide leadership and supervision to the Pharmacy Aseptic Unit and support the Principal Pharmacist - Aseptic and Technical Services Manager in the management and development of pharmacy aseptic services.

To assist in the provision of technical pharmacy services to all haematology and oncology patients within the Trust and the Tertiary Haematology Centre.

Provide support to the Pharmacy Department by means of an appropriate clinical commitment.

### DUTIES AND RESPONSIBILITIES

1. Assist the Principal Pharmacist - Aseptic and Technical Services Manager in the management and future development of Pharmacy Aseptic Services. To ensure the continued safe and effective delivery of services.
2. Deputise for the Principal Pharmacist - Aseptic and Technical Services Manager when required.
3. Ensure compliance with “Rules and Guidance for Pharmaceutical Manufacturers and Distributors”, “Aseptic Dispensing for NHS Patients”, “Maintaining Asepsis During the Preparation of Pharmaceutical Products”, and any other current legal, national, regional or local guidelines pertaining to licensed and unlicensed activities thus ensuring the highest levels of professional and technical standards are achieved.

4. Be a named and accredited Supervising Pharmacist for the preparation and release of Intravenous Chemotherapy, Intravenous Additives and Total Parenteral Nutrition.
5. Be named on the register to final check and release Intrathecal Chemotherapy ensuring compliance with Department of Health guidelines and Trust policy.
6. Be able to final check and release a range of products prepared in the Non-Sterile Unit including extemporaneously dispensed medicines, prepacked and overlabelled medicines and emergency boxes.
7. Undertake complex calculations and offer recommendations on the suitability and stability of TPN regimes for adults and neonates with support of the Lead Pharmacist for Nutrition.
8. Monitor the environment and working practices of the Aseptic Unit, investigate and take corrective action for failed test results to ensure quality assurance guidelines and MHRA requirements are met.
9. Monitor the environment and working practices of the Aseptic Unit to assure the quality of prepared products and the safety of staff.
10. Prepare and validate documentation and processes using the Q-Pulse Document management system.
11. Maintain, develop and approve standard operating procedures and policies, staff training and approval records, physical and microbiological monitoring records and any other records deemed necessary by the MHRA, regional QC or Principal Pharmacist - Aseptic and Technical Services Manager.
12. Utilise your pharmaceutical knowledge to formulate new products or presentations with appropriate stability to ensure all products prepared within the Production Unit are of suitable quality and are fit for their intended use.
13. Take an active role in the training of production unit staff including pharmacy support workers, trainee pharmacists, pharmacists, student technicians and technicians to meet national requirements and to promote continuing professional development. Develop and manage suitable training programmes, authorise staff competencies and responsibilities.
14. Act as a lead for the training and maintenance of the intrathecal registers within the Aseptic Unit ensuring compliance with national guidance and Trust Policy.
15. Participate in external audits from regional Quality Control with reference to EL(97)52 Aseptic Dispensing for NHS Patients. To assist in co-ordinating any action necessary from the audit cycle.
16. Participate in the Aseptic Unit internal audit calendar and assist in co-ordinating any actions necessary from the audit cycle.

17. Work closely with the clinical cancer services team to ensure a seamless pharmacy service for cancer patients.
18. Attend Trust Resuscitation Committee meetings and provide pharmaceutical advice where necessary.
19. Assist in the evaluation and management of Clinical Trials involving medicines which require aseptic preparation in collaboration with the Clinical Trials Team.
20. Attend Aseptic Services Pharmacist group meetings and Quality Control North West training events to ensure the cascade of information and the compliance with national standards while continuing your professional development.

### **General**

1. Provide professional and legal clinical supervision in the dispensary to ensure efficient safe systems of work. (See attached)
2. Undertake a clinical pharmacy commitment to assigned ward(s). This will involve making highly complex clinical interventions and will be in line with the clinical pharmacy service objectives. (See attached).
3. Provide advice to nursing and medical staff regarding all aspects of medication use and administration.
4. Assist in the training of trainee pharmacists and rotational pharmacists.
5. Participate in the departmental staff appraisal programme, identifying development and training needs and monitoring continuing professional development as per departmental policy and national guidelines from the General Pharmaceutical Council.
6. Participate in the in-house training programme, attend courses, study days etc. Take an active part in the educational activities of the Pharmacy Department.
7. Represent the Pharmacy department at appropriate Trust meetings.
8. Participate in the weekend/ Bank Holiday and on-call rota.

## **GENERAL REQUIREMENTS**

### **1. Quality**

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

### **2. Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

### **3. Data Protection/Freedom of Information Acts**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

### **4. Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

### **5. Equality & Diversity**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

### **6. Working Time Directive**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

## **7. Harassment & Bullying**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

## **8. External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

## **9. Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

## **10. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

## **11. Smoke-free Policy**

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

## **12. Safeguarding**

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

## **13. Sustainability**

The Trust will have positive and engaged staff who believe in the value of sustainability and are enabled to deliver it. We will be recognised as delivering excellent social value by our place-based partners. We will reduce our environmental impact, protect our natural environment, and ensure we deliver compassionate and sustainable healthcare. We will improve the health and wellbeing of all who live and work within the Fylde Coast communities we serve.