

JOB DESCRIPTION

Job Title:	Senior Pharmacy Assistant – Aseptic Services
Band	3
Care Group	
Directorate:	Specialist Services
Department:	Pharmacy
Location:	Poole Hospital
Accountable to:	Pharmacy Technician – Team Manager & Senior Technicians
Accountable for:	N/A
Main Purpose	To support professional and technical staff in the aseptic manufacture of cytotoxic agents and to ensure provision of an efficient Pharmacy service, including good housekeeping and general administration duties. All duties are supervised by qualified staff.

General Duties

- To aseptically prepare dispensed medicines including CIVA products and cytotoxic reconstitution in an accurate and timely manner. This involves the application of aseptic technique to manipulate products within an isolator, within a clean room.
- To monitor temperatures within the aseptic unit clean rooms, drug storage area and refrigerators on a daily basis. To know the acceptable ranges of temperature for these areas, and to inform a senior member of staff if the temperature deviates outside these limits.
- To select and assemble drugs and consumables for individual products in advance of manufacture in accordance with a worksheet, with regard to strength of drug, vial size and choice of infusion bag/diluent etc.
- To accuracy check worksheets, labels and selection of raw ingredients assembled by other members of staff prior to manufacture.
- To label and package aseptically prepared products according to SOPs.
- To aseptically prepare, and deliver intra-theal chemotherapy. To be on the Trust Intra-theal register, and maintain competency with annual assessments
- o have a working knowledge of dispensing procedures for chemotherapy trials. To regularly, accurately, aseptically prepare investigational chemotherapy drugs for use in clinical trials, and record all required data.
- To ensure that all activities carried out in the aseptic unit follow departmental Standard Operational Procedures (SOPs)
- To assist in the upkeep and maintenance of department policies and procedures and contribute to the writing and updating of departmental standard operating procedures.
- To dispense dose-banded cytotoxics in accordance with chemotherapy prescriptions.

- To undertake stock management in the aseptic unit e.g. daily stock checks, checking expiry dates to ensure items are in date and dealing with out of date medication according to procedure
- To assist in the maintenance of adequate stocks and stock rotation in the unit.
- To participate in the pre-packing of a limited range of pharmaceuticals under the supervision of a qualified technician or pharmacist.

Communication and Working Relationship Skills

- Communicates with Aseptic Lead Technician and Lead Pharmacist on Operations, Commissioning & Specialist medicine to maintain a high quality of service from pharmacy aseptics.
- Attends and participates in weekly staff meetings.
- Contributes to discussions with the Aseptic Lead Technician and Lead Pharmacist Operations, Commissioning & Specialist medicine on the best way to improve efficiencies within the pharmacy Aseptic Unit
- Ensures staff working under their supervision adheres to departmental/Trust policies and procedures.
- To undertake communication duties as necessary including responding to calls at the pharmacy hatch and dealing with telephone queries and to action appropriately.
- Liaises with pharmacy procurement regarding discrepancies with stock.

Analytical and Judgemental Skills

- Data entry :
 - Labelling and Dispensing from prescription charts.
- Security of stock :
 - Sort, count, check and booking back of returns through computer system (including destruction of unwanted medicines).
- Working with the teams on the ward including Pharmacists, Technicians, Nurses, Drs and other healthcare professionals.
- Stock control – issuing of drugs, stocktaking, ordering stock drugs and disposables.
- Ordering of non-stock drugs and disposables.
- Self-checks own work.

Planning and Organisational Skills

- Assist in the processing of chemotherapy prescriptions..
- To ensure that the dispensing area is regularly replenished with cartons, dispensing bottles, medicine spoons, oral syringes etc.
- To ensure the archiving and stationary store is stocked up and kept clean and tidy at all times.
- Must complete any documentation accurately and legibly to facilitate audit or investigations e.g. chemotherapy charts/TTA/ward sheet endorsements.
- Organises as appropriate the filing, storing, archiving and disposal of documentation in line with policies and procedures.
- To be responsible for appropriately time managing own work on a daily basis and adhering to departmental rotas.
- Organising the recovery of stock medication following MHRA drug recalls.

Responsibility for Patient/Client Care, Treatment and Therapy

- Ensuring that all areas of the unit are of an appropriate standard of cleanliness.
- To participate in any in-house competency based training programmes relevant to the development of the role.
- To undertake a commitment to continued self-development and learning.

- To undertake GCP (Good Clinical Practice) training biennially.
- Is required to participate in the training and induction of other staff in the aseptic unit.
- Participates in training relating to role.
- Provides leadership and direction to the staff working in the aseptic unit as appropriate.

Responsibility for Policy / Service Development

- Safe and appropriate disposal of departmental waste, some of which is of a hazardous nature.
- To participate in quality assurance initiatives (e.g. environmental monitoring, broth testing) to monitor the effectiveness of the Aseptic Services facilities and operators.
- To assist in maintaining appropriate standards of service; to be aware of all relevant guidelines, policies and procedures; to adopt the principles of safe handling and storage of medicines (Duthie report 1988).
- Support as appropriate the Aseptic Lead technicians in the planning of daily/weekly staff rotas making amendments should priorities change. (Utilising skill mix)
- Investigates stock discrepancies bringing the outcome to the attention of the Aseptic Lead Technician. If the discrepancy has occurred due to a picking or receipt error, will bring it to the attention of the member of staff involved.
- To attend and contribute to ward team meetings and pharmacy staff meetings.
- To support the appraisal process by taking responsibility for understanding and completing all set objectives, mandatory training.
- To be pro-active in self-development and willing to use own initiative in identifying training needs and resource required.
- Undertake any other reasonable duties consistent with grade, as requested by the Lead Technician or Lead Pharmacist Aseptic Services.

