

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



**Care Colleagues
Collaboration Communities**

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



Care	Excel in the delivery of Care	
Colleagues	Support our Colleagues	
Collaboration	Effective Collaboration	
Communities	Improve the health and wellbeing of our Communities	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

Job Title:	Pharmacy Technician Aseptic Services Extended role
Band:	5
Reports to (Title):	Principal Technician – Aseptic Services
Trust Website:	www.royalwolverhampton.nhs.uk
Directorate:	Pharmacy
Department / Ward:	Aseptic Services
JD Number:	1895
DBS Check Required	<ul style="list-style-type: none">• Standard DBS

2. Job Summary

Reporting directly to the Principal Technician of Pharmacy – Aseptic and Clinical Trials Services, the post-holder will:

1. Be an experienced qualified pharmacy technician with proven post qualification experience carrying out a broad range of duties including Aseptic manipulation and compounding of Parenteral Nutrition for adults, reconstitution of cytotoxic chemotherapy products (drugs used in the treatment of cancer) including cytotoxic clinical trials, monoclonal antibodies, other ad hoc Aseptic dispensing. Also dispensing and issuing of medicines, and stock control within the Pharmacy Aseptic Suite.
2. Be based within the Aseptic Suite undertaking a broad range of duties within the area of work to include the dispensing and issuing of medicines, including aseptic manipulation and compounding of Parenteral Nutrition for adults and neonates, reconstitution of cytotoxic chemotherapy products (drugs used in the treatment of cancer) including cytotoxic clinical trials, monoclonal antibodies , other ad hoc aseptic dispensing, stock control and the final accuracy checking of dispensed medicines.
3. Undertake further education and training to advance the role of Pharmacy Technicians within the department.
4. Supervise and co-ordinate the work of Pharmacy Technicians, Assistant Technical Officers, students and support staff. Train Pharmacy Technicians, Assistant Officers, students and support staff under the direction and supervision of Senior and Principal Technicians.
5. Work on their own initiative at times under the supervision of Senior and Chief Technicians.
6. Pharmacy technicians are expected to expand and broaden their skills and abilities.
7. Daily operational accountability rests with the Chief / Senior Technician responsible for the area within which the work is being conducted.

3. Main Duties and Responsibilities

1. Will be based within the Aseptic suite of the pharmacy department and provide pharmaceutical services to the Trust moving between the cytotoxic and non – cytotoxic areas
2. To operate at all times within the local Standard Operating Procedures relevant to the area of work.
3. To receive, interpret, validate, dispense and issue routine and non-routine prescriptions for in-patients and out-patients, seeking advice from senior staff where appropriate.
4. To dispense and self-check medications both manually and with the use of a computerised automated dispensing system.
5. To take all appropriate action to ensure that patients receive the correct medication, with advice and counselling and that all directions associated with medicines are fully understood.
6. To accurately reconstitute, compound and manipulate within an isolator after completion of Broth Validation and training Aseptic products to include:
 - Parental Nutrition
 - Cytotoxic reconstruction
 - Clinical Trials Materials
 - CIVAS
 - Ophthalmic products
 - Monoclonal antibodies
 - Other Aseptically prepared products on an ad hoc basis
7. To attain and maintain manipulative skills required to prepare Intrathecal chemotherapy preparations for the Trust. This will include initial training, written and practical competence tests and assessment followed by a twelve-monthly review and update.
8. To participate in environmental monitoring for a sterile area. To include surface sampling, swab testing, setting plating and active air sampling to GMP guidelines under the direction of the senior and Principal Technicians.
9. To participate in Quality Assurance. This includes completion of documentation to GMP guidelines and audit under the direction of the senior and Principal Technicians.
10. To maintain a current Universal Broth Test without which aseptic manipulations is prohibited.
11. To accurately record appropriate details to written protocols for aseptically prepared clinical trials.
12. To produce work sheets and prescriptions for parenteral nutrition and cytotoxic preparation using designated computer software. E.g. Datacomp and Ascribe.
13. To undertake volume checks during the aseptic reconstitution / compounding process after completion of a volume checking competence-based assessment.
14. To order, receive, store, select assemble and prepare items for issue by the pharmaceutical service.
15. To prepare special signed orders for patient specific Parenteral Nutrition and Cytotoxic.
16. To maintain an up-to-date disclaimer file for the named patient medicines.

17. To participate in the distribution and return of medicines to wards and departments.
18. To provide advice to wards and departments on request ensuring efficient ward stock control.
19. To dispense and record appropriate details, according to written protocols for clinical trials, unlicensed and named patient medicine within pharmacy.
20. To dispense and replenish controlled drugs completing the necessary legal documentation.
21. To undertake collation of work-based statistics as required.
22. To maintain skills for registration for the Trust's Intrathecal Chemotherapy Register.
23. To final check medicines for accuracy after completion of the National Accredited Checking Pharmacy Technician (ACPT) qualification.
24. To assist Senior Technician Aseptic to maintain stock takes for all medication.

