



Job Description and Person Specification



Job Description

Job Title	Higher level Pharmacy Technician
Band	5
Hours	37.5 per week (1.0wte)
Department	Pharmacy
Division	Aseptic Services
Location / Hospital Site	Worthing
Responsible to	Technician Team Leader, Aseptic Services
Accountable to	Technician Team Leader, Aseptic Services Lead Pharmacist, Aseptic Services Worthing
DBS Level	Standard
DBS Barred	Adult
DBS Workforce	Adult

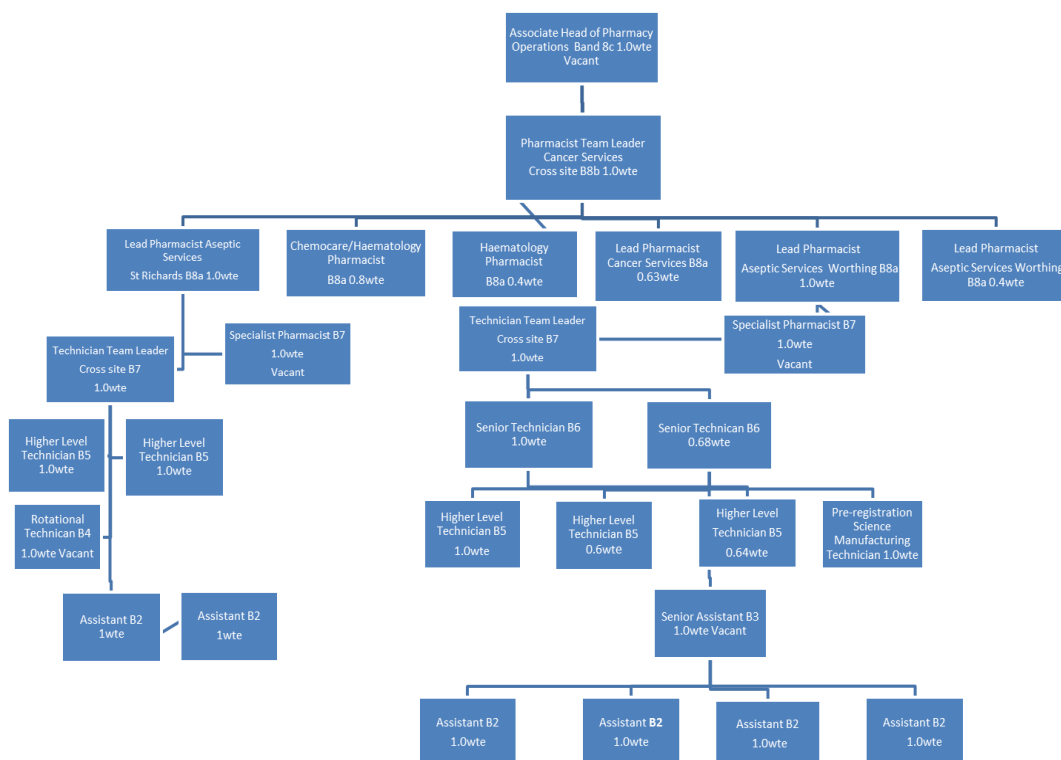
Role Summary

To assist in the organisation of, and participate in, the production of aseptically prepared products in the Aseptic Unit based at St Richards Hospital, and to assist in all technical aspects of running the department.

Key Working Relationships

Technician Team Leader, Aseptic services, Senior Pharmacist, Aseptic services, Senior Pharmacist Cancer Services. All medical staff, nursing staff and other healthcare professionals. Regional and Trust Quality Control Teams. Estates and external contractors for specialist service and equipment

