

# JOB DESCRIPTION

<b>JOB DETAILS</b>	
<b>Job Title</b>	Science Manufacturing Technician or Pharmacy Technician
<b>Reports to</b>	Chief Technician – Aseptic Services
<b>Band</b>	Band 4 (subject to confirmation of matching)
<b>Department/Directorate</b>	Pharmacy / Clinical Specialist Service

## **JOB PURPOSE**

To prepare & dispense the full range of aseptic injectable products in response to prescriptions including Adult, Paediatric & Neonatal Total Parenteral Nutrition (TPN), intravenous products & cytotoxic products. Ensuring all products are prepared following validated methods and standard operating procedures to ensure patient receive products that are safe to use.

To supervise the work of Assistant Technical Officers, Senior Assistant Technical Officers, rotational technicians and students in conjunction with the Senior Specialist Technicians.

They will be supported by senior technicians, but will be expected to work unsupervised and in conjunction with the Authorised Pharmacists and the Accredited Product Approver.

## **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. To perform a range of organisational, supervisory, dispensing and checking functions within the pharmacy aseptic unit in order to provide an efficient and quality preparation service.
2. Assist with the day to day supervision and co-ordination of aseptic preparation, dispensing and checking activities, highlighting any issues to the Senior Specialist Technicians.
3. Planning and prioritisation of own workload liaising with the rest of the team members to maintain consistent workflow.
4. Preparation of injectable medicines using aseptic technique in pharmaceutical isolators, following validated methods and standard operating procedures.
5. Provide pre-process checks on assembled trays on completion of Pre-Process Accuracy Checking Framework.
6. Provide in-process checks during preparation of injectable medicines according to preparation method on product worksheets on completion of In-process Accuracy Checking Framework.
7. To carry out and cascade to train team members in broth transfer validations, transfer processes, assembly, dispensing and preparation.
8. Produce worksheets and labels using Chemocare, Ultimate, EPIC & Ascribe.
9. Ensure the recording and reporting of errors (internal and external) is carried out in line with departmental and Trust requirements.
10. Participate and supervise the scheduled cleans of isolators, aseptic unit rooms and equipment as part of routine planned preventative maintenance.
11. To ensure all verifications, cleaning logs and manometer checks are carried out before and after work sessions.
12. To participate in the maintenance of an efficient aseptic service as a key member of the pharmacy team.
13. Follow departmental standard operational procedures at all times. Be able to produce departmental SOPs.
14. Maintain and develop personal knowledge and skills.
15. Identify training needs of team members.
16. Achieve objectives agreed at individual performance review with the line manager.

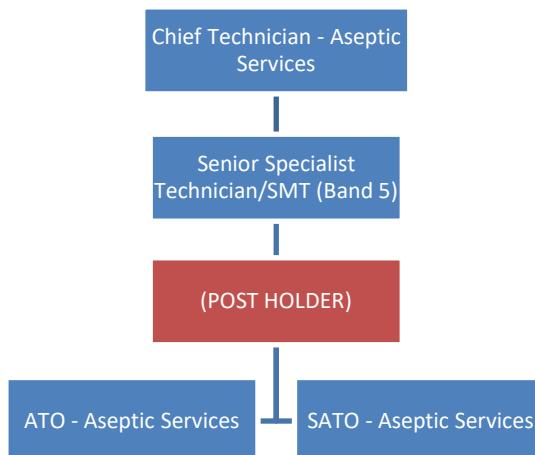
## KEY WORKING RELATIONSHIPS

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>• Pharmacists</li><li>• Medicine management Technician (cancer service)</li><li>• Dispensary team</li><li>• Distribution team</li><li>• Procurement team</li><li>• Cancer service nursing team</li></ul>	<ul style="list-style-type: none"><li>• Patients/Carer</li><li>• Other healthcare organisations (other acute hospitals)</li><li>• Outsource pharmacy supplier</li></ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- Works within range of Trust policies and pharmacy standards operating procedures (SOPs) to support service delivery within aseptic service and day case units.
- Use initiative to deal with routine matters and complex queries, deciding when it is necessary to refer to the available Senior Technician who provides supervision.
- To take part in late, weekend and bank holiday rotas to support 7-day pharmacy service.
- Responsible for escalating concerns where support is needed.

## COMMUNICATION/RELATIONSHIP SKILLS

- Communicate effectively with healthcare professions both within and outside the Trust to ensure good team working with other pharmacy staff, ward staff and other service providers as necessary.
- Communication will include provision of and receipt of information from pharmacy colleagues, patients and healthcare professionals from within the Trust and external organisations e.g. changes to treatment doses prescribed for patients, blood results to allow preparation of products, cancellation of chemotherapy doses
- Communication will typically include factual information but may involve patient sensitive and confidential information.
- May be required to adapt own communication style to overcome communication challenges.
- Communication methods will include verbal, written and electronic

## **ANALYTICAL/JUDGEMENTAL SKILLS**

- Assist in the investigation of complaints and deviations in accordance with department and trust policies and participate in any corrective and preventative action required.
- Working with the Lead Technician to maintain the Microbiological Reporting System, investigating out of specification reports and following up any outstanding actions
- Escalating complex facts requiring interpretation and comparing options which may involve exercising judgement when dealing with staff members, service users or other departments/partner agencies. This will include resolving minor problems with regard to personnel, stock levels and maintenance, and highlighting any problems and conducting risk assessments as appropriate.
- Working with the Quality Control to maintain the Microbiological Reporting System, investigating out of specification reports and following up any outstanding actions.