4. EDUCATIONAL – SUPERVISION, TEACHING AND RESEARCH

Pharmacy Technicians are expected to broaden their skills and abilities. Undertake further education and training to advance the role of Pharmacy Technicians within the department.

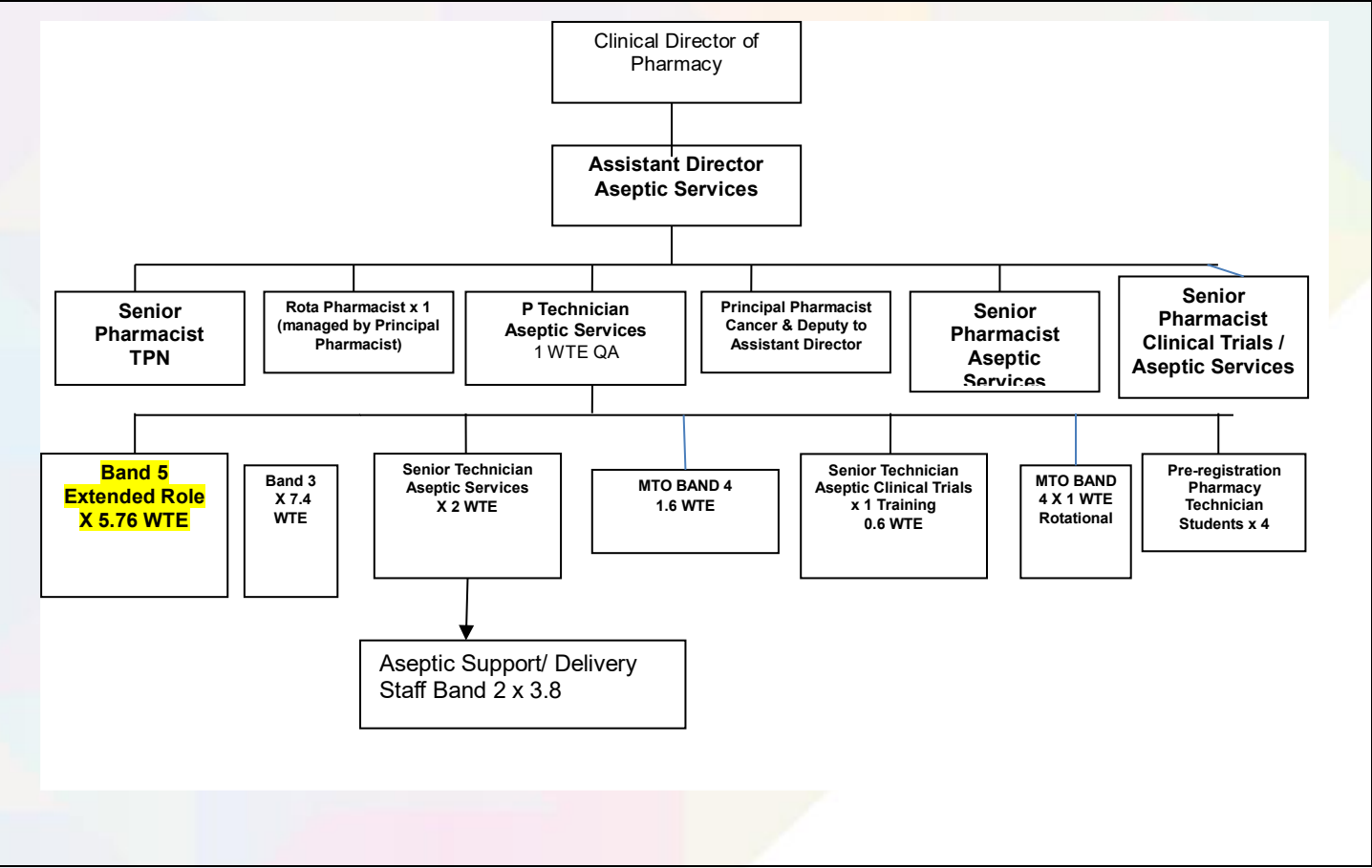
1. To participate in education and training programmes when appropriate and ensure that accurate records are kept of Continuous Professional Development to ensure continued registration
2. To develop skills, experience, and knowledge in order to extend the professional service offered by Pharmacy Technicians to patients and staff within the Trust.
3. To maintain skills for registration for the Trust Intrathecal Chemotherapy Register.
4. To supervise and co-ordinate the work of Medical Technical Officers, Assistant Technical Officers and support staff on request by the Senior and Chief Technicians providing feedback on progression to Senior and Chief Technicians.
5. To participate in the education and training of other pharmacy staff, including student technicians and pre-registration students and undergraduates on work experience placements

