



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from Chief Executive Officer Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Senior Pharmacy Assistant (SATO) – Aseptic Services
Department	Pharmacy
Division	Family and Clinical Support Services
Salary Band	Band 3
Accountable To	Senior Aseptic Technician
JOB SUMMARY	
<ul style="list-style-type: none"> To contribute to the provision of the intravenous chemotherapy and parenteral nutrition to the patients of Hampshire Hospitals, including aseptically preparing a variety of products and the safe and accurate dispensing of outsourced parenteral nutrition bags, ready to administer products (specials) and other support medication. To maintain the environment and equipment to ensure that products that are prepared are done so in accordance with Good Manufacturing Practice. To participate in any 7 day shift pattern as required by the service which may include weekend and Bank Holiday rotas 	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> To be aware of and always follow all departmental operating procedures and Good Manufacturing Practice (GMP) guidance. To carry out and/or ensure that the daily recording of the isolator and clean room pressure readings are undertaken reporting any problems immediately to senior aseptic staff. To clean the isolator, clean rooms, and preparation areas according to departmental standard operating procedures (SOP's). Performing aseptic manipulations within the isolators, to produce a variety of products including cytotoxic drugs and monoclonal antibodies. Setting up and assembly of materials for aseptic preparations (including calculations) using the in-house batch code system and paperwork. Ensuring that product accountability and reconciliation is always adhered to by accurate completion of batch worksheets and other necessary documentation. To aseptically transfer materials ("spray-in") and equipment into the clean rooms and isolators following validated procedures. To plan, supervise and prioritise day to day production. To deputise for the Pharmacy Technicians as necessary in relation to operational planning. To carry out accuracy checks on assembled work trays, on completion of accredited qualification. Complying with all Trust and unit policies and procedures. Maintaining safe systems of work within the section to ensure compliance with Infection Control, the Health and Safety at Work Act, COSHH and NHS guidance. 	

- Complying with the national guidance and local trust policy for the Safe Administration of Intrathecal Chemotherapy.
- To inform the senior aseptic staff of any errors, deviations, or operational issues in a timely manner.
- To report equipment faults and deviations appropriately and ensure records are completed
- Data entry of in-house environmental monitoring results into the pre-existing spread sheet.
- To carry out general housekeeping duties across the department, unpacking goods, putting them away in the correct location, checking expiry dates, reporting discrepancies, and keeping the environment clean and tidy.
- To assist and demonstrate to new or less experienced colleagues how to carry out the cleaning and monitoring of the isolators and clean rooms following training and validation plans. To assist senior staff in the enforcement of quality management systems within the section, to include maintenance of quality indicators and compliance with results of audits to ensure the required standards of GMP are always met.
- If required, to participate in any external meetings and training relevant to job role.
- Maintain stock levels of equipment and materials within the clean rooms and isolator.
- To monitor stock control and rotation of stock within the department to prevent waste.
- To ensure the security of drugs on the wards and within the Pharmacy department.

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- To aseptically prepare products complying with safe and efficient working practices.
- Ensure confidentiality is always maintained, for example concerning issues of business sensitivity, personnel information, and patient confidentiality.

COMMUNICATION

- General administration duties include answering the telephone and using email.
- Participate in departmental meetings to share best practices, shared learning, identify and resolve problems, suggest, and support internal changes and improvements.
- Respond to routine enquiries from both ward and pharmacy staff in person and over the phone, which may include sensitive information regarding patient treatment.

PLANNING AND ORGANISATION

- Assisting in the scheduling of day-to-day production to ensure that treatment is supplied to the patient in a timely manner.

BUDGETARY AND RESOURCE MANAGEMENT

- To monitor stock control and rotation of stock within the department so preventing waste.
- To highlight areas of concern, for example, computer over or under ordering.
- To reduce wastage by storing products not used/returned and either discard or log as deferred to allow reuse.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To ensure that you remain up to date with your mandatory training to ensure the health, safety and security of patients and staff.
- To ensure you remain up to date with departmental SOP's, training, and validation requirements.

- To attend and complete other training as necessary to develop the post holder in accordance with their needs and the needs of the pharmacy.
- To assist new or less experienced colleagues learn routine tasks following department SOPs.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

Specific to post:

Frequent periods of restricted movement due to preparing aseptic products within the isolator cabinets accessed via glove ports.

Due to the nature of the cleanroom environment, make-up, false nails/nail varnish and jewellery are prohibited.

Post holder is required to work with and handle hazardous agents including biological and cytotoxic products.

A high level of concentration is required for prolonged periods of time to ensure accuracy.

General:

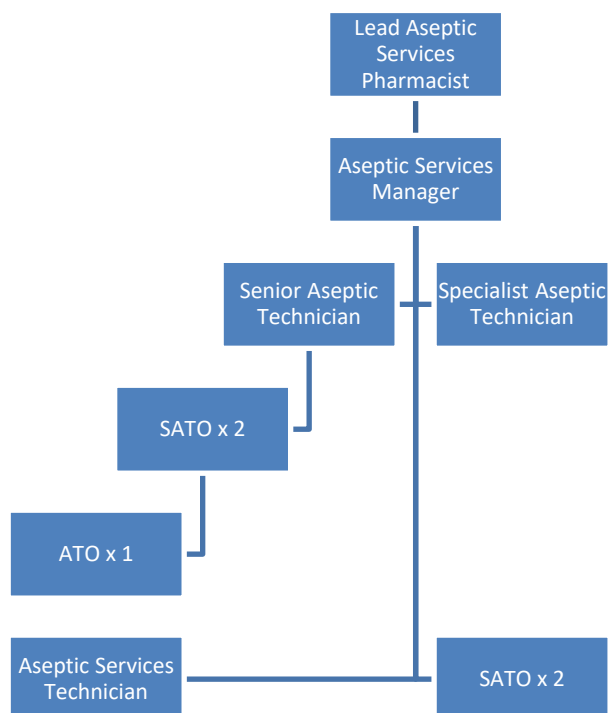
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

Job Title: Senior Pharmacy Assistant (SATO) – Aseptic Services	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> 3 GCSE's which must include Maths, English and Science at level 4/grade C or above. Level 2 NVQ Certificate in Pharmacy Service Skills/Pharmacy Manufacturing 	<ul style="list-style-type: none"> Quality Improvement Training
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Experience of using computers, particularly Microsoft Office and web-based learning 	<ul style="list-style-type: none"> Previous experience with HHFT pharmacy computer systems; WellSky, ARIA Knowledge of Good Manufacturing Practice Previous experience working in an aseptic environment
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> Good communication skills, both verbal and written Ability to prioritise work and manage time effectively High attention to detail / good level of accuracy Ability to follow set procedures 	
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> Ability to sit in a restricted position for set periods of time Manual dexterity for aseptic manipulation Responsible and punctual Able to work under pressure Willingness to undertake flexible working patterns according to service needs 	



Post holders signature: Date:

Managers' signature: Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Climate Action and Sustainability

- **Green Plan:** Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- **Carbon emissions:** Use the most sustainable and lowest carbon ways of working.
- **Sustainability:** Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- **Procurement:** Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- **Digital:** Maximize the use of digital solutions and reduce use of paper, where possible.
- **Care Pathways:** Streamline care pathways and reduce patient travel, where clinically appropriate.
- **Adaptation:** Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)