

JOB DESCRIPTION

JOB DETAILS	
Job Title	Aseptic Assistant Technical Officer (ATO)
Reports to	Chief Technician
Band	Band 2
Department/Directorate	Pharmacy/Specialist Services

JOB PURPOSE
<ul style="list-style-type: none"> The post holder will undertake duties to support the provision of a safe and effective pharmacy aseptic service subject to department requirements. Participate in the aseptic dispensing of medicines for inpatients, day case and patient medicines supplies as appropriate for service. The post holder will complete related clerical duties as required for specific aseptic pharmacy department work location as required 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.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To undertake weekly cleaning of the Aseptic unit and equipment as per Standard Operating Procedures to ensure that the quality of products made within the aseptic unit are not compromised and potentially cause harm to a patient. To participate in the manufacturing process of cytotoxic and non-cytotoxic infusions. Answering the telephone and dealing with enquiries, referring when necessary. Maintain accurate aseptic inventory by stock rotation/monitoring of stock (including date checking) and by keeping accurate records. Also takes part in regular stock checks. Delivery of aseptic products to wards and clinics within the trust. Maintain accurate dispensing records and assist with filing and archiving paperwork. Maintain clean and tidy aseptic facilities and safe systems of work. Answer the aseptic telephone calls and deal with enquiries in the appropriate manner according to departmental procedures. Understand own limitations and refer appropriately to colleagues, Pharmacy Technicians or Pharmacists in order to ensure patient safety Dealing with all laundry requirements to ensure a continuous supply of clean aseptic clothing. Removal of waste (pharmaceutical, non-pharmaceutical and cytotoxic) to designated collection areas. To undertake environmental monitoring in compliance with quality assurance procedures. To set up trays and pre-filled products for individual prescriptions & batch production for checking (cytotoxic and non-cytotoxic). The post holder must comply with such security and Health & Safety procedures as are current within the Trust and the department. Participation in education and training programmes as appropriate, including aseptic ATO competency assessments and a Level 2 qualification in Principles and Practice for Pharmacy Service Assistants or similar qualification offered via apprenticeships. Such other duties as may be required within the same grading. To participate in other duties appropriate to grade at the request of the relevant manager. To participate in flexible working arrangements including late duties and bank holidays as appropriate. Pharmacy service operates 7 days a week and staff are therefore required to work some weekends as part of their contracted hours.

KEY WORKING RELATIONSHIPS

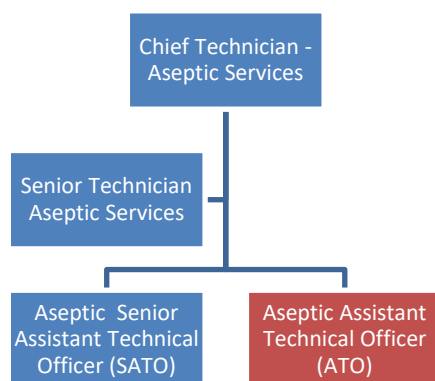
Areas of Responsibility: Aseptics

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">• Chief Technician Aseptic Service• Pharmacists• Senior Technicians – Aseptic Service• Aseptic Team• Pharmacy Quality Assurance Team• Nurses	<ul style="list-style-type: none">• Patients/Carers

ORGANISATIONAL CHART



FREEDOM TO ACT

- Works within range of pharmacy standards operating procedures (SOPs) to support service delivery
- Work is overseen by the Chief Technician or Senior Technician and a pharmacist
- Post holder prioritises how to complete work tasks and in which order eg the order in which an pre-filled prescription is processed, answering phone, dealing with stock queries,
- Responsible for escalating concerns where support is needed.