## **PLANNING/ORGANISATIONAL SKILLS**

- Assist with the day to day to supervision and co-ordination of aseptic preparation, dispensing and checking activities, highlighting any issues to the Senior Specialist Technician.
- Planning and prioritisation of own workload liaising with the rest of the team members to maintain consistent workflow and to organise the workload for support workers.
- Ensuring that aseptic treatments are available to the required appointment time and to schedule workload accordingly.
- Post holder prioritises how to complete work tasks to ensure products are prepared according to appointment scheduling, answering phone, dealing with queries from service users, processing emails and EPIC chat requests.

## **PATIENT/CLIENT CARE**

- Provides information to healthcare professionals, patients, carers and pharmacy colleagues e.g. to previous medication doses prescribed within the treatment cycle
- Dispenses and prepares high risk medication for Trust most vulnerable patients, e.g. cancer, neonatal & paediatric.

## **POLICY/SERVICE DEVELOPMENT**

- Responsible for writing & following department Standard Operating Procedures (SOPs) and make suggestions for improvement to practice or to improve pharmacy service provision.
- Implements changes as required by regulation to own practice and departmental SOPs

## **FINANCIAL/PHYSICAL RESOURCES**

- Responsible for managing of accurate medication stock levels and security within aseptic unit.
- To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use.
- Working with the Senior Specialist Technicians to identify changes in usage in order to optimise stock holding, automatic ordering quantities and minimise waste
- Supervise appropriate goods receipt processes e.g. cold chain maintenance, quarantine stock.

## **HUMAN RESOURCES**

- To carry out and to cascade training of staff team members in broth transfer validations, transfer processes, assembly, dispensing and preparation.
- Provision of day to day supervision of support staff and trainee within the aseptic unit

## **INFORMATION RESOURCES**

- To be responsible for ensuring Aseptic Services administrative duties are carried out appropriately, including the filing and archiving of information and data
- To be responsible to transcribe patient specific details onto worksheet and associated aseptic workload list to support the preparation of patient specific treatment doses within the clinical system used.
- Ensure Health and Safety, Good Manufacturing Practices and COSH regulations are followed, including generation of COSH risk assessments

## RESEARCH AND DEVELOPMENT

- Occasional preparation of clinical trial products as part of the aseptic preparation processes.
- Ensuring that clinical trial starting material is used correctly in line with the clinical trial requirement

## PHYSICAL SKILLS

- Highly developed physical skills where accuracy is essential involving manipulation of fine tools e.g. measuring raw materials for pharmaceutical preparations, prepares cytotoxic products and intravenous injection, using aseptic technique, prepares products inside isolators

## PHYSICAL EFFORT

- Frequent periods of sitting for data input, frequent standing for other duty
- Repetitive lifting which may include, medicine packs, boxes.
- Frequent moving of pharmaceutical goods and products.
- Regular cleaning sessions for aseptic unit and equipment
- Occasional periods of manual handling of medication stock which may occur on a weekly basis e.g. 10kg box of medicines being moved from one location to another nearby for dispensing and supply to ward area

## MENTAL EFFORT

- Frequent requirement for prolonged concentration when preparing aseptic products or preparing the required worksheet & labels.
- Frequent requirement for prolonged planning of workload to respond to preparation requests for urgent medication supplies versus non-urgent medicines and preparation turnaround times.
- Frequent planning of preparation workload to consider transport cut-off times and any external demands.
- Work pattern can be unpredictable.

## EMOTIONAL EFFORT

- Occasionally deals with issues in a pressurised environment or dealing with exposure to potentially distressing circumstances.
- Regular preparing aseptic medication to the most vulnerable patient including paediatric & adult cancer and neonatal which can be distressing

## WORKING CONDITIONS

- Frequent handling of cytotoxic drugs and immunotherapy products (on a daily basis)
- Working within a clean room setting. Unable to leave the environment for a prolonged period (up to 4 hours) due to the required changing procedures.
- Frequent use of hazard cleaning solution to ensure the cleanliness of the aseptic unit is compliant

## OTHER RESPONSIBILITIES

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 (DSE) if appropriate to role.

## 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 Trust's 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>	Science Manufacturing Technician or Pharmacy Technician
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> Registered Science Manufactured Technician with the Sciences Council or Registered Pharmacy Technician with the GPhC Aseptic Supervisory qualifications Accredited checker as part of Technician or SMT qualification or willing to complete within the next 6 months	x  x  x	x
<b>KNOWLEDGE/SKILLS</b> Excellent communication and interpersonal skills Excellent organisational skills Ability to lead and develop a team Accuracy and attention to detail Problem solving Quality Assurance of aseptic preparation Good manufacturing practice Dispensing or pharmacy distribution procedures Raising procurement orders with external suppliers Good computer skills	x x  x x  x x  x	x  x  x  x  x
<b>EXPERIENCE</b> Experience in aseptic preparation (Hospital or Industry) Computerised stock control systems Working in demanding, busy environment Supervision and training of other staff Procurement and supply of unlicensed medicines	  x  x	x x  x x
<b>PERSONAL ATTRIBUTES</b> Ability to work flexibly and adapt to changing priorities and demands Commitment to CPD of self and others Ability to work effectively and accurately under pressure Self-motivated and motivator of others Interest in research Willingness to undertake any necessary training and development to enhance work performance	x x  x x  x	
<b>OTHER REQUIREMENTS</b> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required.	x  x	

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)	Y		✓	
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	N			