

Job Description

JOB TITLE: Lead Technician – Sterile Production Unit

DIVISION: Clinical Support / Pharmacy / Pharmacy Production

GRADE: Band 5

REPORTS TO: Chief Technician – Pharmacy Production – Aseptic Services

ACCOUNTABLE TO: Head of Pharmacy & Clinical Director of Medicines Optimisation

VALUES AND BEHAVIOURS



ABOUT NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70 bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

JOB SUMMARY

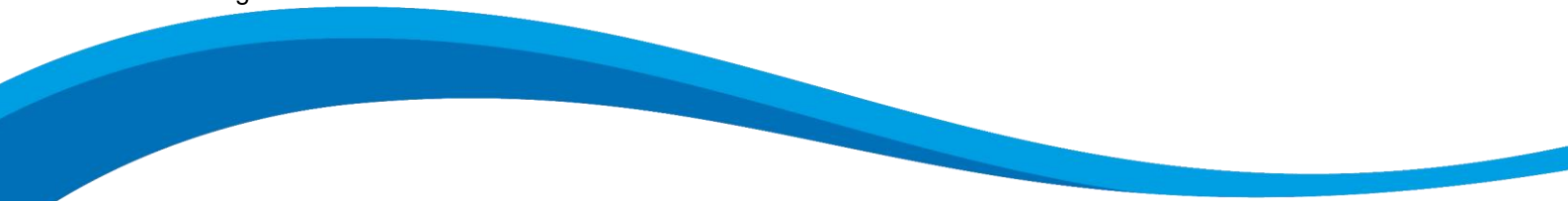
To take the lead in co-ordinating the preparation and supply of aseptically prepared Chemotherapy products and Monoclonal antibodies.

To contribute to the overall organisation and supervision of technical and operational aspects of the Sterile Production Unit to ensure high-quality, safe, timely and consistent service delivery.

The post holder is expected to divide their time equally between the operational service needs of the department and other aspects of the sterile production department as agreed with the Chief Technician.

The post holder will be based primarily within SPU at the QMC Campus but will be expected to attend meetings at both Campus' to enhance the effectiveness of the role as appropriate.

