



JOB DESCRIPTION

JOB DETAILS:

Job Title	Pharmacy Technician Aseptic Services
Pay Band	5
Hours of Work and Nature of Contract	37.5 Hours per week Permanent
Division/Directorate	
Department	
Base	

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	
Reports to: Name Line Manager	
Professionally Responsible to:	

RESPONSIBLE FOR:

Managerially responsible for the:

- Day to day supervision of Pharmacy assistants working within the Aseptic Unit
- Pre-registration pharmacy technicians working within Aseptic Unit
- Pharmacy Technicians undertaking aseptic training within Aseptic Unit

CAJE Reference/Date:

Job Summary:

Working within the Pharmacy Aseptic Unit and with commitment to regular sessions within the main pharmacy dispensary this post involves:-

- Participation in the production of aseptic preparations including Total Parenteral Nutrition (adult and neonatal), radiopharmaceuticals, cytotoxic chemotherapy, monoclonal antibodies, CIVAS and non-sterile pharmaceutical products.
- Supervision and coordination of entry level technicians and other technical support staff.
- To provide advice to patients/carers and other health professionals on pharmaceutical products and further supplies.
- Dispensing activities.

DUTIES/RESPONSIBILITIES:

CAJE Reference/Date:

Aseptic Unit

1. Participates in the timely, accurate and cost-effective dispensing of aseptic preparations which may include high cost cytotoxic/biologic agents, clinical trial materials and unlicensed medication for individual patients.

This involves: -

- Reconstitution of aseptically prepared injections and IV infusions in clean rooms and isolators using aseptic (no touch) technique to maintain product sterility
- Setting-up of individual products/batches in accordance with SOP's which involves: -
 - Selecting correct ingredients.
 - Recording all necessary information i.e. patient name/batch no, expiry dates on prepared worksheets.
 - Producing labels.
 - Use of computer software packages
- Reading and correctly interpreting prescriptions which have been clinically checked by a pharmacist.
- Calculating doses/volumes required for specific patients according to SOPs.
- Manipulation of products in a controlled environment using aseptic technique according to SOPs.
- Vial-sharing high cost drugs according to SOPs to minimise wastage and reduce drug expenditure
- In process validation checks of colleagues to ensure that the correct products and volumes are being used for an individual preparation according to SOPs.
- Labelling of finished products.
- Maintaining work area and equipment to meet strict clean room requirements in SOPs.
- Disposal of all waste material according to SOPs.
- Undertaking regular aseptic technique validation assessments to ensure competency.

2. To participate in the preparation of non-sterile products for individual patients
This involves:-
 - Making clean room produced products (e.g. topical preparations, mouthwashes, oral suspensions etc) according to SOP's and standard batch sheets
 - Setting-up of individual products/batches in accordance with SOP's which involves: -
 - Selecting correct ingredients.
 - Recording all necessary information i.e. patient name/batch no,expiry dates on prepared worksheets.
 - Producing labels.
 - Reading and correctly interpreting prescriptions which have been clinically checked by a pharmacist.
 - Calculating doses/volumes required for specific patients according to SOPs.
 - Manipulation of products in a controlled environment according to SOPs
 - In process validation checks of colleagues to ensure that the correct products and volumes are being used for an individual preparation according to SOPs.
 - Labelling of finished products.
 - Maintaining work area and equipment to meet strict clean room requirements in SOPs.
 - Disposal of all waste material according to SOPs.
3. To work as an Accredited Checking Pharmacy (ACPT) completing bi-annual assessments of competence. This role will involve undertaking pre-and in-process checks of ingredients for use in the production of aseptic/non-sterile products prior to preparation according to SOPs.
This involves:-
 - Ensuring correct ingredients in the appropriate quantities have been selected.
 - Checking the correct batch number and expiry date have been recorded on prepared worksheets and entered into the appropriate batch book.
 - Checking that labels produced are correct and correspond to the prepared worksheet.
4. To deputise for the Senior Pharmacy Technician where relevant
5. To lead and prioritise a work-stream for the day. This may involve using a computer diary system for patient scheduling.
6. To keep knowledge of Good Manufacturing Practice (GMP) up to date and undertake duties required to ensure compliance.
7. To have an awareness of regulations regarding the Control of Substances

CAJE Reference/Date:

Hazardous to Health with respect to the handling and preparation of pharmaceutical products.

