

# JOB DESCRIPTION

<b>JOB DETAILS</b>	
<b>Job Title</b>	Accountable Pharmacist - Northern Technical Services
<b>Reports to</b>	Principal Pharmacist Technical Services
<b>Band</b>	AfC 8a (Subject to formal matching)
<b>Department/Directorate</b>	Pharmacy/ Clinical Specialist Services

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>To act as an Accountable Pharmacist within Northern Technical Services Unit (NTSU) responsible for the provision of chemotherapy, CIVAS, trials, advanced products prepared and released under Section 10 exemption</li> <li>To ensure all aseptic preparation and requirements of the site quality management system are compliant with and carried out in accordance with the current edition of professional standards, Quality Assurance of Aseptic Preparation Services (QAAPS), national and NHS guidance.</li> <li>To lead, manage and supervise the day-to-day operation of the aseptic unit, working collaboratively with staff in the unit and wider pharmacy and clinical teams.</li> <li>To ensure service delivery meets the needs of our patients</li> <li>To monitor quality measures and implement progress against agreed audit action plans within agreed timescales where relevant.</li> <li>To report, appropriately investigate and escalate incidents relating to aseptically prepared medicines.</li> <li>To line manage the Senior Quality Assurance Technician and Lead Technical Services Technician for Northern Services.</li> </ul>

<b>KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES</b>
<p>To support the Principal Pharmacist (Technical Services) in the management and leadership of the Northern Technical Service Unit (NTSU):</p> <ul style="list-style-type: none"> <li>To take a lead role in the provision of the aseptic preparation service including providing expert advice and problem solving in this highly specialised area.</li> <li>Deputise for the Principal Pharmacist – Technical Services (Accountable Pharmacist Eastern) as required in their absence.</li> <li>Assist the Principal Pharmacist Technical Services with implementing service improvements and developments in the aseptic unit in line with best practice and current guidance, taking a lead on identified projects.</li> <li>To lead and develop a team of highly skilled pharmacists, product approvers, technicians and other aseptic staff for the provision of chemotherapy and other intravenous additives, providing supervision and carrying out Product Approval on a sessional basis according to rotas.</li> <li>Successfully complete Pharmacist Product Approval training course within first 12 months in post (if not already competent on appointment).</li> <li>Take a lead role in the training and supervision of staff in the unit, acting as mentor to pharmacists and liaising with the Lead Technician Northern (Technical Services).</li> <li>The post holder will ensure that all prescriptions leaving the aseptic unit have been final checked by an accredited product approver.</li> <li>To participate actively in service improvement and development projects.</li> <li>To work collaboratively ensuring effective communication between relevant clinical teams and NTSU staff</li> <li>To investigate and trend analyse errors within NTSU to ensure there is a process of continuous quality improvement</li> <li>To actively participate in relevant operational, quality and governance meetings representing NTSU.</li> </ul>

- To ensure regular team meetings occur and that all staff are involved and able to contribute to working improvements, problem solving and improvements around quality, safety and efficiency

## KEY WORKING RELATIONSHIPS

### Areas of Responsibility:

The post holder will be responsible for contributing directly to patient treatment by providing a comprehensive aseptic product service to inpatients and outpatients.

Post holder has line management responsibility for Senior Quality Assurance Technician (Northern) and the Lead Technician (NTSU).

