

RECRUITMENT INFORMATION PACK

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Senior Biosimilar Pharmacy Technician



Job particulars

Job Title	Senior Biosimilar Pharmacy Technician
Pay Band	5
Location	Royal London and Mile End Hospital
Reports to	Highly Specialist Pharmacist – Biosimilar and High-Cost Medicines
Responsible to	Group Chief Pharmacist

Job purpose

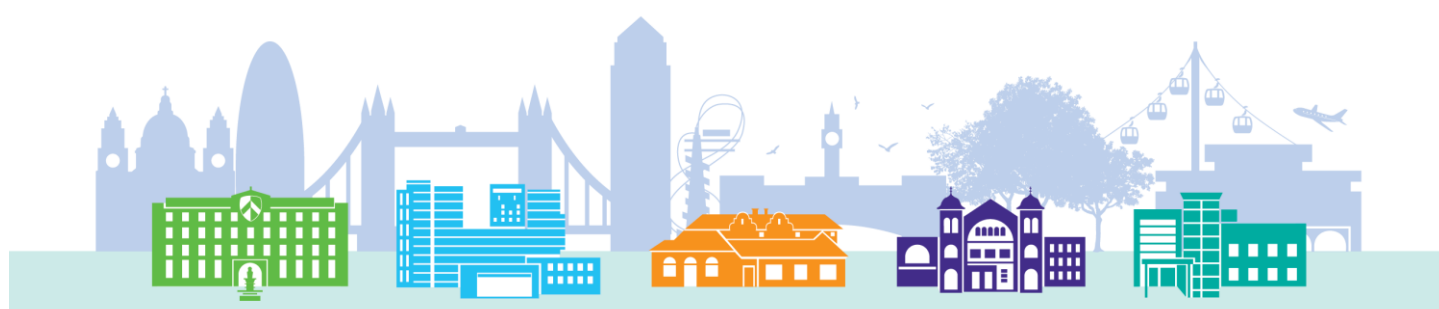
- To support Royal London Pharmacy department and specialist division team in delivering biosimilar switches and medicines efficiencies within the specialist medicine division.
- To report to the Highly Specialist Pharmacist – Biosimilar and High-Cost Medicines on progress and tracking of the biosimilar switches.
- To help oversee the project progression.
- To work collaboratively with the procurement and homecare teams to support the biosimilar switch work.
- The role may also involve ward and dispensary-based responsibilities.

The biosimilar switch project is anticipated to run over the next few years, after completion of the projects, the biosimilar team will be moved into a role within The Royal London/ Mile End Hospital pharmacy team based on the operational and clinical needs. This will be undertaken following consultation with the post holder.

Key working relationships

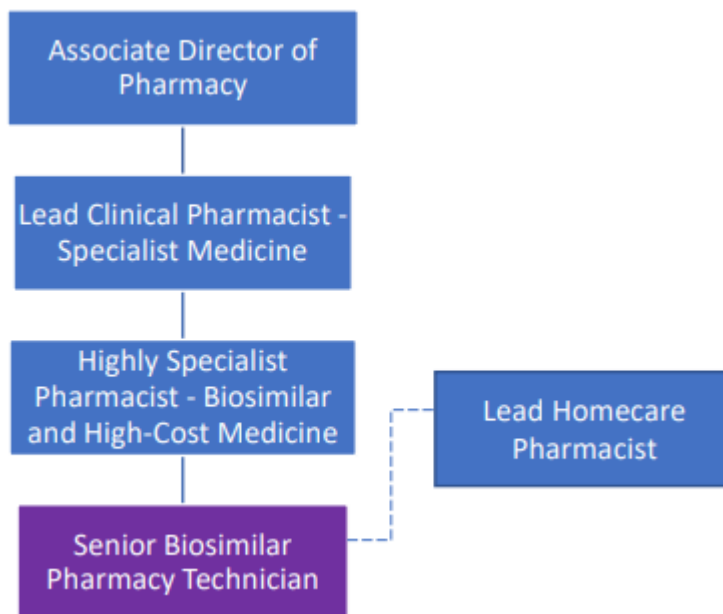
Professional relationships with key partners, employees and boards.

