

## JOB DESCRIPTION

JOB DETAILS	
Job Title	Apprentice Science Manufacturing Technician – Aseptic Services
Reports to	Senior Specialist Technicians Aseptic Services
Band	Band 3
Department/Directorate	Pharmacy / Specialist Services

JOB PURPOSE
<ul style="list-style-type: none"> <li>The post holder will undertake duties to support the provision of a safe and effective Pharmacy Aseptic service subject to department requirements working under the guidance of SOPs, GMP, COSHH and supervision from Pharmacy Technician.</li> <li>Participate in the stock control, labelling, assembly, preparation, dispensing and receipt and distribution of aseptically prepared products within Aseptic services.</li> <li>Assist with the maintenance of the departments Quality Assurance system.</li> <li>Train and supervise work of pharmacy assistant technical officers (ATOs) and trainees within pharmacy aseptic unit to support the delivery of patient centred care.</li> </ul>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>To attend all remote college days to complete the Apprenticeship qualification.</li> <li>To complete all assignments and college documentation required by the training provider to deadlines, requiring commitment to study, in work and own time, liaising with Work based Trainer.</li> <li>Undertake computer-based training for the Trust Electronic patient record and dispensing system (EPIC) and Chemocare and preparation of Injectable medications for patients using these systems.</li> <li>To aseptically prepare high quality Cytotoxic, Parenteral Nutrition, CIVA products in accordance with departmental procedures, Good Manufacturing Practice and COSHH regulations, ensuring all work complies with regulatory frameworks and standards.</li> <li>Participate in the safe preparation and delivery of Intrathecal chemotherapy in accordance with Trust policy upon completion of Trust mandatory training.</li> <li>To carry out pre and in-process checks of aseptically prepared products upon completion of appropriate accredited training (PIPC) ensuring that all work complies with all regulatory frameworks and standards.</li> <li>To assist in the updating and reviewing of Standard Operating Procedures and implementing any changes required.</li> <li>To participate in and co-operate with, individual personal assessment, continuing professional development and continuing education programmes to develop personal competencies and knowledge base, through review with line manager.</li> <li>Undertake rotational cleaning and disinfection of the aseptic clean rooms, Isolators and support rooms according to Standard Operating Procedures, ensuring patient safety.</li> <li>To carry out environmental monitoring duties, including laying settle plates and carrying out contact plates with appropriate media. Preparing the environmental samples and their appropriate documentation for delivery to the Quality control department.</li> <li>Ensure all medicines released to wards are distributed in a safe and secure manner following SOPs.</li> <li>Assist in the training of new member of staff including ATOs, technicians, pharmacists, foundation year pharmacists, pre-registration student technicians and science manufacturing apprentices.</li> </ul>

- Maintain accurate Aseptic documentation records following GMP and assist with filing and archiving of information and data as per procedure.
- Provide support to the Pharmacy Aseptic team in all aspects of stock control, including stock taking, stock rotation, pricing and ordering.
- Maintain clean and tidy aseptic facilities and safe systems of work.
- Ensure all processes and procedures are followed by staff operating in the Aseptic Services Unit.
- Ensure that all required functional tests, inspections and verifications are carried out on clean room equipment before and after work session.
- Report equipment faults and deviations appropriately and ensure records are completed.
- To ensure adequate knowledge and understanding of clinical trials products prepared in aseptics relevant to the job role, including accountability, stock control and storage requirements.
- To participate in flexible working arrangements including late duties and bank holidays and as appropriate. Please note that in order to deliver a high standard of care to patients the pharmacy service operates 7 days a week and staff are therefore required to work some weekends as part of their contracted hours.

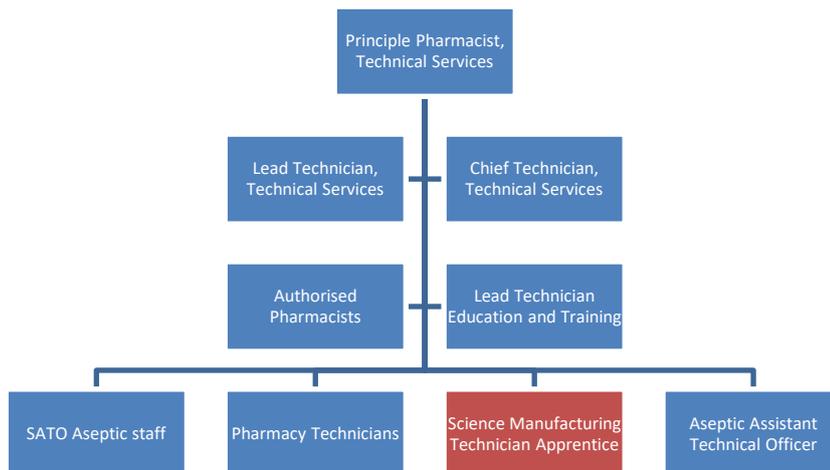
### KEY WORKING RELATIONSHIPS

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>• Chief Technician- Aseptic Services.</li> <li>• Lead Technician -Technical services</li> <li>• Aseptic Team</li> <li>• Quality Control Team</li> <li>• Dispensary Team</li> <li>• Distribution Team</li> <li>• Procurement Team</li> </ul>	<ul style="list-style-type: none"> <li>• Patients/Carers</li> <li>• Other healthcare organisations (e.g. Devon Partnership Trust, Hospicecare, other Hospital trusts)</li> <li>• Outsource pharmacy provider</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- Works within the range of Trust policies and pharmacy standard operating procedures (SOP's to support service delivery.
- Work is overseen by the Lead Technician, Chief Technician, Specialist Technician and Pharmacists, Technical services.
- Post holder prioritises how to complete work tasks in the correct order, answers the phone, deals with queries and responds to aseptic queries via emails and Epic.
- 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 with wards, departments and other healthcare professionals to relay service information and treatment requirements which could include difficult conversations regarding the timing of patient's treatment and services provided.
- Answer the telephone promptly and politely and refer queries to the appropriate person.
- 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 more complex dispensing enquiries which require judgements on facts that require some degree of analysis. Examples may include calculation of concentration ranges, dispensing multiple strength syringes to complete treatment dose dispensing of biosimilar medicines, temperature excursions.
- Communicate general issues and those of concern to senior member of staff or pharmacist and use initiative to escalate or resolve straight forward issues in the absence of the manager.

