



SENIOR TECHNICIAN – Cancer and Technical Services Band 5

Pharmacy Clinical Support Services

JOB DESCRIPTION



Chelsea and Westminster Hospital
NHS Foundation Trust



TABLE OF CONTENTS

Welcome..... 4
Job summary..... 5
Key responsibilities..... 5
Person specification 8

Welcome



Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **P**utting patients first
- **R**esponsive to patients and staff
- **O**pen and honest
- **U**nfailingly kind
- **D**etermined to develop

Job summary

**Job title Senior Pharmacy
Technician**

Band 5

**Division Clinical Support
Services**

**Responsible to Principal
Pharmacist – Technical
Services**

**Accountable to Chief
Pharmacist**

Type of contract

Permanent

Hours per week 37.5

**Location West Middlesex
site**

Job Summary

- Works closely with the Principal Technician in helping manage and develop all operational aspects of technical services.
- Helps to ensure that services are provided in a safe, efficient and effective manner according to local, national and Regional QA requirements and the principles of good manufacturing practice.
- Contributes to monitoring and management of performance and quality for technical services unit and services provided to cancer speciality.

Key responsibilities

Technical Services

- Assists with managing the workload and co-ordinating the workflow for sterile (cytotoxic reconstitution and CIVAS) and prepacks/over-labels in the Technical Services Unit to help maintain a safe, responsive and patient focussed service.
- Liaising with Chemotherapy Day Unit staff, of all grades, to support the work flow.
- Maintains effective communication links with the Principal Pharmacist, Principal Technician and Quality Assurance Manager to ensure practices reflect adherence to GMP and section 10 requirements, Health and Safety legislation, COSHH and Trust Medicines Policy.
- Helps to ensure that all legal and procedural requirements are met and that all records are maintained.
- Assists with writing and maintenance of all standard operating procedures for work processes in technical services in collaboration with QA and Principal Pharmacist or Technician
- Participates in technical services dispensing and accredited checking schemes, according to standard operating procedures.
- To take part in Medicines Management to provide information to patients and take drug histories as required on Chemotherapy Day Unit.
- Prepares and/or dispenses injections and infusions for (e.g. chemotherapy, Parenteral Nutrition, CIVAS, clinical trial materials) under aseptic conditions and pre-packs to all required standards.
- Helps to maintain good stock control by ensuring stock checks are completed on a daily basis and investigates and corrects discrepancies according to local procedure.

- Assists with the generation, maintenance and development of monthly performance indicators and data for technical services unit including error monitoring, CQUINS, monthly workload statistics and capacity planning and provides interpretation and remedial actions to correct variation in performance. Report these to relevant senior staff where necessary.
- Assists with accurate booking out of medicines on the pharmacy computer system.
- Helps to co-ordinate drug and non-drug orders and liaises with purchasing and stores staff with regard to stock problems.
- Assist with development and creation of new worksheets on the EPISYS system.
- Participates in Quality Assurance initiatives associated with the technical services unit including assisting with environmental monitoring, equipment and cleaning.
- Participates in technical and cancer services developments to manage demand and improve service provision including gathering information and project work
- Assist with ordering and maintenance of stock of all medicines and consumables required by technical services unit and ensures that these are used efficiently within available resources.
- Help to ensure that all equipment (e.g. isolators and air handling unit) is operating to the required standard.
- Deputises for the Principal Technician in their absence.

Staff Management

- Supervises staff working in Technical Services unit (technicians, assistants, pre-registration pharmacists and PTPT'S (pre-registration pharmacy technicians) including induction and performance appraisal of relevant staff and day to day problem solving.
- Assists with the deployment of staff in the technical services unit including contribution to weekly rotas and approval of annual leave and lieu time in the absence of the Principal Technician.
- Assists with appraising staff and managing performance and all other human resource issues for technicians and assistants working in Technical services.

Training and Development

- Ensure that all staff in the technical services unit receive appropriate induction, on-going training and validation which includes GMP and procedures relating to dispensing and compounding of products and maintenance of the unit.
- Assists with training, supervision and assessment of Pre-registration Technicians and Pharmacists rotating through technical services.
- Helps maintain records to demonstrate that staff operate to defined procedures.
- Helps identify training needs for technicians, including co-ordination of relevant training and study days.
- Participates in and implements CPD and personal development initiatives.

Other duties

- Participates in recruitment and selection of pharmacy technicians and assistants.
- Participates in Personal Development Reviews and the development of Personal Development Plans.
- Provides dispensary cover as required
- Participates in weekend and bank holiday duties (dispensary based) and late duty.

- Maintenance of an up to date CPD portfolio
- Undertake any other duties agreed with the Principal Pharmacist/Technician Cancer and Technical Services or Chief Pharmacist.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Person specification

Job title	Senior Pharmacy Technician -Cancer and Technical Services
Band	Band 5
Division	CSS

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

E = essential
D = desirable

Trust values

Putting patients first	E
Responsive to patients and staff	E
Open and honest	E
Unfailingly kind	E
Determined to develop	E

Education and qualifications

BTEC or NVQ 3 Pharmaceutical Sciences equivalent recognised qualification	E
GPHC registered	E
Training undertaken within a hospital environment	D

Experience

Recent relevant Band 4 Technician with experience in Technical Services	E
Completion of any HEE or LPET courses	D

Skills and knowledge

Good communication (written and oral)	E
Knowledge of EU GMP and Principles of aseptic and cytotoxic dispensing with demonstrable accuracy	E
Prioritisation and planning	E
Dealing with interruptions to normal work pattern	E
Time management	E
Training and supervisory skills	E
Organisational skills	E
Experience of supervising staff	E
Managing people	D

Computer literacy	E
Mathematical skills to perform complex dose calculations	E
Interpret and dispense prescriptions accurately	E
Effectively provide information to patients	D
Procedure writing	D
Use of Episys software	

Personal qualities

Flexible working to reflect service development	E
Team player	E
CPD self development	E
Self-motivation and motivation of others	E
Calm under pressure	E
Able to use initiative	E
Reliable	E
Ability to perform light/moderate physical duties (lifting inanimate loads, standing for periods), working in an isolator, light cleaning.	E
Hardworking	E
Occupational health clearance to dispense aseptic and cytotoxic drugs	E
Methodical with attention to detail	E
Able to work independently	E
Able to problem solve	E

Notes



Chelsea and Westminster Hospital
NHS Foundation Trust

369 Fulham Road
London
SW10 9NH

Main Switchboard
+44 (0)20 3315 8000

Website
www.chelwest.nhs.uk

 [fb.com/chelwest](https://www.facebook.com/chelwest)
[fb.com/westmidhospital](https://www.facebook.com/westmidhospital)

 [@chelwestft](https://twitter.com/chelwestft)
[@westmidhospital](https://twitter.com/westmidhospital)

 [@chelwestft](https://www.instagram.com/chelwestft)