KEY JOB RESPONSIBILITIES

1. To provide a focus for and co-ordinate the technical aspects of the preparation of aseptically prepared Chemotherapy products and Monoclonal antibodies within the Sterile Production Unit, liaising with service users as required.
 2. Provide reports detailing workload demand to ensure sufficient resource is available to meet service demand and feed this information into the capacity plan for the unit.
 3. Develop, implement and maintain a robust and effective stock management system within the Sterile Production Unit to ensure adequate stock levels are maintained for Chemotherapy products and Monoclonal antibodies to enable continued service delivery.
 4. Investigate stock level discrepancies and follow up outstanding orders with the procurement team to ensure continued supply. Escalate issues to the Chief Technician when appropriate.
 5. Responsible for timely booking out of stock and raw materials used for Chemotherapy products and Monoclonal antibodies to maintain an accurate stock holding value. Produce stock holding value reports for the Production Management Team to review.
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6. Responsible for the maintenance of department stock, including ensuring drugs are stored in the correct location and stock rotation is enforced to reduce waste and cost.
7. To support in the development and creation of new Chemotherapy and Monoclonal antibodies worksheets including batch manufacturing records.
8. To participate in continuing professional development to keep abreast of current practice and developments as required by the General Pharmaceutical Council.
9. In conjunction with the Production Management Team, audit the aseptic preparation services and set up and provide regular reports on all aspects of the aseptic service
10. To support the Lead Technician (Education and Training) in training all staff according to the approved in-house training programme to ensure safe and effective services.
11. To support staff training (e.g. competency frameworks and personal development plans) and facilitate planned assessments and validations, working closely with the training team to ensure training needs of staff are communicated and delivered.
12. To support the Chief Technician in all aspects of the management and organisation of the department, contributing to service delivery, allocating work to and supervising and checking staff whenever necessary according to service needs, staff abilities and training requirements to ensure adequate levels of staffing at all times, including regular shift pattern working.
13. In collaboration with the Production Management Team, ensure that all working procedures and guidance are clear, followed and regularly reviewed to ensure that all activities in the Sterile Production Unit are safe, accurate and compliant with the Guide to Good Manufacturing Practice, the Trust Risk Management policies and other legal requirements.
14. To assist the Chief Technician and other Lead Technicians in the stock control systems for raw materials, containers, labels and disposables used in the section to ensure that the Sterile Production Unit stock is maintained and managed at the most appropriate level for an effective service, whilst minimising expenditure, stockholding and wastage.
15. In conjunction with the Production Management Team, liaise with Quality Control in environmental and personnel monitoring, raw material testing, final product testing and in all aspects of quality assurance.
16. To ensure effective communication and advise colleagues, other departmental, ward and medical staff and personnel in other hospitals, etc. on all aspects of sterile production.
17. To ensure that all personnel work in a safe manner in a safe environment, that all equipment is well maintained, checked and in a safe and clean state for use.
18. To be responsible and to maintain the training for all staff in relation to the guidelines for intrathecal chemotherapy as set out by the Department of Health.
19. To review and update the sterile production unit's staff registers for chemotherapy (including intrathecal chemotherapy) and ensure all chemotherapy and intrathecal certificates are kept up to date.
20. To participate in the interviewing and selection of staff for the Pharmacy department.
21. To liaise with other Chief, Lead and Senior Technicians in the department on all aspects of the Technician rota.
22. To participate in rostered flexible shift working including evening, weekend and bank holiday arrangements in line with service commitments.
23. In conjunction with the Chief Technicians and the Lead Technicians, to assist in the induction of all new staff into the Sterile Production Department and to set up, manage and document appropriate validation processes ensuring that all staff participate in regular, on-going assessments of competence.
24. To ensure that all staff are trained to the minimum qualification for their role required by the General Pharmaceutical Council.

25. To assist the Chief Technician and Lead Technician (Education and training) to regularly review and update the training programmes in relation to sterile production and to provide regular updates on all aspects of this process to the Production Department Management team.
26. To participate in the maintenance of computer and documentation records necessary for the running of the department and ensuring that the policies and procedures laid down by the Production Management Team are carried out.
27. To assist in reviewing and updating standard operations procedures for the sterile manufacturing service.
28. Undertake any other duties that may reasonably be required.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

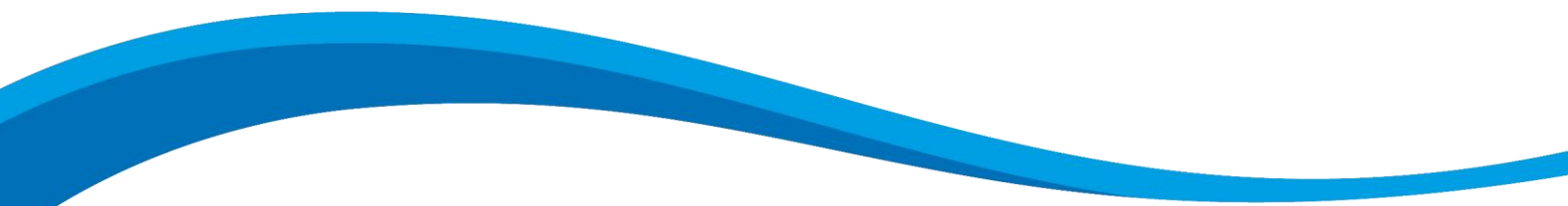
To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.



Health and Wellbeing

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder will be required to work in a sterile environment with regular exposure to chemicals and cytotoxic drugs as part of manufacturing duties. EU Good Manufacturing Practices requires the wearing of full body coverage including hoods, facemasks, goggles, full body suit, boots and gloves which some people may find claustrophobic. The post holder will also spend time working in office areas and with display screen equipment.

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Job description reviewed by: LP

Date:29.02.2024