8. Undertakes the regular thorough cleaning of all workstations and supporting areas to ensure compliance with GMP.
9. Undertakes regular training on the Health Boards policy for the Administration of Intrathecal Chemotherapy to ensure compliance and knowledge is kept up to date.
10. To be responsible for the regular environmental monitoring of all aseptic work areas according to SOPs to ensure a safe aseptic working environment is maintained. This involves:
 - Checking clean room air pressures and temperatures
 - and the placing of agar plates for future assessment by Quality Assurance Services.
 - Keeps accurate records of this activity and immediately informs Production Lead Pharmacist or Senior Pharmacy Technician Aseptic Services if
 - Results / readings fall outside tolerable range.
11. To assist in the upkeep and maintenance of all work areas and equipment and ensures all appropriate documentation is completed.
12. To be responsible for undertaking investigations into discrepancies in stock balances according to SOPs and when necessary documenting appropriate action to be taken by Senior Pharmacy Technician in order to correct the balances.
13. Assists in the compilation of workload figures in conjunction with Senior Pharmacy Technician, Aseptic Services and Aseptic Services Lead Pharmacist.
14. To undertake administrative duties associated with this role. These involve:-
 - Costing of ingredients and consumable items.
 - Filing batch sheets.
 - Completion of legal documentation.
15. Is involved in the regular review and implementation of departmental operational policies and procedures
16. Supports the Senior Pharmacy Technician in ensuring that Health Boards policies and procedures are implemented and adhered to
17. Assists the Senior Pharmacy Technician with induction training and development of staff working within the department.

Radiopharmacy

1. To undertake the weekly removal of used/decayed radioisotope generator and install new generators in a controlled environment using aseptic technique according to SOPs.
2. Ensures the safe storage and disposal of all radioactive waste material and prepares decayed generators for return to manufacturer according to SOPs.
3. To extract radioactive elution from radioisotope generator in a controlled environment using aseptic technique according to SOPs.
4. To perform molybdenum assay on and measure the radioactivity of generator elution.
5. To undertake the preparation of radioactive doses for individual patients. This involves: -
 - Reading and correctly interpreting prescriptions which have been checked by a pharmacist.
 - Setting-up of individual products in accordance with SOPs which involves: -
 - Selecting correct radioisotope kit for dose to be prepared.
 - Recording all necessary information i.e. patient name/batch no, expiry dates on prepared worksheets.
 - Producing labels.
 - Calculating radioisotope kit requirements taking into account elution decay factor and patient's age/weight.
 - Preparing radioisotope kit using radioactive elution by manipulation in a controlled environment using aseptic technique according to SOP's
 - Measuring radioactivity of kit and calculating individual patient's dose requirements taking into account elution decay factor and patient's age/weight.
 - Drawing up and measuring individual patient's dose in a controlled environment by manipulation in a controlled environment using aseptic technique according to SOPs.
 - Measuring work area and equipment for radioactive contamination.
 - Disposal of all radioactive waste material according to SOPs.
6. To assist with regular validation checks of equipment and areas used in the preparation of radioactive doses and ensures all appropriate documentation is completed.
7. Undertakes the ordering of radiopharmaceuticals and associated products in conjunction with ordering staff.

8. To have knowledge of safe practices for production and handling of radioisotopes in accordance with the Local Rules as required by Ionising Radiations Regulations 1999.
9. Trained and certified to transport radiopharmaceutical preparations between sites during periods of shortage or shutdown.