Structure Chart



Main Duties and Responsibilities

- To prepare batch sheets and all relevant documentation as required for the production of aseptically prepared drugs in accordance with departmental Standard Operating Procedures.
- To create worksheets and labels for preparation of products and complete any calculations necessary in accordance with Standard Operating Procedures.
- To assemble worksheets/labels and ingredients for preparation in accordance with Standard Operating Procedures.
- To transfer items for production into clean rooms having satisfactorily completed aseptic assessment and validation.
- To participate in the preparation of cytotoxic and monoclonal products having satisfactorily completed an aseptic technique assessment and validation.
- To assist in carrying out cleaning as necessary.
- To assist in maintaining environmental monitoring records, cleaning records and other documentation processes as needed.
- To participate in volume checking after successful completion of PIPC accreditation.
- To participate in worksheet checking after successful completion of PIPC accreditation.
- To participate where appropriate in final checking no more than one session per week in accordance with PAAP accreditation
- To dispense in-patient and out-patient prescriptions and discharge summaries in accordance with departmental guidelines.
- To participate in the ordering process using external compounding units in line with SLAs.
- To participate in local rota arrangements for the covering late clinics and weekend and Bank Holiday duties.
- To undertake any other appropriate duties as may be requested by your manager.

- To hold current registration as a technician of the General Pharmaceutical Council (GPhC) or Science Manufacturing Technician of the Science Council. To be responsible for fulfilling criteria for reaccreditation of any professional certificates held.
- To undertake responsibility for own Continuing Professional Development (CPD) and to make the recommended number of CPD entries to maintain registration
- To oversee line management responsibilities of staff members undertaking training courses within Pharmacy.
- To participate in the record keeping of capacity and error reporting in line with IQAAPS processes.

Communication

- Maintain good communication with other members of the aseptic teams cross site and the wider Pharmacy Department.
- Liaise with Clinical Trial Pharmacist, Clinical Trial Technician and other research staff
- Liaise with Quality Control on environmental monitoring matters.
- Liaise with Estates and External Contractors to book times for service and maintenance work.
- Liaise with nursing staff on the Day Units, ophthalmic clinic and theatres, Balcombe, Apuldrum, Howard and Bluefin regarding times of treatments.
- Liaise with other healthcare professionals as the need arises.
- Liaise with Unit at other site to maximise use of stock with short expiries
- Liaise with Procurement and Unit team at Brighton to obtain stock in emergency

Service Delivery and Improvement

- Create patient list from Chemocare or Aria to ensure all patients have allocated treatments set up to be dispensed
- Organise daily workload to ensure products are aseptically dispensed in the correct order for timely delivery.
- Ensure adequate levels of goods and consumables are available and reorder via WellSky or materials management system.
- Assist Technician Team Lead in administration of paperwork and appropriate archiving of records according to Standard Operating Procedure
- Planning of validation updates in accordance with departmental schedule and SOP's.
- Awareness of action limits for environmental monitoring and subsequent measures needed to rectify issues in line with Standard Operating Procedure (SOP) and policies.
- Maximise efficiency and minimise cost by multiple dispensing on treatments with extended regimes, taking into account expiry and vial sharing.
- To evaluate returned cytotoxics and monoclonals from wards and departments for suitability to re-issue in line with departmental guidelines, including returning on the JAC computer system following SOP's
- Contribute to stock wastage management through most efficient use and reuse of cytotoxic and monoclonal drugs
- Ensure adequate stocks of cytotoxic and monoclonal medication is maintained and stock rotated to prevent wastage.
- Process orders for stock and patient specific items through the appropriate compounding unit
- Be competent to produce worksheets and labels on Episys Ultimate®
- Be competent to use Microsoft Windows and Office (word, excel)
- Be competent in the use of WellSky for dispensing and checking/ordering stock

People Management and Development

- Participate in bench training for all new staff
- Act as specialist witness for NVQ candidates in aseptics
- Supervise new staff undertaking validations
- Train new staff on Chemocare® Aria and Episys® and sign off competency
- Comply with and promote all policies, procedures and directives pertaining to the post and promote the highest standards of professional practice and safe working procedures
- To observe Health and Safety at work policy and comply with all COSHH guidelines for safe handling of cytotoxic drugs.
- Contribute to and assist in the implementation of the Aseptic Services Annual Plan.
- Ensure that relevant Aseptic staff achieve and maintain GCP certification and keep up to date C.V. for inspection by Clinical Trial Centres

