

Job Description

Job Title:	Senior Assistant Technical Officer – Preparative Services
Job Band:	Band 3
Hours:	37.5
Tenure:	Permanent
Department:	Pharmacy Aseptic Services
Responsible to:	Senior Pharmacy Technician - Preparative Services

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of excellent health care, improved health for all.

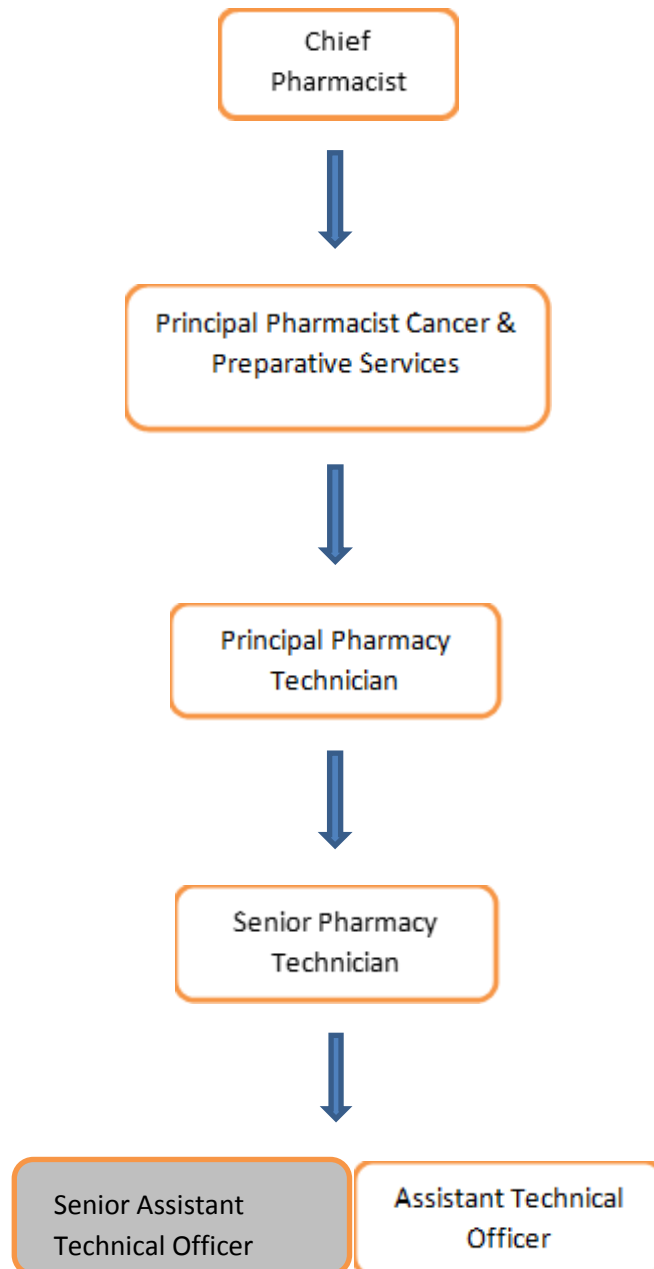


Job Summary



The purpose of this job is to undertake a range of duties of a technical nature following Standard Operating Procedures to deliver quality pharmacy support services. The post will be predominately based in preparative services. Occasional cover may be required in other areas.

Structure Chart



Principal Duties & Responsibilities



The post holder will work as part of the pharmacy Aseptic Services team in the comprehensive and efficient supply and delivery of aseptic prepared products. They will assist with the smooth running of the daily activities within preparative services and will ensure that the unit operates in a safe and efficient manner according to validated methods and standard operating procedures. They will ensure work is prioritised in conjunction with the Senior Pharmacy Technician and ensure patients needs are met in a timely manner. They will supervise junior and trainee team members in ensuring the timely processing of aseptically prepared products for use within the Trust.

Technical – Aseptic Services

- To perform a range of organisational and supervisory functions within the pharmacy aseptic unit in order to provide an efficient and quality production service.
- Preparation of sterile products using aseptic technique in accordance with written validated procedures and pre-prepared batch sheets using the principles of 'Good Manufacturing Practice'.
- Experience and knowledge in 'Good Manufacturing' and processing procedures.
- To carry out and supervise extensive specialist cleaning of the aseptic unit, isolators and equipment each day.
- To undertake the cleaning of the aseptic unit following the weekly, monthly, quarterly and annual procedures, and keeping records of such activities up to date.
- To carry out and be responsible for the quality assurance procedures:
 - To record daily pressure readings on isolators
 - To record daily pressure readings for the Aseptic Unit
 - Leak test isolators
 - Leak test isolator sleeves
 - Assist with the temperature mapping and monitoring of storage areas
 - Perform microbial monitoring – air and surface sampling
 - Record environmental test results
 - File all environmental reports and results for all testing
- To ensure records are maintained following Pharmacy Aseptic Unit Standard Operating Procedures.
- Responsible to plan, organise and prioritise work activities within cleanrooms.
- Responsible for the safe use and operation of production equipment within clean rooms ensuring clean room staff use equipment in accordance with instructions and SOP's.
- Reports all equipment faults and deviations appropriately and ensures records are complete.
- Responsible for the transfer disinfection processes in to the clean rooms and isolators.
- To contribute to the safe disposal of waste within the department.
- Set up and assemble work trays according to departmental procedures in a timely and efficient manner, including producing worksheets and labels using JAC / Wellsky and Chemocare computer systems.
- To dispense TPN for adults and neonates following approved standard operating procedures.