Internal	External
Associate Director of Pharmacy and Deputy Head of Pharmacy	Patients and carers
Group Chief Pharmacist	Operational Site Management Teams
Lead Specialist Medicine Pharmacist	Other acute providers
Specialist Medicine Division Leads	Pharmaceutical Companies
Clinical Commissioning Pharmacist	Medicines efficiencies work-stream sponsors and Project Leads
Procurement Lead Pharmacist	Contracts team and Informatics team



Clinical Pharmacy Team	Regulatory and commissioning bodies – MHRA, CQC, NHS England, ICBs, NHSI
Homecare Team	
Pharmacy Governance Team	
Gastroenterology, Rheumatology and Dermatology Teams	
Multidisciplinary team members	

Structure chart



Main duties, responsibilities, and results areas

Royal London & Mile End Hospitals has a yearly programme to develop efficiencies in relation to medicines. Each division has a target to save in order to manage the overall efficiency plan. Specialist medicine division are responsible for identifying medicines efficiencies and cost savings within their division. The adoption of biosimilars has been endorsed by NHS England as a way been identified as a maximise the value for patients and enable cost savings. The rate of entry for biosimilars is expecting to increase over the coming years and will provide significant savings to both the Trust and the NHS. The biosimilar switch team will work collaboratively with the clinical, multidisciplinary and pharmacy teams to help facilitate and deliver these switches so that the savings can be made at the earliest



opportunity for the division to help the overall efficiency plan. The Senior Biosimilar Pharmacy Technician will deliver value for money and work with the Specialist Medicine division and patients to achieve better outcomes from the use of high-cost drugs including biologics.

General

- Participate in, and encourage, an open communication climate, providing feedback to
- staff on performance and developmental issues.
- Value, seek and acknowledge the contributions of colleagues.
- Continually improve quality
- Actively promote cost-effective purchasing, distribution, storage/ stock control and appropriate use of medicines in the best interests of patients.
- Assist in planning, formulation and implementation of policies and quality standards.
- Create opportunities for and participate actively in continuing professional development (CPD) activities.
- Develop links with other hospital staff, as appropriate for service needs.
- Participate in staff appraisal system (minimum of once a year)
- To work with the stores, distribution & procurement team to maintain an effective supply chain.
- To support the department in setting standards through review and updating procedures and auditing against those standards in line with the department's audit programme.
- To undertake projects in conjunction with others to improve quality and efficiency of service provision.
- Take on specific responsibility for an element of service related to the section you are working in.
- To support the department in setting standards through review and updating procedures and auditing against those standards in line with the department's audit program.

Biosimilar Switch Role and Responsibilities

- To ensure biosimilar and generic opportunities are maximised.
- Work closely with the Highly Specialist Pharmacist to identify and develop an implementation plan for high-cost and biosimilar switches.
- To understand funding mechanisms and how medicines are reimbursed.
- To review and ensure service level agreements are in place.
- To communicate with specialist medicine teams, clinical pharmacy teams and homecare companies of any changes and account closures.
- To distribute the new template and registration forms to prescribing teams.



- To regularly maintain and update an accurate spreadsheet to keep track of patient switches and cost savings.
- To report and present the tracking to specialist teams.
- To check patient supplies and communicate to teams to create new scripts when these are due.
- To keep a record of patient switch backs and ensure these follow the correct local process.

Medicines Management and Dispensary

- Update and implement relevant procedures for Medicines Management in order to deliver the service in a safe and effective manner.
- Be responsible for ensuring the provision of the Medicines Management service to designated ward areas, which involves working in clinical areas unsupervised.
- Undertake duties and responsibilities as an Accuracy Checking Pharmacy Technician (ACPT), i.e. leadership skills and completing the final accuracy check of clinically screened dispensed items, as support for the dispensaries
- Implement and maintain the Patient's Own Drug (POD) scheme, for the designated areas (and self-administration where introduced) according to Trust Policies. Undertake POD checks for patients during their inpatient stay and gain consent for using/destroying PODs, as appropriate.
- Transcribe requests for medicines, that have been clinically validated by a pharmacist, on to pharmacy orders, and transcribe endorsements on reboarded prescription charts.
- Initiate supply of non-stock items for one stop-dispensing i.e. ordering medication labelled ready for discharge when appropriate and to ensure a full prescription of at least 14 days of medication for discharges is available in each patient's own drug locker.
- Obtain medication histories for newly admitted patients (or those transferring from different levels of care setting, e.g. step down from ICU / HDU); undertake medicines reconciliation, including communication of discrepancies to relevant healthcare professionals.
- Consult with patients regarding their medication regimes in order to optimise medicines and support their understanding of their treatment, including benefits of their medication and possible side effects. These may be patients with special needs, e.g. hearing impairment, learning disability or language translation requirements.
- Effectively support patients who are discontented with aspects of the service e.g. at a ward level and manage ad-hoc enquiries and assist with difficult situations, including complaints relating to medicine management services and refer to senior staff as appropriate.



