

### **Job Description**

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**Job Title:** Lead Pharmacy Technician – Cancer and Aseptic Services

**Grade:** Band 6

**Reports To:** Principal Pharmacist – Cancer and Aseptic Services

**Accountable To:** Head of Pharmacy

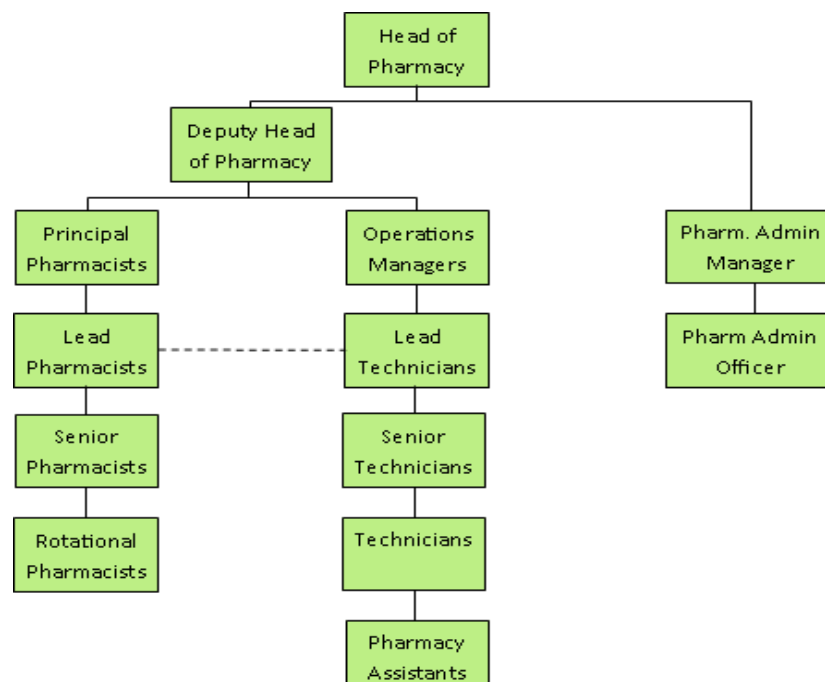
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#### **Job Purpose:**

To be responsible for planning, managing and delivering the technical and non-technical service in the Pharmacy Aseptic Unit, and in the training and education of the technical team within the Unit. As a member of the Lead Technician group, to contribute to the planning of rotas and cover arrangements for the provision of technical and operational services, and to share in service coordination and high level problem solving. When rostered, to undertake routine technical and operational duties.

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#### **Organisation Chart:**



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## **Key Result Areas:**

### **Key Working Relationships**

- Principal Pharmacist – Cancer and Aseptic Services
- Lead Technician – Quality Assurance
- Quality Lead (External)
- Lead pharmacists – Cancer and Aseptic Services
- Senior pharmacists and Clinical pharmacists
- Aseptic Pharmacy staff
- Regional Quality Control Pharmacist
- External Customers
- Estates
- HR
- External companies for validation and maintenance for equipment

### **Measurable Result Areas**

- To manage and provide a high quality, effective technical and operational service for aseptics and cancer services.
- To be responsive to the needs of service users, and plan and implement developments and agreed changes in the operation of the aseptic and cancer services area.
- To lead and motivate the team of staff allocated to aseptic and cancer services, ensuring that the team members actively and effectively contribute to the aims of the service, and that they are trained to enable them to do so, and that they are aware of the expectations of them.
- To line manage staff recruitment and selection (including chairing of interview panels), grievance and disciplinary procedures, and appraisal processes for relevant staff.
- To assist the Principal Pharmacist and lead pharmacists in the management, delivery and development of the cancer and aseptic area of pharmacy practice.
- To provide expert technical advice in cancer and aseptic services, and to resolve technical and operational problems within their area of expertise, referring to the Principal Pharmacist if necessary.
- Attend the relevant subgroups to the West Midlands Chief Pharmacists' Network where appropriate, representing the interests of the Trust and reporting back to the Principal Pharmacist – Cancer and Aseptic Services.