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

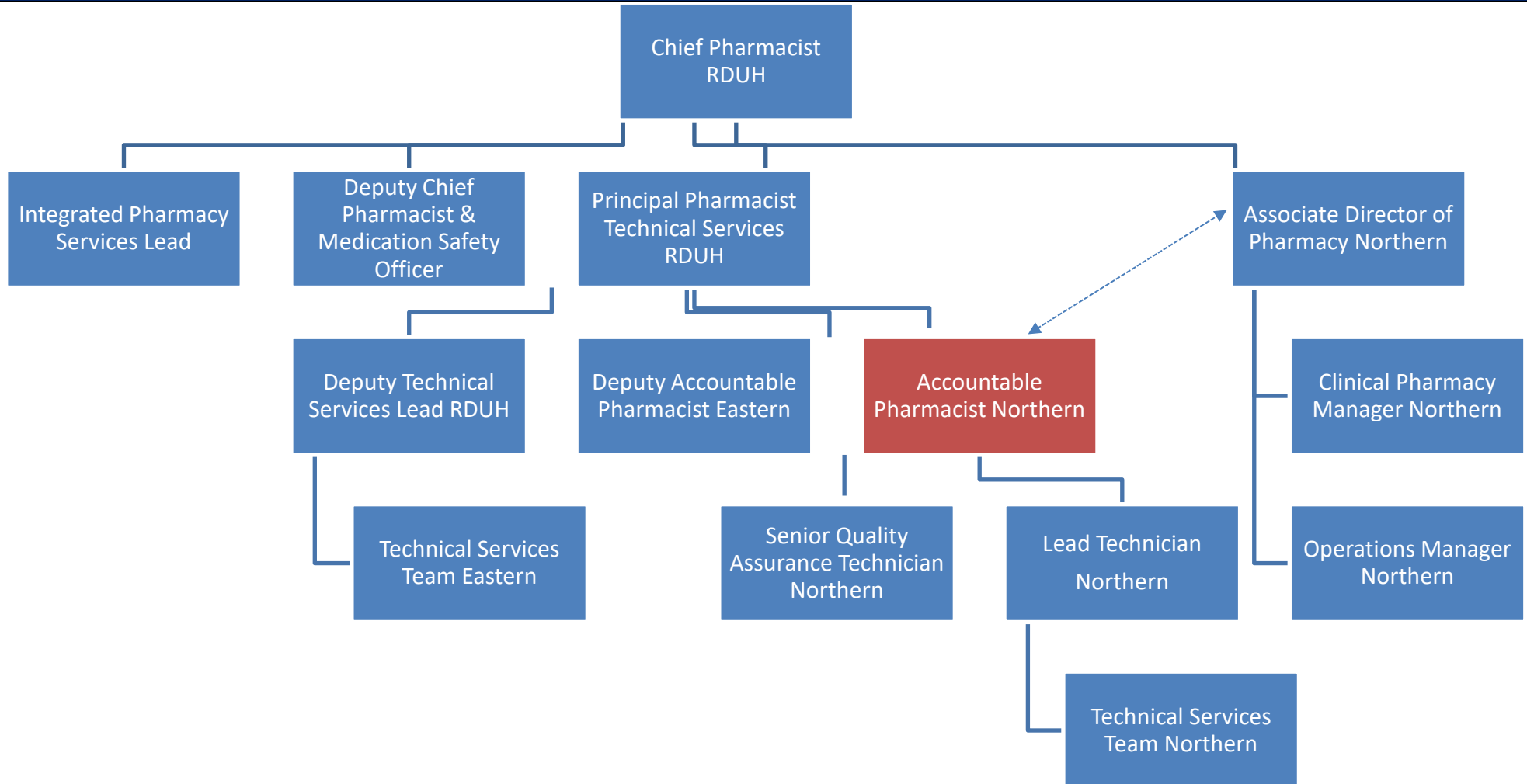
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

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"> <li>• Principal Pharmacist (Technical Services)</li> <li>• Associate Director of Pharmacy-Northern</li> <li>• Deputy Technical Services Lead (Technical Services Eastern)</li> <li>• Lead Technician (Technical Services Northern)</li> <li>• Lead Pharmacist Cancer Services</li> <li>• Cancer Services pharmacists</li> <li>• Senior Quality Assurance Technician</li> <li>• Quality Assurance Teams</li> <li>• Senior Pharmacy Technicians</li> <li>• Technical Services Teams</li> <li>• Pharmacy Senior Management Team</li> <li>• Clinical Pharmacy Manager</li> <li>• Clinical Trial Team</li> <li>• Nursing and Medical staff</li> <li>• Estates and facilities team</li> </ul>	<ul style="list-style-type: none"> <li>• South West Regional Quality Assurance (RQA) team</li> <li>• Staff from partner organisations (e.g. other NHS hospitals)</li> </ul>

## ORGANISATIONAL CHART



## **FREEDOM TO ACT**

- Work as Accountable Pharmacist (as defined in the 'Quality Assurance of Aseptic Preparation Services standards') for Northern Technical Services Unit
- Discretion to work within scope of professional competence and expertise to support service delivery and provision of advice.
- Adhere to the national and local guidelines relating to Intrathecal chemotherapy, only performing those duties for which you have been accredited
- Professionally accountable to the Principal Pharmacist Technical Services for delivery of NTSU.
- Responsible for ensuring compliance with safety, legal, professional and organisational requirements of the aseptic service delivery within post holder's remit
- The post holder will be based in the aseptic unit setting which is guided by national guidelines and works in collaboration with the QC team to establish how results are best achieved.
- The post holder will plan and manage their own workload and escalate concerns where support is needed.