5. GENERAL OBLIGATIONS

1. To participate in the provision of extended hours of service, including evening working, Saturdays and Sundays and bank holidays, according to formal rota arrangements.
2. To report any suspected or observed defects in medicinal products and equipment to a Senior or Principal Technician or Pharmacist.
3. To be familiar with, and maintain, safe standards of work and adequate records of all processes.
4. To have due regard for, and to conform at all times with, those aspects of the General Pharmaceutical Council Code of Professional Ethics that apply to technical and support staff.
5. To have due regard for, and to conform at all times with, directives and circulars associated with the provision of pharmaceutical services, including the Medicines Act, the Duthie Report, relevant Controls Assurance requirements and associated Trust policies and procedures.

6. To have due regard for, and to conform at all times with, directives and circulars associated with the provision of pharmaceutical services, including the Medicines Act, the Duthie Report, relevant Controls Assurance requirements and associated Trust policies and procedures.
7. To have due regard for all statutory guidance applicable to the pharmacy, including Health and Safety at Work, Manual Handling and the Control of Substances Hazardous to Health (COSHH).
8. To maintain at all times the rules relating to patient confidentiality.
9. Assist in ensuring a clean and tidy department, removing waste to designated areas or containers for incineration.
10. To participate in the end of year stock take.
11. To have due regard for the Trust policies on discrimination.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

DBS required:

This role is an 'exempt position'. This means it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When appointing to an exempt position we are legally permitted to obtain a standard or enhanced check through the Disclosure and Barring Service (known as a DBS check). Any request for such a check must comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Exceptions Order) and/or the Police Act 1997 (as amended). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

DBS not required:

This role is a non-exempt position. This means it is covered by the provisions outlined in the Rehabilitation of Offenders Act 1974. In such cases, we are only permitted to obtain a basic disclosure through the Disclosure and Barring Service (DBS). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

Sustainability and Net Zero

The Royal Wolverhampton NHS Trust is committed to sustainability and to reducing the environmental impact of its operational activities whilst supporting the NHS aim to sustainable healthcare delivery and becoming a Net Zero Carbon organisation. As a public funded organisation, we have an obligation to operate in a way that impacts the communities we serve in a positive manner. The Trust is committed to ensuring effective and efficient use of resources to support building healthy and resilient communities. All employees are expected to support the Trust sustainability commitment, the implementation of the Trust Green Plan and other initiatives to reduce its carbon emissions to achieve net zero by 2045.

Think twice before printing!

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

SPECIFICATION	DESCRIPTION
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"> • BTEC in Pharmaceutical science and NVQ Level 3 in Pharmacy Services, or equivalent • Science Manufacturing Technician Level 3 Qualification • Registration with The General Pharmaceutical Council • Evidence of Continuous Professional Development
Experience/Skills <i>(Type and level of experience required to fulfil duties)</i>	<ul style="list-style-type: none"> • recent hospital proven experience of successfully delivering technical pharmacy services as a student Pharmacy Technician or • Alternatively recent experience of delivering technical pharmacy services in a community pharmacy setting as a qualified technician • Weighing, measuring compounding and medicine manufacturing and preparation skills where accuracy is of the utmost importance. • Preparation of infusions and injections where safe handling and accuracy is of the utmost importance • Proven ability to dispense medicines accurately without making errors. • Standard Keyboard skills to use the Pharmacy computer system and other software to produce medicines information to patients and label medicines etc. • Able to work on wards undertaking medicines management duties • Supply of stock items to wards and departments • Knowledge of procurement of pharmaceuticals • Good customer care skills • Up to date knowledge and understanding of Safe systems of working in Pharmacy. • Knowledge of Health and Safety at work including COSHH, Manual Handling as it applies to Pharmacy operations. • Up to date knowledge of Trust Medicines policy and or the legal requirements for dispensing and supplying medicines • Current understanding of the issues facing Pharmacy technical services within the NHS.
Communication Skills <i>(Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> • Good communicator • Able to empathise with patients carers visitors and staff
Flexibility <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	<ul style="list-style-type: none"> • Able to work under pressures • Able to work in an aseptic laboratory handling cytotoxic drugs • Able to work in a non sterile production unit under GMP standards. • Capable of occasional moderate lifting < 13kg
Other <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	<ul style="list-style-type: none"> • Able to work extended hours • Able to undertake new ways of working • Able to adapt behaviour to changing circumstances. • Full Flexibility within both the role and the hours worked • Able to meet deadlines and manage time effectively

	<ul style="list-style-type: none"> • Good Team worker
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I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