## PLANNING/ORGANISATIONAL SKILLS

- Responsible for planning own day to day work tasks to meet pharmacy service requirements as directed by line manager/section manager, such as management of prefilled, set-up of &

workload list and ensuring workload is planned to ensure matches epic appointments times to ensure patient delivery.

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

- Provides information and updates to healthcare professionals, patients and pharmacy colleagues.
- Dispenses & prepares medication for Trust patients.

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

- Responsible for following department Standard Operating Procedures (SOPs), GMP, COSHH and make suggestions for improvement to practice or to improve pharmacy service provision.
- To comply with the updated national guidance and local trust policy for the Safe administration of Intrathecal Chemotherapy.

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

- To participate and manage Aseptic Services stock takes.
- To manage stock rotation of ingredients and consumable products to minimise financial waste.
- To comply with legal and trust requirements relating to the purchase, supply, use safe custody and destruction of medicines within Pharmacy and other areas of the Trust.

#### **HUMAN RESOURCES**

- Regularly responsible for supervision or co-ordination of pharmacy assistant technical officers (ATOs) and pharmacy trainees while working within the aseptic department.

#### **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 drugs and patient specific products.
- Frequent modifying, maintaining and analysing information using Trust computer systems e.g. EPIC.
- Recording information (provided by others) manually into Trust computer software system, inputting, storing and providing information on database or other systems and produce labels as part of preparation process.

#### **RESEARCH AND DEVELOPMENT**

- Complete and participate in surveys and audits within area of work as appropriate e.g. ward/department satisfaction audit.

#### **PHYSICAL SKILLS**

- High level of accuracy required for preparation of medicines.
- Manual dexterity required to prepare and dispense medicines including complex chemotherapy items and parenteral nutrition bags for adult and neonatal.

#### **PHYSICAL EFFORT**

- Frequent moving of pharmaceutical goods and products.
- There is a combination of sitting, standing, and walking within the role.
- 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 concentration is required for inputting information into Trust systems (e.g. EPIC), aseptic duties, medication stock management duties, as required to support aseptic medication processes.
- Frequent planning of workload to respond to preparation requests for urgent medication supplies versus non-urgent medicines.
- Frequent planning of preparation workload to consider safe patient delivery and adhering to time frames.

## EMOTIONAL EFFORT

- Rare exposure to distressing or emotional circumstances such as challenging patient behaviour in ward or hospital area.

## WORKING CONDITIONS

- Frequent exposure to unpleasant conditions which may include cytotoxic drugs.
- 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 whilst preparation of injectable medicines.
- Use of PPE in different areas of the department.

## OTHER RESPONSIBILITIES

- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training.
- Contribute to and work within a safe working environment.
- Comply with Trust Infection Control Policies and conduct 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

<b>Job Title</b>	Apprentice Science Manufacturing Technician – Aseptic Services
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> <ul style="list-style-type: none"> <li>GCSEs Grade (A-C or 9-4) or equivalent standard (see below)</li> <li>Maths (GCSE) and English (GCSE) or functional skills (level 2) in Maths and English</li> <li>Science (GCSE) or GPhC recognised Level 2 qualification Pharmacy Support staff.</li> <li>Experience to GPhC recognised level 3 qualification</li> </ul>	E E  E  E	
<b>KNOWLEDGE/SKILLS</b> <ul style="list-style-type: none"> <li>Knowledge of pharmacy systems</li> <li>Knowledge of pharmacy procedures</li> <li>Ability to use computer, basic skills to operate pharmacy computer systems</li> <li>Excellent verbal and written communication skills</li> <li>Ability to deal with telephone enquiries politely and efficiently</li> <li>Good attention to detail</li> <li>Stock control systems</li> <li>Computerised dispensing system</li> <li>Ability to problem solve</li> <li>Ability to manage time and priorities and be able to cope with frequent interruptions</li> </ul>	E  E E E  E E	D D     D D
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Retail/hospital pharmacy work or other healthcare work</li> <li>Experience of working with EPIC and/or Chemocare systems</li> <li>Experience of working with computer system(s)</li> <li>Experience of communicating with clients, customers or patients</li> <li>Previous pharmacy experience working in a hospital or production unit</li> <li>Working under supervision</li> <li>Customer orientated work</li> </ul>	E     E	D D  D D  D
<b>PERSONAL ATTRIBUTES</b> <ul style="list-style-type: none"> <li>Enthusiastic and motivated</li> <li>Good basic organisational skills</li> <li>Ability to work methodically and prioritise workload</li> <li>Ability to use own initiative</li> <li>Excellent interpersonal skills</li> <li>Ability to work calmly under pressure</li> <li>Ability to meet deadlines</li> <li>Able to work as a team member.</li> <li>Understanding own limitations and willingness to ask for assistance</li> <li>Adaptable and flexible</li> <li>Able to demonstrate effective learning from experiences</li> <li>Professional attitude</li> </ul>	E E E E E E E E E E E E E	
<b>OTHER REQUIREMENTS</b>		

<ul style="list-style-type: none"> <li>• The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to work effectively and accurately in a busy environment.</li> </ul>	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		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	Y	✓			