## **COMMUNICATION/RELATIONSHIP SKILLS**

- Frequent provision and receipt of highly complex and highly sensitive information on a number of professional, clinical and technical issues relating to medicines where there may be barriers to understanding.
- Demonstrate a variety of skills to facilitate communication of information to include persuasion, negotiation, training, influencing, motivation and reassuring in order to develop collaborative working and agreement across the technical services team, wider pharmacy colleagues, Trust staff and relevant external stakeholders.
- Participate fully and where required, in meetings e.g. Quality Management Meetings
- Ensure that the Principal Pharmacist Technical Services and the Associate Director of Pharmacy Northern are made aware of any circumstances that would, or may, compromise safe standards of technical service provision and therefore impact on patient care.
- To represent RDUH at external meetings relating to aseptic services when required e.g. regional quality assurance and procurement meetings
- Represent NTSU at pharmacy, care group and Trust meetings such as Cancer Services Groups and other operational and service development meetings.

## **ANALYTICAL/JUDGEMENTAL SKILLS**

- Daily operational involvement in the provision of aseptic preparation services chemotherapy and other intravenous additives. This involves performing the role of authorised pharmacist<sup>(1)</sup> including pharmacist supervision of the aseptic preparation process and performing the final clinical verification and technical check of aseptically prepared products, including clinical trials.  
*1 As defined in the guidance document Quality Assurance of Aseptic Preparation Services: Standards Handbook, Alison M Beaney, Royal Pharmaceutical Society 2016.*
- Producing and/or checking documentation required for aseptic preparation processes, using both computerised and manual systems, in accordance with local procedures.
- Provide expert professional advice and problem-solving in the highly specialised field of aseptic preparation.
- Prepare and deliver reports for quality management meetings, produce aseptic service capacity planning documents and reports for Chief Pharmacist and Care Group Director.
- Frequent use of clinical judgement to challenge and influence decisions to ensure patient care is optimised e.g. chemotherapy dose adjustments
- Frequent requirement to solve highly complex problems where there may be various options to consider and conflicting views on best course of action.
- Review prescribed medications and recommend appropriate treatment reviews, chemotherapy dose adjustments and/or treatment switches according to national and local policies.
- To ensure that the product prescribed has been assessed for pharmaceutical stability

- Facilitate the development and implementation of the pharmacy aseptic preparation (worksheet and labelling) elements of the chemotherapy prescribing system (Chemocare) & EPIC system
- Investigate and respond to incident reports relating to the NTSU service

#### **PLANNING/ORGANISATIONAL SKILLS**

- Take a lead role in ensuring workload and capacity is monitored with the appropriate levels of staffing assigned. To proactively manage capacity and take appropriate actions if necessary to ensure a safe service is provided.
- To ensure NTSU co-ordinates workload efficiently, ensuring products are supplied to service users in a timely manner. Co-ordinate workload for multiple areas with different complex technical requirements e.g. chemotherapy
- To ensure that there is sufficient Pharmacist cover to undertake all pharmaceutical supervision and final release activities and to report any deficiencies to the Principal Pharmacist -Technical Services.
- To liaise with the Trust and outsource service provider regarding the level of service and maintenance required and received for the NTSU facility, portering and cleaning.
- To support and implement recommendations in external and internal audits on Pharmacy production

#### **PATIENT/CLIENT CARE**

- Responsible for delivering a highly specialised clinical technical service in the provision of the aseptic service, providing aseptically prepared chemotherapy and clinical trials medicines to patients in the Trust
- Provide highly specialised advice to medical, other clinical staff, patients and carers
- To support the Principal Pharmacist Technical Services to embed a quality culture within NTSU that ensures a high quality of GMP and safety is maintained.
- To ensure the service provided by external Specials suppliers to the Trust is a high quality and efficient service. Any issues with performance or quality to be communicated to the Specials supplier ensuring appropriate actions and timely resolution are completed.
- Direct contact with patients which may involve patient-facing meetings.
- Ensure clinical practice is evidence based, shared and patient focused.
- Provide leadership to clinicals teams to support reductions in avoidable harm from medicines.
- Promote and support national and ICS patient safety initiatives to improve medicines safety and outcomes in specific therapeutic areas.
- Liaise with other providers and external stakeholders where required to ensure continuity of patient care e.g. transfer to other services.
- Take an active role in providing professional pharmaceutical technical advice to support development and review of patient pathways.