- Co-ordinate the discharge medication, bringing together patients own drug's and newly dispensed items in advance of patient discharge. Participate in the audit of the medicines management service e.g. POD scheme, dispensing times, cost savings, discharge times and intervention data.
- Participate in reciprocal cover arrangements across directorates/hospitals to maintain the medicines management service. Participate in regular medicine management team meetings and departmental meetings and contribute to hospital level meetings.
- Support the Lead Pharmacy Technician, Patient Services in developing systems to improve efficiency and safety of medicines management service provision, in order to reduce delays in discharge, meet the set standards, targets and KPIs, improve accuracy and support staff development.
- Act as a trainer and provide witness testimony for evidence of competence when required for trainees. This will involve conducting regular meetings with trainees providing support as appropriate and carrying out one to one meetings at the start, mid and the end of each rotation for rotational pharmacy technicians, PTPTs and trainee pharmacy assistants, pharmacy assistants.
- Participate in the training of new and foundation staff, including inductions.
- Participate in ward based nurses' training, and deliver relevant training and accreditation for medicine management including controlled drug training and cold chain training
- Participate in and contribute to the development of the extension of the near patient medicines management scheme across all wards in the hospital.
- Liaise with stakeholders to improve the service we provide meets the requirements of its users.

Management and Leadership

- Work closely with the Highly Specialist Pharmacist – Biosimilar and High-Cost Medicines to deliver biosimilar switches and high-cost medicine efficiency projects.
- Track the progress of patient switches, cost savings and present these to the specialist teams and the Highly Specialist Pharmacist – Biosimilar and High-Cost Medicines.
- Undertakes individual appraisal and agrees objectives of direct line reports.
- Involvement in recruitment of biosimilar switch team staff as needed.
- Participate in the recruitment and selection of Pharmacy staff.
- Undertake regular meetings with directly managed staff, to support development.
- Manage sickness, absence and performance in line with Trust policies and guidance from HR Advisors so that issues are dealt with fairly, appropriately and consistently.



Professional responsibilities

- Ensure SOPs are regularly reviewed and monitored and comply with external standards e.g. Controlled Drug (CD) regulations and audit regularly to ensure they are being followed, in order to maintain high standards and orderly methods of working.
- Encourage and support the Trust's and local prescribing policies in order to enhance good practice and cost-effective prescribing.
- Maintain high quality of data input of patient information into the pharmacy computer system in order to ensure excellent labelling standards for dispensed medicines.

Other Duties

- The post holder might be required to work across the Trust at any time throughout the duration of their contract, which may entail travel and working at different hospital. • Participate in other departmental duties as required and appropriate e.g. late duties, weekend and Bank holiday rotas as required. • This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Working conditions

Criteria	Description
Physical	The post holder will require a good working knowledge of Microsoft office including word, excel and power point. There is VDU work required and a requirement for a high degree of accuracy as errors with medication can have potentially harmful effects for patients.
Emotional	The post holder will be exposed, more than once a month, to circumstances that are distressing or emotional. The post holder must be able to work successfully under pressure of time and resources. They may have to deal with staff who are angry/upset/tearful. Exposure due to staff management etc. Deals with e.g., long term sickness, redeployment & redundancy, grievance & discipline and difficult change management issues. Work with patients and deal with patients who are angry/upset/tearful.
Working Conditions	The post holder works across sites in acceptable working conditions. Frequent VDU use.
Mental	Frequent requirement for concentration when undertaking for example data review. The post holder always requires high level of concentration, as they deal with heavy demands from a variety of sources. The work is often unpredictable, and the post holder may have to adapt to change in short time frame and be able to deliver



outcomes. The post holder may/will require stamina. Concentration required for analysing data. Will be frequently interrupted due to the operational nature of the role Work with patients and clinicians that may be opposed to the biosimilar switches

