



Job Description

Job Information	
Job Title:	Pharmacy Assistant Technical Officer- Aseptic Services
Directorate / Service:	Pharmacy Directorate
AfC Band:	2
Accountable to:	Head of Production
Responsible to:	Senior Technician- Aseptic Services
Base Location:	As Directed
Job Code:	AHP.PA.R0031
ESR Position Number:	

Job Summary
<p>The Aseptic Manufacturing Service involves the production of medicines such as Parenteral Nutrition (PN), Centralised Intravenous Additive Services (CIVAS), Cytotoxic Agents and Clinical Trial Investigational Medicinal Products.</p> <p>The post holder will contribute to the running of an efficient and effective manufacturing service by supporting the production and distribution of sterile parenteral medicines.</p> <p>The post holder will be able to carry out all duties in accordance with Good manufacturing Practice (GMP) and standards outlined by the Medicines and Healthcare Products Regulatory Agency (MHRA).</p>
Key responsibilities
<p>1. Provide support throughout the aseptic unit, carrying out tasks such as the worksheet selection, assembly, the labelling and packaging of manufactured batches. This may be for a range of medicinal products including:</p> <ul style="list-style-type: none"><li>• Parenteral Nutrition</li><li>• Chemotherapy</li><li>• Intravenous Additive Service</li><li>• Clinical Trial Medicines</li></ul> <p>In accordance with departmental procedures and safe systems of work.</p> <p>2. Carry out environmental monitoring tasks. This includes:</p> <ul style="list-style-type: none"><li>• Taking daily readings in both set up areas, clean rooms and isolators.</li><li>• Weekly environmental monitoring: e.g settle plates, contact plates and swabs</li><li>• Carrying out cleaning duties of specialist equipment and the facility</li></ul> <p>All duties should be carried out in a timely manner ensuring all documentation is fully completed, filed, and stored correctly.</p>



3. Participate with in-process checking of the manufacturing processes e.g confirming the withdrawal of correct volumes in line with manufacturing procedures.
4. Assess manufactured products and confirm that they are fit for purpose, e.g visually check products for chemical stability and container integrity.
5. Competently handle sessional plates and end of session media fills. This includes the handling, packaging and documentation associated with plates and samples required for submission at Quality Control North West (QCNW).
6. Carry out transfer disinfection procedures to remove the bioburden from consumables and ingredients during the manufacturing process.
7. Ensure that all pharmaceutical preparations are stored appropriately, and that accurate stock control and stock rotation is carried out as per procedure.
8. Report immediately any error or event which falls outside procedure to the Senior ATO or Senior Technicians.
9. Take part in validations within the unit e.g carry out transfer disinfection validations to demonstrate compliance and standards of work in accordance with regulatory standards.
10. Participate in the safe handling and safe disposal of drugs including potentially hazardous substances, in line with departmental procedures.
11. Distribution of medicines to wards when required.
12. Communicate effectively with ward staff, pharmacy colleagues and external customers using tact and diplomacy, referring matters to the appropriate personnel where necessary.
13. Deal with routine interruptions e.g telephone enquiries from internal and external customers.
14. Together with other members of staff, ensure that procedures are carried out in accordance with current legislation and regulations in respect of the Health and Safety at Work Act, COSHH, and that other pertinent recommendations and standards are complied with.
15. Comply with current legislation as regulated by the Medicines and Healthcare Regulatory Agency (MHRA) including Investigational Medicinal Products (IMPs) and Quality Control North West (QCNW).
16. Co-operate in Bank Holiday, Statutory Holiday, weekends, early morning and evening services as per departmental arrangements.
17. Undertake such reasonable duties as may be required from time to time.
18. The post holder will be expected to adapt to changes that may occur, which may affect the current practices within the Pharmacy Department, such as the introduction of new equipment, procedures, policies and hours of working.
19. Ensure that total confidentiality throughout the Trust is upheld at all times.