Responsibility for Finance, Equipment and Other Resources

- To maintain the equipment used in the aseptic dispensing and preparation of medicines in a clean and usable state
- To assist in the establishment, review and development of policies and procedures relevant to the inpatient and outpatient services.
- Works in a way that avoids unnecessary waste of drugs (though vial sharing) and consumables, materials etc. This requires the use of computer records to avoid duplicating dispensing as well as knowledge of correct storage conditions (fridge / room temperature) and the procedure for handling returned medicines for return into stock or destruction.
- Charges drugs and consumables to wards and departments throughout the hospital via the computer.
- Maintains stock control within the aseptic unit through participating in regular stock checks, processing stock discrepancies and handling product recalls.
- Liaises with the procurement staff to assist the maintenance of appropriate stock levels in the aseptic pharmacy unit.
- Assists in maintaining the security of medicines within the department by working within Trust policies and departmental procedures.
- Supervises the work of the ATOs and band 4's assigned to the aseptic unit as appropriate.
- With the support of the aseptic lead plans daily/weekly staff rotas.
- Supports and gives guidance to Pre-Registration Pharmacists, Student Technicians and Vocational Students working within the aseptic pharmacy unit.
- Deal with confidential material and any internal queries raised when appropriate.
- Work on own initiative, setting timescales and meeting deadlines without supervision. Coping with frequent interruptions and working on complex material requiring a high level

of concentration for prolonged periods.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- To participate, as may be appropriate in pharmacy projects and developments and co-operate in implementing new policies and procedures arising from this.
- To observe correct lifting and handling techniques, continuous standing and walking throughout the day.
- Contribute to the recruitment process regarding ATO staff.
- To participate in the departments weekend working, late nights and Bank Holiday rota.
- Ensures any faulty equipment is reported immediately and repaired as soon as possible.
- Any other reasonable duties, including participation in training, to fully develop the post
- To have responsibility for the health and safety welfare of self and others and to comply at all times with the requirements of health and safety regulations and risk management.
- To treat all colleagues and patients with respect and dignity and maintain confidentiality at all times.

Responsibility for Information Resources and Administrative Duties

- Data entry, text processing, storage of data
- Inputs stores, prescription data

Responsibility for Research and Development

- Undertakes surveys, audits as necessary for own work.

Freedom to Act

- Standard operating procedures, someone available for reference
- Works to pharmacy SOPs, supervisor contactable

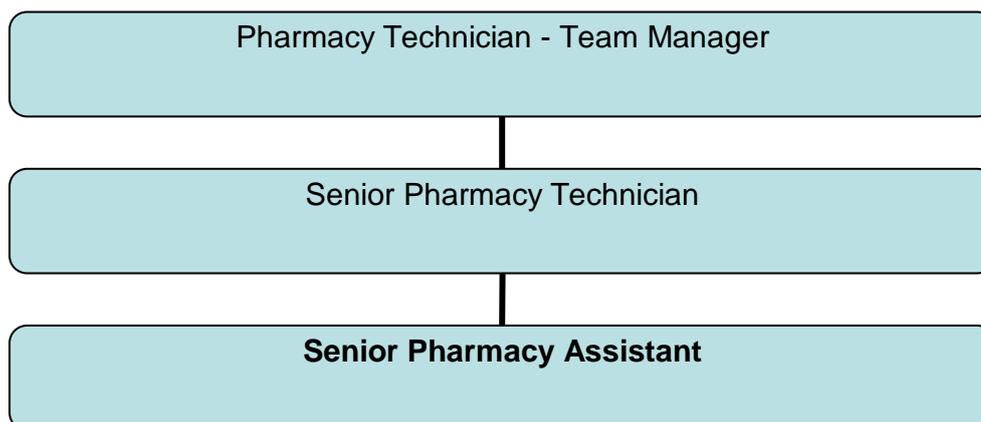
Mental, Physical, and Emotional Effort

- Daily work includes lifting of heavy fluids, archiving boxes or confidential waste bags.
- Walks around the Trust as appropriate when delivering urgent medications to wards.
- Daily work requires manual dexterity skills at all levels from manoeuvring trolleys/trucks to lifting and carrying fragile/hazardous products.
- May be sat at a computer for long periods of time when producing worksheet, labelling medications or completing month end paperwork.
- Prolonged concentration and the ability to work within narrow margins of error for frequent periods is required.
- May be stood for periods of time when dispensing medications or setting up.
- The aseptic unit has only artificial light. Space is restricted within the isolator rooms, and there is constant background noise from the isolators. Specialised over-clothes, shoes, hats and gloves must be worn.
- Daily exposure to hazardous materials e.g. handling of cytotoxic drugs for intravenous administration. Needle stick injuries are an occupational hazard, and there is also potential for breakages and spills resulting in direct exposure.
- Daily exposure to industrial methylated spirits as it is continuously sprayed in the aseptic unit throughout the day, as well as other cleaning fluids that are used.
- Needs to retain a high level of concentration to ensure accuracy of own work and that of others.
- Must be able to work to deadlines accurately and with precision in noisy & busy environments, often with frequent interruptions.

- Maintaining level of service can be quite stressful during periods of staff absence or staff shortages.
Exposure to distressing or emotional circumstances, both direct and indirect due to the necessity of providing palliative chemotherapy to cancer patients on a daily basis.

Any Other Specific Tasks Required

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £147 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation as our two hospital trusts also merge.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.