Patient Services

1. To undertake the dispensing of prescriptions and the supply of pharmaceutical products including oral chemotherapy controlled drugs, specialist prescriptions and clinical trials according to SOPs. This involves the following: -
 - Prioritising work according to urgency.
 - Reading and correctly interpreting prescriptions which have been clinically checked by a pharmacist and referring back to clinical checker for confirmation or amendment in the event of a query.
 - Calculating dose/volumes.
 - Production of dispensing label.
 - Ensuring that out of stock items are obtained as soon as possible so that patient care is not compromised and that all appropriate people are kept informed of the situation
 - Assembly of prescribed items including counting and/or reconstitution of medicines
 - Affixing of dispensing labels and checking them for accuracy
 - Annotating prescriptions to ensure all details as to what was dispensed etc. are recorded
 - Ensures all supplementary/additional information required by user is provided i.e. patient information leaflets, medication protocols
2. To undertake the routine dispensing of controlled drugs according to SOPs ensuring that all legislative requirements are met. Completion of the controlled drugs register in accordance with legislative requirements. Ensure that stocks are maintained and balances routinely checked and investigated immediately if incorrect. Any discrepancies must be reported to the dispensary manager as a matter of urgency.
3. To apply knowledge and experience to the interpretation of prescriptions identifying potential clinical problems. Consults with pharmacists regarding problem identified and contacts prescriber, ward etc when necessary. Refers more complex problems back/on to a pharmacist.
4. To assist with the receiving of work via the dispensary hatch ascertaining urgency and ensuring all work to be dispensed has the necessary and correct information and meets legal requirements according to SOPs. All documentation for prescription payment or exemption is completed as required and whenever possible exemption has been verified.

5. To issue dispensed items at dispensary hatch in accordance with dispensary SOPs ensuring that patients are dealt with in a confidential and professional manner and all questions are answered or referred on as appropriate. Patients/staff should be questioned to ensure that full understanding is present.
6. To participate in the counselling of patients/carers/representatives in the use of their medication an appropriate manner in the dispensary to ensure medicine are being used correctly and that patient concordance is gained.
7. To respond to more complex medication queries received via the pharmacy hatch or telephone and refer to a pharmacist when appropriate.
8. Issues stock items to wards as necessary according to SOPs
9. To be able to replenish stock in all Emergency Drug Rooms (EDR) according to SOPs, ensuring there are sufficient levels at all times and that all appropriate computer work, paperwork and costing is completed.
10. To interpret supply requests for medicines and prioritise according to clinical need referring to a pharmacist when this cannot be met. Liaises with the purchasing office to ensure that external orders are placed when required.
11. To identify and assess supply problems and communicate expected delivery times to all customers as identified during routine work in conjunction with ordering staff and clinical pharmacists.

General

1. To be able to use the computer systems in operation throughout the department ensuring all information entered/retrieved is accurate. This includes dispensing, labelling, goods receiving, internal order processing and record keeping.
2. To supervise the duties of Pharmacy assistants and pre-registration technicians and less experienced staff working within their area of work and ensures duties allocated to these staff are carried out in a timely and efficient manner.
3. Uses the Pharmacy dispensing robot and solves simple problems relating to its functioning and ensures own knowledge is kept up to date.
4. Uses the pharmacy computer system to obtain details of items stocked, supplies made etc.
5. To provide leadership and act as mentor for more junior or inexperienced members of staff.

CAJE Reference/Date:

6. Undergoes regular individual appraisal with Senior Pharmacy Technician, Aseptic Unit
7. To keep abreast of new developments and attend training courses where appropriate.
8. To participate in duty rotas to ensure the maintenance of pharmaceutical services at weekends and public holidays.
9. Participates in flexible working practices as necessary in order to meet the demands of the service.
10. To actively participate in continuous quality improvement of pharmaceutical care.
11. To support the Health Board and Departmental aims and objectives.
12. Ensures that safe systems of work are maintained and that services provided are in accordance with the pharmacy department policies and procedures, current legislation and guidance.
13. To teach, tutor or train members of staff as appropriate.
14. To undertake any other duties which may be relevant to this role in agreement with the Aseptic Services senior Pharmacy Technician and Lead Pharmacist

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for

CAJE Reference/Date:

all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the Trust's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

CAJE Reference/Date:

PERSON SPECIFICATION

Pharmacy Technician Aseptic Services

Band

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Qualifications and/or Knowledge</p>	<p>Registered Pharmacy Technician with the General Pharmaceutical Council.</p> <p>BTEC in Pharmaceutical Sciences or equivalent</p> <p>Level 3 NVQ Diploma in Pharmacy Services Skills (QCF) or equivalent.</p> <p>Completed All Wales Accredited Checking Pharmacy Technician Qualification</p> <p>Completed specialist post-qualification training in aseptic processing of radioisotopes, cytotoxic chemotherapy, CIVAS and parenteral nutrition (neonatal and adult)</p> <p>Completed Leeds University Aseptic preparation & dispensing of medicines short course (APDM)</p> <p>Knowledge, understanding and experience of Good Manufacturing Practice (GMP) and QA and its application to Aseptic processing</p> <p>Undertaken training and has experience of aseptic preparation, including intrathecal chemotherapy</p> <p>Knowledge of COSSH regulations.</p> <p>Knowledge of Ionising Radiation (Medical Exposure) Regulations 2000 (IRMER)</p> <p>Knowledge of Ionising Radiation Regulations (IRR) 1999</p> <p>Undertaken training on 'Transportation of Radioactive Materials for Radioisotope Users</p> <p>Basic knowledge of the therapeutic use of drugs</p>	<p>Membership of relevant professional Association</p> <p>Accredited NVQ Assessor</p> <p>ECDL holder</p>	<p>Application form and pre employment checks</p>

CAJE Reference/Date:

	<p>Good understanding of operation of hospital pharmacy services</p> <p>Good understanding and experience of safehandling and use of cytotoxic drugs and radioisotopes</p>		
Experience	<p>Must be able to demonstrate suitable level of post qualification experience in aseptic service.</p> <p>Experience of working in aseptic/clean room environment</p> <p>Experience of working as an Accredited Checking Technician</p> <p>Experience of working with Radiopharmaceuticals</p> <p>General dispensing</p> <p>Working in hospital pharmacy dispensary services</p>	<p>Experience of patient-orientated medicines systems</p>	<p>Application form and interview</p>
Aptitude / Abilities / Skills	<p>Practical ability/ dextrous</p> <p>Well motivated, good attention to detail, organised and adaptable</p> <p>Ability to maintain concentration for long periods of time</p> <p>Able to communicate effectively with a variety of service users.</p> <p>Able to use IT to use the pharmacy system, produce reports, gather and analyse data and produce presentations.</p> <p>Evidence of good documentation skills.</p> <p>Ability to use own initiative</p> <p>Ability to work under pressure/to time schedules.</p> <p>Good interpersonal skills and team player</p> <p>Is aware of, and is able to work within</p>	<p>Ability to speak Welsh</p>	<p>Interview</p>

CAJE Reference/Date:

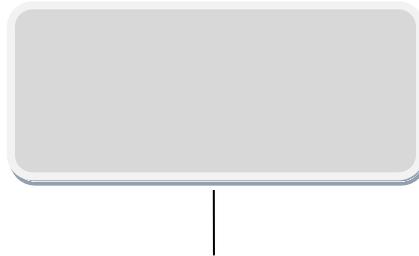
	<p>own limitations.</p> <p>Evidence of effective mentoring of trainees.</p> <p>Ability to organise own workload and support the workload of the department.</p> <p>Ability to work under pressure and prioritise workload.</p> <p>Patient counselling skills</p>		
Values	<p>Well motivated, reliable, methodical.</p> <p>Able to work on own initiative and as part of a team</p> <p>Enthusiasm for training</p> <p>Committed to self study and development</p>	<p>Understanding and responsive to patient needs.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	<p>Commitment to CPD.</p> <p>Record of personal development.</p> <p>Able to work hours flexibly.</p> <p>Participate in the provision of general public holiday and weekend pharmacy services as necessary</p> <p>Willingness to work in a bilingual area</p>	<p>Ability to move between sites in a timely manner</p>	<p>Application form and interview</p>

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.

Organisational Chart



CAJE Reference/Date: