

JOB DESCRIPTION

JOB DETAILS	
Job Title	Senior Pharmacy Assistant Technical Services
Reports to	Lead Technician Technical Services
Band	Band 3 (Subject to formal matching)
Department/Directorate	Pharmacy

JOB PURPOSE
To assist in the preparation of aseptic pharmaceutical products. To assist in the smooth running of the aseptic unit by topping up of medication/consumables, stock control and liaison with service users and unit staff. Participate in environmental monitoring and cleaning of the unit. To supervise pharmacy assistants and students and carry out in-process checks.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> a) To assist in the preparation of aseptic products. Assembly, setting up and label production as per Standard Operating Procedures. b) To prepare injectable medication using aseptic technique c) To complete in-process checks, ensuring the process has been completed accurately and safely. d) To assist in the training and competency checking of Pharmacy Assistant – Aseptic Services (ATOs) e) Supervise ATO's and assist with training of all rotational staff and students. f) To undertake daily cleaning of the Aseptic unit and equipment as per Standard Operating Procedures to ensure that the quality of products made within the unit are not compromised and potentially cause harm to a patient. g) Answering the telephone and dealing with enquiries, referring when necessary. h) Stock control – including ordering, and topping-up of medications, IV's and consumables within the aseptic unit. Also take part in regular stock checks. i) Delivery of aseptic products to wards and clinics within the trust if required. j) To maintain and file completed prescriptions and records. k) Dealing with all laundry requirements to ensure a continuous supply of clean aseptic clothing. l) Removal of waste (pharmaceutical, non-pharmaceutical and cytotoxic) to designated collection areas. m) To undertake environmental monitoring and quality assurance procedures.

- n) To set up trays and pre-filled products for individual prescriptions for checking (cytotoxic and non-cytotoxic).
- o) Dispensing of oral medication.
- p) The post holder must comply with security and Health & Safety procedures that are current within the Trust and the department.
- q) Participation in education and training programmes as appropriate, including aseptic SATO competency assessments and qualifications provided by the trust.
- r) Ensure that all work routinely carried out meets the quality standards required in the workplace. Co-operate with all pharmacy staff in providing and developing an efficient, safe pharmaceutical service which is focused on the needs of patients.

Use interpersonal skills to develop and maintain relationships with patients and colleagues

KEY WORKING RELATIONSHIPS

Areas of Responsibility: (type of work undertaken)

Duties relating to work undertaken in the Aseptic Suite

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter them.

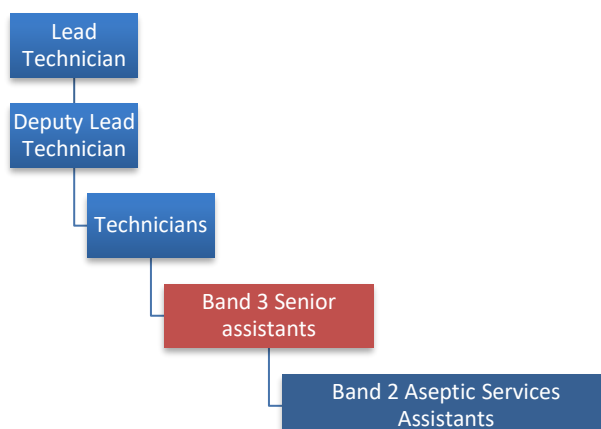
In addition, the post holder will deal with the wider healthcare community and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Accountable Pharmacist • Senior Pharmacists • Lead Technician • Technicians • Pharmacy Assistants 	<ul style="list-style-type: none"> • Sodexo • • • (press the tab key here for more bullet points)

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder works with supervision close by and will be guided by Standard Operating Procedures

COMMUNICATION/RELATIONSHIP SKILLS

Communication with other members of the Aseptic Services team on a day to day basis, as well as liaising with staff from the Seamoor Unit and other departments requiring aseptic products. Occasional phone calls from patients and staff members from multidisciplinary teams, as well as other staff members from the wider pharmacy team.