- Is able to label and package all types of aseptically prepared products ensuring safe practice is adhered to, in accordance with the instructions printed on the worksheet and prescription.
- Ensure the recording and reporting of errors – internal and external is carried out in line with departmental and national requirements.
- Understands the importance of environmental monitoring of the aseptic unit and is able to carry out environmental monitoring with appropriate media.
- Is able to ensure all microbial monitoring samples are packed correctly to be sent to regional quality control.
- Provides support to the aseptic administration systems.
- Assist with the co-ordination of the daily workload, managing breaks and highlighting any issues to the daily team leader.
- To ensure adequate knowledge and understanding of clinical trial products prepared in the aseptic unit relevant to the job role to include accountability, stock control and storage requirements.
- Communicate effectively with healthcare professionals both within and outside the trust, and ensure good team working with other pharmacy staff and other service providers as necessary.
- Carry out stock management including receipt, correct storage, stock count, expiry check and ordering of all aseptic items including drugs, diluents and consumables.
- Is able to supervise where appropriate, and support at activities of other pharmacy staff within Aseptic Services to develop the skills of other pharmacy staff.
- To support the introduction of new starters, work experience staff and staff under training and to demonstrate and advise on work based activities as appropriate.
- Participate in the maintenance of an efficient aseptic service as a key member of the pharmacy aseptic team, supporting the Senior Technician to organise routine maintenance, validation and emergency repairs as required to meet the requirements of legislation (GMP) and quality standards.
- Ensures that all relevant Standard Operating Procedures (SOP's) are readily and easily accessible, brought to the attention of all staff and are complied with.

Pharmacy Procurement

- Assist in the management of the departmental stock control procedures as they relate to preparative services.
- Is able to liaise with pharmacy stores staff to ensure aseptic equipment orders are places with the appropriate supplier on the correct day taking account of weekend and bank holiday arrangements.
- Is able to redirect orders when manufacturers are unable to supply specific items using training provided to identify alternative suppliers to ensure continuity of supply (with support from the Senior Technician or appropriate pharmacist).
- Is able to identify and resolve problems with suppliers deliveries and inform senior staff when continuity of supply is compromised.
- Is able to assist the Senior Technician in the preparation of the aseptic unit equipment usage report and workload report.



- Is able to work with staff in pharmacy distribution and dispensary to ensure staff follow departmental standards for the storage of pharmaceuticals.

Pharmacy Dispensary

- Ensure that the meet and greet function is available throughout the shift by arranging with the Senior Technician and colleagues cover
- Receive prescriptions from patients
- Undertake Point of Dispensing checks for patient eligibility for free prescriptions
- Collect prescription charges.
- Dispensing of prescriptions and stocks for wards, departments, other hospitals and clinics.
- Replenishment of dispensary stocks.
- The observation of stock control procedures.
- Ensure that all barcoding or recording of work is carried out to enable the full audit of workload.
- Ensure that the workload proceeds smoothly to the professional checking stage.
- Ensure that completed work is stored safely and securely to ensure the accurate delivery of medicines.
- Answer phone enquiries relating to the supply of medicines.
- Provide a courteous, prompt and accurate response to personal and telephone enquiries into the department.
- To identify ways in which the service can be improved and take an active part in dispensary team meetings.

Administrative/Clerical responsibilities

- Is able to ensure records are maintained following local Standard Operating Procedures.
- To ensure all documentation filing is kept up to date and archived as necessary, following the legal requirements for the retention of pharmaceutical records.
- To maintain confidentiality at all times.
- Is able to enter data on the computer systems to allow senior staff to monitor data and activity levels within Aseptic Services.
- Is able to issue on the pharmacy computer system all pharmaceutical items and consumables used during all dispensing activities.

Health and Safety

- To understand and follow the Department of Pharmacy Procedures for the Safe Storage and Disposal of Drugs, and other hazardous substances stored and issued in the pharmacy.
- To be fully aware of the COSHH regulations.
- Aware of the of the aseptic spillage procedure and needle stick procedure and knows what to do in the event of a spillage or needle stick injury.



- Able to minimise hazards in the working area and report any identifiable hazards to the Senior Technician – Aseptic Services. Able to adhere to all safe systems of work applicable to the work area.

Risk Management

- To ensure cold storage areas are maintained at the correct temperature and appropriate records are maintained and any discrepancies are highlighted to a Senior Technician.
- To observe good practice when lifting and handling heavy inward and outward deliveries.
- To be aware of the Pharmacy Department's Spillage Procedure and be able to act quickly and appropriately in the event of a spillage.
- To carry out quality assurance procedures, such as microbiological testing, in conjunction with other members of the Aseptic Unit staff.
- To comply with procedures as laid down in the Pharmacy Procedure Manuals and ensure that the Head of Pharmacy Services/Principal Pharmacist (Procurement) is promptly notified of any errors or irregularities.
- Ensuring the relevant Senior Technician or Principal Pharmacist (Operational Services) is promptly informed of any irregularities with regard to the dispensing function of the department. In addition, any errors or omissions that occur must be similarly notified.

Personal Development

- A competency-based training scheme will support the post holder.
- To work towards an agreed personal development plan based around their annual performance appraisal

Organisational Values

The post holder will:

Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

Location



The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.



Prepared by:	Adele Forrest
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Job evaluation completed:	
Job evaluation reference number:	



CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.