

Job Description

Job Title:	Assistant Technical Officer – Preparative Services
Job Band:	Band 2
Department:	Pharmacy Department
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 providing excellent health care, improved health for all.

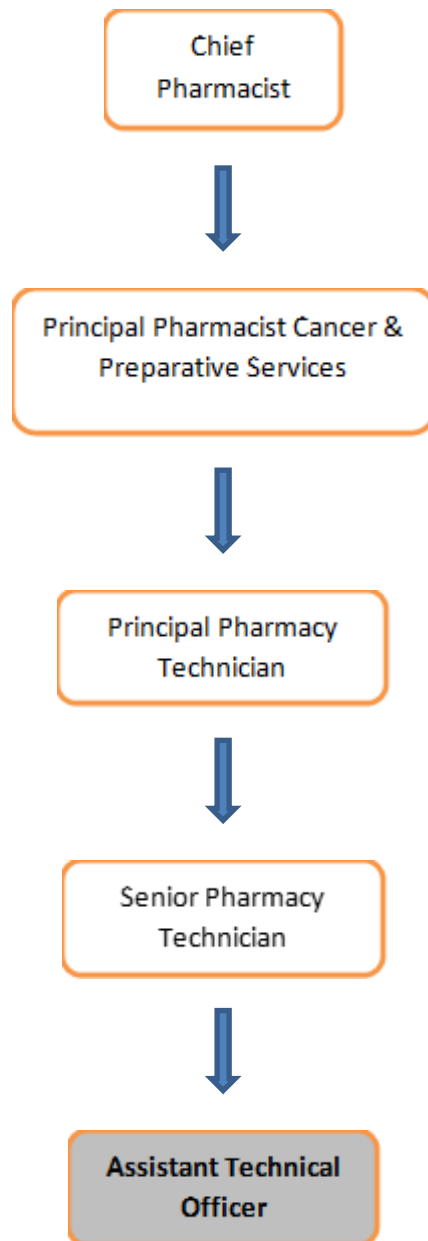


Job Summary



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



To assist with the smooth running of the daily activities of their area of work and also to provide assistance to other pharmacy staff working within their work area. To undertake planned work under the supervision of relevant Senior Technicians. Work will be supported by the provision of clear standard operating procedures and under the guidance of the Senior Pharmacy Technician. To assist in specialist cleaning duties within the Pharmacy Aseptic Unit. A structured, competency based training scheme will support the post holder in training to the standards of the NVQ level 2 in Pharmacy Services Skills

Post holders will be given training and will work within the following areas:

Technical Services

- Preparation of sterile products in accordance with written procedures and pre-prepared batch sheets, using the principles of 'Good Manufacturing Practice'.
- Transfer disinfection of work trays into clean rooms and isolators in accordance with Trust procedures
- Perform stock control of both pharmaceutical stocks and consumables.
- To carry out 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.
- Ensure work is prioritised in conjunction with the Senior Technician – Preparative Services
- Carry out 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
- Ensure correct rotation of stock including the deliveries of intravenous fluids. This process involves a significant amount of manual handling.
- Performing stock checks, stock rotation and stock destruction following the relevant procedures and informing the lead technician of any discrepancies.
- Replenishment of stocks.
- The observation of stock control procedures.
- To ensure records are maintained following Pharmacy Aseptic Unit Standard Operating Procedures.
- 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.
- To maintain confidentiality at all times.



- 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 issue on the pharmacy computer system all pharmaceutical items and consumables used during all manufacturing activities.

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.
- Ward “topping up” services and stock control systems where in operation.
- 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

- To ensure records are maintained following local Standard Operating procedures.
- 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.
- To maintain confidentiality at all times.
- Be responsible for the end of the month filing.
- To ensure all documentation filing is kept up to date and achieved as necessary, following the legal requirements for the retention of pharmaceutical records.
- Filing of prescriptions and other dispensary documentation

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 minimise hazards in the working area and report any identifiable hazards to your Line Manager. 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 in training to the standards of the NVQ Level 2 in Pharmacy Skills
- To work towards an agreed personal development plan based around their annual performance appraisal.

There may also be a requirement to undertake other similar duties as part of this post in order 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 in light of developments and may be amended in consultation with the post holder.

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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

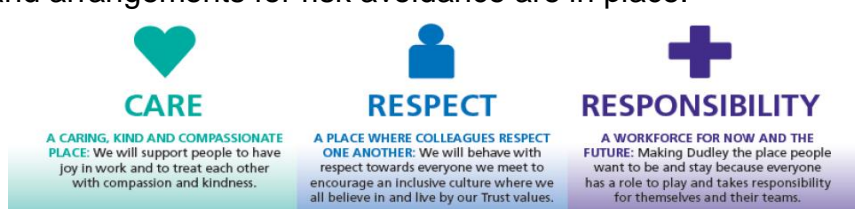
The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

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
Date:	19.01.2023



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.