Patient Care Delivery

- Act in response to issues arising from patients and other hospital staff.
- Protect and maintain patient confidentiality at all times
- Dispense Clinical Trial medication in a timely manner as required
- Ensure that patients requirements for aseptic products and TTO's are met
- Assist in prioritising work flow to ensure treatments are made for timely delivery to ward.
- Be competent to access patient prescriptions on Chemocare® and Aria®

Learning and Development

- Attend courses, study days and meetings that are mandatory for all staff and relevant to post.
- Maintain all validations on a 6 monthly basis.
- Maintain place on section 2 of Intrathecal Register by annual revalidation process.
- Undertake Pre and In Process Checking (PIPC) accreditation.
- Undertake a Good Clinical Practice (GCP) certificate for dispensing Clinical Trials and reaccredit every 2 years.
- Undertake Product Approval Accreditation Programme (PAAP) accreditation.
- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop

- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

Physical	Use of negative isolator requiring validation and revalidation. High degree of precision work with syringes and needles dispensing cytotoxic (hazardous) materials. Sitting or standing in a restricted position for long periods of time – production activities. Light physical effort for long periods of time. Pushes, carries and packs pharmaceutical supplies
Emotional	Prepare and dispense medications to terminally ill, distressed patients on a daily basis. To assist planning workload when facing staffing problems.
Mental	Concentrate when pre and in process checking for periods of 2 – 3 hours or longer performing calculations and checking quantities. Concentrate when dispensing prescriptions, calculating doses and quantities for supply on a daily basis. Concentrate for

	periods of 2-3 hours when dispensing hazardous substances in a negative isolator. Concentrate for periods of 2 -3 hours when volume checking for accuracy. Manage interruptions from staff needing advice or service provision issues in the working environment on a daily basis.
Working Conditions	Frequent (daily) handling of cytotoxic medications for long periods of time. Exposure to noise on a daily basis within the unit and office. Exposure to noxious fumes from the chemicals used to clean on a daily basis. Exposure to verbal aggression on the telephone or in the pharmacy on an occasional basis. Prolonged periods of VDU use for batch sheets, worksheets, pre-process checking and booking out.

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/Qualifications	<ul style="list-style-type: none"> NVQ Level 3 Pharmaceutical Sciences or equivalent Registered as a Pharmacy Technician with General Pharmaceutical Council (GPhC) Registered as a Science Manufacturing Technician with Science council + Maths & English GCSE Grade A-C, or functional skills equivalent. Pre & In Process Checking accreditation (PIPC) (or working towards) Significant experience in aseptic services 	AF	<ul style="list-style-type: none"> Product Approval Accreditation Programme certificate (PAAP) Accredited Checking Pharmacy Technician (ACPT) Nationally accredited for medicines management 	AF
Skills	<ul style="list-style-type: none"> Good written and oral communications skills. Ability to train and coach other staff members. Ability to build successful relationships with a range of other staff. Ability to identify and prioritise work and manage time to meet deadlines. Good patient/customer service skills Evidence of having undertaken own development to improve understanding of equalities issues 	AF,I	<ul style="list-style-type: none"> Ability to retrieve, evaluate, analyse, interpret and present complex information Contribution to service audit, analysis of data and service evaluation Implement changes to pharmacy services. Proficient in the use of Microsoft Word, Excel and PowerPoint. Able to use the Datix system 	AF,I
People Management and Development	<ul style="list-style-type: none"> Experience of supervising pharmacy staff within an aseptic unit. Proven ability in training pharmacy staff Daily supervision of staff 	AF,I		

Equality, Diversity, and Inclusion	<ul style="list-style-type: none">Evidence of having championed diversity in previous roles (as appropriate to role).	I		
Specific Requirements	<ul style="list-style-type: none">Able to pay close attention to detail.Able to work individually as well as part of a team and also across teams within the Trust.	AF,I		
Freedom to Act	<ul style="list-style-type: none">Follow departmental SOPs at all times.Supervise aseptic services technical staff	AF,I		
Equality, Diversity, and Inclusion	<ul style="list-style-type: none">Demonstrate an understanding of the importance of EDI within a Healthcare setting	I		