ANALYTICAL/JUDGEMENTAL SKILLS

Straightforward job related facts, using procedures to aid in decision making. Will need to be able to follow worksheets and notify senior staff of any problems regarding these or any equipment being used. Determine quantities required when dispensing pharmaceuticals or gathering ingredients.

PLANNING/ORGANISATIONAL SKILLS

The post holder will need to, under supervision:

- i) organise own day-to-day activities,
- ii) plan straightforward tasks,
- iii) plan & organise on-going activities and work together to achieve this

PATIENT/CLIENT CARE

Limited contact with patients via the phone relating to queries. Undertakes activities which contribute to sterile products which potentially impacts on patient care. Dispense and supply pharmaceuticals in a timely manner.

POLICY/SERVICE DEVELOPMENT

The post holder is expected to work to defined policies.

FINANCIAL/PHYSICAL RESOURCES

Responsible for receiving and storing stock. Stock Checks. Stock Rotation. Distribution of prepared items

HUMAN RESOURCES

Will be required to demonstrate their roles to new staff of all grades. Will be required to supervise other staff and assist with training of rotational staff and students.

INFORMATION RESOURCES

Post holder is required to record information manually, enter data using computer software, inputting, storing & providing information on database or other systems, and produce labels etc for prescriptions/worksheets.

RESEARCH AND DEVELOPMENT

The post holder is required to handle clinical trial drugs.

PHYSICAL SKILLS

As drug doses are being prepared accuracy is essential.
Worksheets need to be produced accurately ensuring all information is correct and legible.
Standard keyboard skills.
Regular lifting of stock.
Moving of heavy pallets using the equipment provided.
Standing for long periods.
Manual dexterity to prepare drugs.

PHYSICAL EFFORT

Standing for long periods. Sitting at an isolator for long periods during chemotherapy preparation

MENTAL EFFORT

Concentration is required frequently in all routine tasks; preparing worksheets, preparing aseptic products, dispensing oral medication

EMOTIONAL EFFORT

Ability to deal with demanding staff.
Sometimes hear of deaths of long term patients
Deal with high stress levels of patients and staff.

WORKING CONDITIONS

Handling cytotoxic drugs/chemicals, wearing PPE, interruptions from the phone etc

OTHER RESPONSIBILITIES

You will be required to work in the main dispensary on occasions to support the weekend service.

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Aseptic Services Senior Assistant
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING NVQ Level 2 Pharmaceutical Services or equivalent PWDS PIPC Accreditation (or work towards)	E E	
KNOWLEDGE/SKILLS VDU (computer) Stock control Ability to solve problems	E E E	
EXPERIENCE 6 months experience within Aseptic Services (progressive role if required) Supervisor experience Retail/hospital/ industrial pharmaceutical work	E E	
PERSONAL ATTRIBUTES Commitment to CPD Methodical approach Team worker Flexible Honesty/Integrity Enthusiastic Good communicator Professional attitude	E E E E E E E E	
OTHER REQUIREMENTS Ability to work effectively and accurately in a busy environment Ability to travel to other locations as required	E	D

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y/N	√			
Contact with patients	Y/N				
Exposure Prone Procedures	Y/N	√			
Blood/body fluids	Y/N				
Laboratory specimens	Y/N	√			
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y/N	√			
Respiratory sensitisers (e.g isocyanates)	Y/N	√			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y/N				√
Animals	Y/N	√			
Cytotoxic drugs	Y/N				√
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y/N	√			
Laser (Class 3R, 3B, 4)	Y/N	√			
Dusty environment (>4mg/m3)	Y/N	√			
Noise (over 80dBA)	Y/N	√			
Hand held vibration tools (=>2.5 m/s2)	Y/N	√			
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y/N				√
Heavy manual handling (>10kg)	Y/N	√			
Driving	Y/N	√			
Food handling	Y/N	√			
Night working	Y/N	√			
Electrical work	Y/N	√			
Physical Effort	Y/N	√			
Mental Effort	Y/N		√		
Emotional Effort	Y/N	√			
Working in isolation	Y/N	√			
Challenging behaviour	Y/N	√			