Code of Conduct for NHS Managers

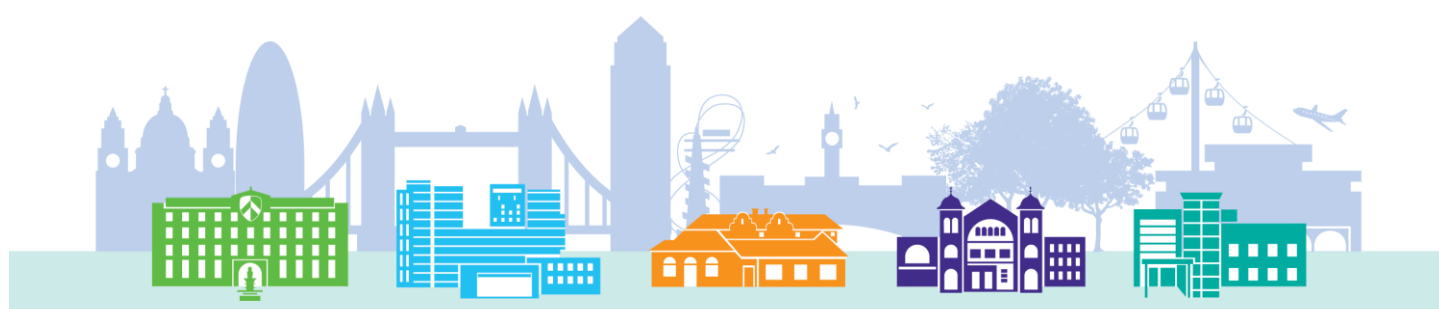
As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). www.nhsemployers.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). www.nmc-uk.org/

Person specification

Domain	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • BTEC Pharmaceutical Sciences /NVQ 3 or equivalent • Registration as a Pharmacy Technician with the General Pharmaceutical Council (GPhC) • Accuracy Checking Pharmacy Technician (ACPT) qualification • HEE LaSE Medicines Optimisation qualification or equivalent 	<ul style="list-style-type: none"> • Practice Supervisor, Train the trainer or equivalent qualification • ILM Level 3 Leadership and Management qualification or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working in a hospital pharmacy setting • Significant experience as a pharmacy technician • Medicines management experience in a ward based setting, e.g. medication history taking, POD assessment etc. • Dispensing • Pharmacy labelling and stock control systems 	<ul style="list-style-type: none"> • Management of staff • Education & training of staff • Recruitment and selection experience • Working within a commissioning, homecare or procurement setting



	<ul style="list-style-type: none"> • Patient counselling • Experience of pharmacy stock distribution and top-up services 	
Knowledge	<ul style="list-style-type: none"> • Understanding of GPhC Revalidation requirements • Knowledge of medicines management systems at ward level • Up to date knowledge of legislation relevant to pharmacy practice, e.g. controlled drugs, Health and Safety at Work • Understanding of stock control systems • Knowledge of drugs, side effects and where to find further information • Knowledge of Safe and Secure Handling of Medicines requirements • Understanding of the importance of adherence to SOPs and legislation • Demonstrates a good understanding of patient safety initiatives 	
Skills	<ul style="list-style-type: none"> • Demonstrates ability to solve problems • Excellent verbal and written communication skills • Excellent interpersonal and customer service skills • Work accurately following agreed procedures • Ability to prioritise workload and meet deadlines • Interpret and dispense prescriptions accurately • Organisation and prioritisation of workload • Ability to problem solve • Ability to motivate self and others • Time management skills • Methodical attention to detail • Good numeracy skills. Able to perform pharmaceutical 	



	calculations.	
Other		Member of the Association of Pharmacy Technicians UK (APTUK)
Update	Written by: Sunita Alexandrou, CIPs Pharmacist SLT Review: Tomi Shitta	January 2024