#### **POLICY/SERVICE DEVELOPMENT**

- To promote NTSU and pharmacy services developments within the Trust
- To work with the Principal Pharmacist Technical Services and Associate Director of Pharmacy Northern to identify and monitor the needs of service users and NTSU and effectively plan and implement changes and improvements to NTSU.
- Assist the Principal Pharmacist Technical Services to ensure the NTSU internal capacity and contingency plans are regularly reviewed and staff trained. Plans may be complex in nature and require adjustments over time.
- Responsible for the development of new products, procedures and work practices within NTSU and completion of associated documentation as required.
- Investigate and respond to incident reports relating to the NTSU service.
- Work proactively and collaboratively to improve sustainability through implementation of identified and agreed changes to support the Trust Green Plan.

#### **FINANCIAL/PHYSICAL RESOURCES**

- Requirement to provide professional advice and support to Trust financial challenge meetings where appropriate e.g. NHS England Specialist Commissioning contract meetings medicines aspects
- Have a personal duty of care for equipment and resources used during course of work.
- Minimise medicines wastage by developing and implementing efficient working systems.
- Advising clinicians on cost efficient ways to source and prescribe items such as unlicensed drugs.
- Responsible for management of delegated staffing establishment budget for NTSU on behalf of Principal Pharmacist for Technical Services and Associate Director of Pharmacy Northern.
- To ensure that stockholding of high cost drugs for NTSU is in line with agreed national and local principles and priorities.

## **HUMAN RESOURCES**

- Oversee and lead on the training of pharmacists assigned to the unit, including producing training plans and monitoring progress, in line with regional and national training recommendations, or developing local training programmes where appropriate and ensures annual re-training has been completed for accredited checkers within the unit.
- Deliver training to other pharmacy staff in the unit including trainee pharmacists, accredited checkers, liaising with the lead technician where appropriate.
- To supervise the work of Pharmacists and all aseptic Technicians to ensure that all products are prepared and released in accordance with current guidelines and to ensure that all activities undertaken within the unit meet current legislation such as GMP, GCP, Health and safety, COSHH and that all work, documentation and procedures meet these regulations.
- Deputise for other senior pharmacists in the team as appropriate.
- Contribute to the teaching and training of pharmacy staff and other healthcare professionals, both within and outside the Trust. This may take the form of preparing and delivering lectures, workshops, talks etc.
- Support the work of other members of the pharmacy team when necessary,
- Perform appraisals for identified staff in accordance with Trust appraisal processes.
- Line manages the Lead Technician Northern Technical Services Unit.
- Supervise, appraise and performance manage technicians and pharmacists in the team as required.
- Support the work of other members of the pharmacy team when necessary, including providing professional leadership to technicians and foundation pharmacists when required

## **INFORMATION RESOURCES**

- Assist the Principal Pharmacist – Technical Services with managing documentation systems in the Unit, with particular responsibility for the on-going development of these systems, in line with GMP, professional standards and current legislative requirements.
- To support specialty area through provision of appropriate analysis, audits and reviews, suitable to inform decision making, to allow evidence-based service planning and provision.
- Demonstrate knowledge and proficiency in the use of pharmacy and hospital computer systems e.g. EPIC, Datix, ChemoCare
- Records personally generated medicines-related information e.g. summarises and transcribes medicines information
- Occasional report writing to update senior management on service delivery of key performance indicators.

## **RESEARCH AND DEVELOPMENT**

- To undertake and collaborate on clinical research and audit projects within own area as required.
- Support the Clinical Trials Senior Pharmacist in the implementation of new trials in the unit, including quality assurance checks of trials in set-up, and trouble-shooting issues relating to trials in the aseptic preparation service
- To participate in internal audits, providing feedback and recommendations to the Principal Pharmacist- Technical Services and to participate in external audits in order to improve practice.