<b>Clinical Governance / Quality</b>
Co-operate in providing a comprehensive, high quality and cost-effective pharmaceutical service to LUHFT, adhering to policies and procedures and delivering services in an efficient, courteous and professional manner.
<b>Education and training development</b>
All Assistant Technical Officers must undertake an NVQ2 in Pharmaceutical Science or equivalent. This will commence within 3 months of starting and is usually complete within the first 12 months of employment.
<b>Equality and Diversity</b>
<p>It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:</p> <p>Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.</p> <p>Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.</p> <ul style="list-style-type: none"> <li>• Recognise and report behaviour that undermines equality under Trust policy.</li> <li>• Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.</li> <li>• Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.</li> <li>• With the support of managers develop an equality and diversity objective through the personal development review process</li> </ul>

<b>Values and Behaviours</b>
<p><b>We are Caring</b></p> <p>We are kind to each other and always show compassion to ourselves and others.</p> <p>We know we are doing this when:</p> <ul style="list-style-type: none"> <li>• We are always kind and compassionate to ourselves, our patients, families and colleagues;</li> <li>• We recognise and appreciate each other, taking pride in working here and our contribution to success;</li> <li>• We are professional and always seek to deliver the best standards of care.</li> </ul> <p><b>We are Fair</b></p> <p>We treat people equitably and value their differences.</p> <p>We know we are doing this when:</p> <ul style="list-style-type: none"> <li>• We value everyone for their unique contribution and we embrace diversity;</li> <li>• We are confident in speaking up and we support all our colleagues to do the same;</li> <li>• We are open and honest.</li> </ul> <p><b>We Are Innovative</b></p> <p>We work as a team to continuously improve the way we deliver and transform health care.</p> <p>We know we are doing this when:</p> <ul style="list-style-type: none"> <li>• We continuously improve the services we deliver and pioneer new ways of doing things;</li> <li>• We learn from mistakes, striving to ensure we get things right first time;</li> <li>• We create and share knowledge with each other, patients and our professional communities.</li> </ul>
<b>Infection Prevention &amp; Control</b>
<p>All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.</p>
<b>Confidentiality</b>
<p>Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.</p>
<b>Freedom of Information</b>

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

### **Management of Risk & Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

### **Safeguarding Children and Vulnerable Adults**

All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

### **IT Skills**

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

Be competent using computer systems including Wellsky/intranet/internet and other programmes.

### **Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

### **Information Quality**

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

### **Professional Responsibility**

As per any required registration – LUHFT policies

<b>Clinical Responsibility</b>
Provides technical services e.g Aseptic Services
<b>Administration Responsibility</b>
Any required documentation for any relevant tasks must be completed as per local Standard Operating Procedures.
<b>Research</b>
Participates in audit
<b>HR Management</b>
Demonstrates own duties to others
<b>Financial Responsibility</b>
Checks stock items and advises supervisor of any need to re-order
<b>Change of Job Description</b>
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.



**Liverpool University Hospitals**  
NHS Foundation Trust

**Person Specification**

<b>Job Title:</b>	Pharmacy Aseptic Technical Officer- Aseptic Services		
<b>AfC Band:</b>	2	<b>AfC Code:</b>	<b>Job Code:</b> AHP.PA.R0031

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
GCSE grade C/4 or above (must include Maths and English) or equivalent (such as functional skills)	Y		A
Level 2 NVQ in Pharmacy Skills or a Level 2 Science Manufacturing Technician or equivalent	Y		A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience working in Healthcare Environment		Y	A
Experience of stock rotation		Y	A
Experience of working in stores and distribution		Y	A
<b>Knowledge</b>			
Numerate – able to carry out simple calculations in relation to work	Y		I
<b>Skills</b>			
Good written communication skills	Y		A
Good verbal communication skills	Y		I
Standard keyboard/IT skills		Y	A
Ability to work in a busy environment	Y		I
Ability to work alone or as part of a team	Y		I
Methodical with attention to detail	Y		A
Ability to adapt to change	Y		I
Ability to show initiative and work efficiently	Y		I
Able to prioritise tasks and manage own workload	Y		I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Enthusiasm for the position	Y		A
Interest in pharmacy service provision	Y		I
Reliable and flexible to the needs of the service	Y		I
Proactive	Y		I
Friendly, empathetic and reliable team worker able to relate to all grades of staff	Y		I
Willingness to learn	Y		I
Commitment to work	Y		I
Positive impact on morale		Y	I
Ability to work as per departmental weekend,	Y		I

evening and bank holiday rotas			
--------------------------------	--	--	--