COMMUNICATION/RELATIONSHIP SKILLS

- Communication will include provision of and receipt of information from pharmacy colleagues, patients and healthcare professionals from within the Trust and external organisations.
- 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

- Frequently responds to simple/routine enquiries within area of knowledge which involve straightforward facts or situations. Examples may include responding to telephone enquiry about delivery of medication or medication stock enquiry.
- Determine quantities of medicine required when dispensing prescription order requests.
- Occasional interpretation of information and making judgements that require consideration of some more complex facts e.g. preparation of medication, preparation of multi dose drug prescriptions

PLANNING/ORGANISATIONAL SKILLS

- Responsible for planning own day to day work tasks to meet pharmacy service requirements as directed by line manager/section manager

PATIENT/CLIENT CARE

- Provides appropriate levels of information to healthcare professionals, patients, carers and pharmacy colleagues e.g. signposting patients during their porter duties, ensuring information governance principles are maintained and is acting within their own limitations
- Dispenses medication for Trust patients and for patients in external organisations according to established Service Level Agreements

POLICY/SERVICE DEVELOPMENT

- Responsible for following department Standard Operating Procedures (SOPs) and make suggestions for improvement to practice or to improve pharmacy service provision.

FINANCIAL/PHYSICAL RESOURCES

- Responsible for supporting management of accurate stock levels within aseptic services and stock rotation within work area

HUMAN RESOURCES

- Responsible for demonstrating duties to new or less experienced members of staff as required for role.

INFORMATION RESOURCES

- Frequent inputting, storing and using data using Trust computer systems. This may include prescription and dispensing information, managing and amending stock levels, ordering medicines
- Frequent modifying, maintaining and analysing information using Trust computer systems

RESEARCH AND DEVELOPMENT

- Complete and participate in surveys and audits within area of work as appropriate e.g. pharmacy aseptic department audit

PHYSICAL SKILLS

- Recording information manually into Trust computer software system, inputting, storing and providing information on database or other systems and produce labels as part of dispensing process
- High level of accuracy required for preparation of medicines
- Manual dexterity required to prepare and dispense medicines
- Standing for long periods

PHYSICAL EFFORT

- Periods of sitting for data input, frequent standing for dispensing/manufacturing duties.
- Repetitive lifting which may include, medicine packs, boxes
- Frequent moving of pharmaceutical goods and products
- Frequent periods of walking within hospital collecting stock, delivering medicines to wards, dispensing and moving completed work to checking area

MENTAL EFFORT

- Frequent concentration is required for inputting information into Trust systems (e.g. EPIC), aseptic duties, medication stock management duties
- Frequent planning of workload to respond to dispensing requests for urgent medication supplies versus non-urgent medicines and turnaround times.
- Frequent planning of workload to consider transport cut-off times and any external demands.
- Work pattern is generally predictable

EMOTIONAL EFFORT

- Rare exposure to distressing or emotional circumstances such as challenging behaviour in porter duties

WORKING CONDITIONS

- Frequent exposure to unpleasant conditions which may include cytotoxic drugs,
- Occasional exposure to verbal aggression
- Ability to understand and empathise with staff and patients in healthcare setting
- Frequent exposure to busy working environment with limited working space at times working in close proximity to colleagues
- To take part in late duties, weekend and bank holiday rotas to support 7-day pharmacy service.

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 (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.

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

Job Title	Aseptic ATO
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING GCSEs (grades A-C or 9-4) in Mathematics and English Pharmacy service skills NVQ2, SMPO or equivalent	E	D
KNOWLEDGE/SKILLS Knowledge of pharmacy systems Good general computer skills Good communication skills Good telephone skills Good attention to detail	E E E E	D
EXPERIENCE Retail/hospital pharmacy work or other healthcare work Experience of working with pharmacy computer system		D D
PERSONAL ATTRIBUTES Able to work as a team member. Methodical Flexible Honest Good organisational skills Good attention to detail High level of accuracy Able to multi-task Able to concentrate for long periods of time	E E E E E E E E E	
OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to work effectively and accurately in a busy environment	E E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
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				✓
Risks requiring Other Health Surveillance					
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				
Other General Hazards/ Risks					
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	Y		✓		
Challenging behaviour	Y	✓			