<b>PHYSICAL SKILLS</b>
<ul style="list-style-type: none"> <li>High level of accuracy and skill required for dispensing particular medicines e.g. cytotoxics</li> </ul>
<b>PHYSICAL EFFORT</b>
<ul style="list-style-type: none"> <li>Combination of sitting and standing for long periods while supervising staff members and checking dispensed products</li> </ul>
<b>MENTAL EFFORT</b>
<ul style="list-style-type: none"> <li>Frequent requirement for prolonged periods of concentration e.g. product approval of aseptically prepared products.</li> </ul>
<b>EMOTIONAL EFFORT</b>
<ul style="list-style-type: none"> <li>Occasional direct exposure to distressing or emotional circumstances e.g. may work with distressed patients and those with terminal illness</li> </ul>
<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"> <li>Frequent VDU use for IT systems work e.g. electronic clinical system (EPIC), ChemoCare</li> <li>Occasional requirement to travel to different location to fulfil requirements of the post e.g. travel to Wonford technical services unit.</li> <li>Frequent requirement to work in restrictive, protective clothing for prolonged period while working in a clean room environment with stringent hygiene requirements, restricted access to restroom facilities while working with cytotoxic medicines</li> <li>Occasional exposure to chlorine based cleaning solutions</li> </ul>
<b>OTHER RESPONSIBILITIES</b>
<p>Take part in regular performance appraisal.</p> <p>Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling</p> <p>Contribute to and work within a safe working environment</p> <p>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</p> <p>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.</p> <p>You must also take responsibility for your workplace health and wellbeing:</p> <ul style="list-style-type: none"> <li>When required, gain support from Occupational Health, Human Resources or other sources.</li> <li>Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.</li> <li>Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.</li> <li>Undertake a Display Screen Equipment assessment (DES) if appropriate to role.</li> </ul>
<b>APPLICABLE TO MANAGERS ONLY</b>
<p>Leading the team effectively and supporting their wellbeing by:</p> <ul style="list-style-type: none"> <li>Championing health and wellbeing.</li> <li>Encouraging and support staff engagement in delivery of the service.</li> <li>Encouraging staff to comment on development and delivery of the service.</li> <li>Ensuring during 1:1's / supervision with employees you always check how they are.</li> </ul>
<b>DISCLOSURE AND BARRING SERVICE CHECKS</b>
<p>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 &amp; Barring Service Disclosure Check.</p>



## 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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.



# PERSON SPECIFICATION

<b>Job Title</b>	Accountable Pharmacist Northern Technical Services
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Master's degree in Pharmacy	E	
Registered pharmacist with General Pharmaceutical Council	E	
Postgraduate diploma in pharmacy technical services or a related field, or equivalent level of knowledge and experience		D
Postgraduate clinical specialist knowledge acquired through diploma level training or equivalent experience	E	
Completion of Pharmacist Product Approval Accreditation Programme		D
<b>KNOWLEDGE/SKILLS</b>		
Significant experience in pharmacy aseptic services in a supervisory capacity	E	
In depth knowledge of the legislation and standards relating to Good Manufacturing Practice	E	
Experience of managing staff and complex teams effectively	E	
Knowledge of working within and maintaining a Pharmaceutical Quality System	E	
Proven understanding and high-level knowledge of the principles and practices of aseptic e.g. preparation, formulation, stability, administration, legal issues	E	
Knowledge of current key issues in pharmacy technical services	E	
Ability to use specialist knowledge and judgement to challenge and influence prescribing	E	
Good verbal and written communication skills; ability to communicate highly complex information relating to medicines in a form appropriate to the task; able to present ideas and information in a clear and concise manner in individual and group settings.	E	
Able to work under pressure in a busy and demanding environment	E	
Effective time management skills, including ability to prioritise, plan and organise own workload and that of the team	E	
People management skills, ability to plan allocate and supervise the work of the team	E	
Service improvement skills including the ability to collaborate with others to identify changes required, and to lead on implementing changes in own area of practice	E	
Computer literate	E	
Training and mentoring skills	E	
<b>EXPERIENCE</b>		
Experience of working in a multi-disciplinary team and influencing other healthcare professionals	E	
Experience of electronic chemotherapy prescribing systems	E	
Experience of setting up clinical trials in technical services		D
Procedure & policy development	E	
Experience of project management		D
Experience of dealing with external agencies		D
Experience of the tendering and negotiation of new contracts within aseptic services		D
<b>PERSONAL ATTRIBUTES</b>		
Able to work as a team member.		
Confident and articulate	E	
Self-motivated and enthusiastic	E	
Flexible and adaptable to the needs of the service	E	
Professional approach	E	
Excellent organisational skills	E	
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	

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