- To effectively manage the education, training and development of staff within Aseptics.

### **Aseptic and Cancer Services**

- To contribute to any ongoing works associated with the aseptic unit.
  - To aid in the maintenance of the MHRA license for the aseptic unit by completing relevant actions.
  - To manage the day to day operation of the Aseptic Unit, ensuring that the Unit is operated to standards and principles set out in 'The Guide to Good pharmaceutical Manufacturing Practice' and 'Quality Assurance Guide',
  - To prepare, maintain and operate in accordance with, a set of standard operating procedures approved by the Accountable Pharmacist (Principal Pharmacist – Cancer and Aseptic Services) and the Quality Lead. Pharmacy Quality Control is outsourced to a neighbouring Trust.
  - To liaise with outsource partners who may provide some aseptically prepared doses to the Trust, particularly those who are nominated as our contingency suppliers
  - To review daily capacity each week in accordance with the capacity plan, confirm that the Unit team is safe to proceed, and if not, notify the Accountable Pharmacist and invoke the contingency plan
  - To ensure additional adequate supplies of dose banded doses for planned service maintenance and bank holiday closures, and to liaise with other providers for supply of specialist doses if required.
  - To maintain expertise, and the necessary skills and knowledge, to lead and participate in the provision of a centralised intravenous additive (CIVA) service and a cytotoxic drug reconstitution service, including the provision of doses for clinical trials
  - With the Lead Technician for Dispensary, Distribution and Training, to train up and maintain calculation skills and aseptic preparation manipulation skills of relevant pharmacy staff.
  - To assist the Lead Technician – Quality Assurance in ensuring that all quality assurance, microbiological monitoring and maintenance of the Unit is undertaken in accordance with the standard operating procedures, and immediate action is taken in response to any indication of compromised quality in association with the Lead Technician - Quality Assurance and Quality Lead.
  - To manage a product withdrawal process (Recall) and trigger this in the event of a defective product being prepared or dispensed and released
  - To cross cover elements of the role of the Lead Technician – Quality Assurance if required.
  - Supervise and monitor the procurement and storage of raw materials, components, consumables and final products within the Aseptic Unit.
  - To respond appropriately to drug alerts and product defects (medicines and consumables) by participating in the reporting of recalls and complaints and the subsequent investigation under the
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supervision of the Quality Lead in the absence of the Lead Technician – Quality Assurance.

- Participating in the change control process and the subsequent generation and investigation of reports under the supervision of the Quality Lead.
- Participate in the MHRA Licensed inspections and closure of items on the resulting action plan.
- Participate in the Farwell Audits and closure of items on the resulting action plan.
- Undertake validation activities as required
- To take part in completing and actioning CAPAs where needed.
- Be familiar with and apply knowledge of COSHH and Health and Safety regulation.
- Promote and support the development and implementation of evidence-based practice for all staff.
- Promote and maintain effective communication as well as disseminate information related to practice development.
- Follow Standard Operating Procedures and all relevant regulations in the course of duties.
- Work independently within the constraints of your abilities
- Undertake risk assessments where required.
- Work within Trust and local policies and procedures and to report any non-compliance to the Principal Pharmacist– Cancer and Aseptic Services
- Maintain a clean and tidy environment and abide by the policies on security of drugs and premises and on the confidentiality of patients and staff.
- Maintain aseptic manipulation skills so as to be aware of issues, to understand the background and participate in the Aseptic rota.
- Participate in the development, implementation and monitoring of aseptic pharmacy practice standards, guidelines, protocols, policies and SOPs.
- Provide input to ad hoc initiatives and projects as required.
- To undertake any training necessary for the safe and efficient performance of duties.
- To participate in the supervision, training and mentoring of pharmacy support workers, pre-registration trainee pharmacy technicians, pre-registration pharmacists and trainees.

### **Manages**

- Aseptic Technical staff

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### **General Items:**

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second-hand smoke.

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

**This job description is subject to review at any time in consultation with the post holder.**

