

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title:	<b>Aseptic Technical Manager</b>
Responsible to:	Accountable Pharmacist Aseptic Services
Department(s):	Pharmacy
Directorate:	Pharmacy
Operating Division:	Corporate
Job Reference:	242391
No of Job Holders:	1
Last Update:	April 2025

### 2. JOB PURPOSE

To lead and coordinate the pharmacy technician and pharmacy support worker resource within the Aseptic Unit based at St John's Hospital to meet the needs of cancer patients and service.

To develop the aseptic roles for pharmacy technicians and pharmacy support workers in liaison with the Aseptic Accountable Pharmacist and Lead Pharmacist- Aseptic Services, and to lead the tactical implementation of this as part of the pharmacy technician leadership team for the department.

To contribute to the strategic and operational planning dispensing services to ensure the highest standards apply to all aspects of service provision, and specifically lead on service developments involving dispensing of injectable medications.

To contribute to the development and optimisation of the electronic systems in supporting the delivery of a highly efficient aseptic dispensing service including:

Careflow Medicines Management (CMM): dispensing and stock control.

Promatica: documentation control system.

ChemoCare: electronic prescribing system for medicines including cytotoxic and other injections.

### **3. DIMENSIONS**

The Department of Pharmacy provides services to primary and secondary centres throughout Lothian. Services include dispensing, aseptic, clinical, radiopharmacy, procurement and distribution, medicines information, medicines management and quality assurance. These services are currently delivered across 4 Health and Social Care Partnerships and 7 hospital sites: the Western General Hospital (WGH), the Royal Infirmary of Edinburgh (RIE), the Royal Hospital for Children and Young People (RHCYP), St John's Hospital (SJH), Royal Edinburgh Hospital (REH), East Lothian Community Hospital (ELCH) and Liberton Hospital (LIB).

The Department of Pharmacy dispenses over 440,500 prescription items. The combined drug budget for NHS Lothian hospital services is c.£150m per annum and c.£160m per annum across the 4 x HSCP prescribing budgets. The budget is not held by the pharmacy service but expenditure against this is monitored and reported on to senior management.

The average monthly stockholding across the pharmacy services is £11 million with monthly stock value issues of £9 million,

The Pharmacy and Medicines Service employs 582WTE staff including Pharmacists, Pharmacy Technicians, Pharmacy Support Workers, Business Managers and Administrative staff, including 177 WTE Clinical Pharmacists and Pharmacy Technicians working in GP practices supporting delivery of the General Medical Services Pharmacotherapy Services.

The network of 182 Community Pharmacies in Lothian dispenses 9.5 million prescription items, undertakes 280k Pharmacy First consultations and administers over 20k flu vaccinations.

#### **Staffing**

Day to day management and allocation of workload for a dedicated team of pharmacy technicians and pharmacy support workers.

Providing pharmacy dispensing and associated tasks within an aseptic unit. The post holder has delegated management responsibility:

Line manager for 1.4WTE band 5 technicians

Day to day supervision for 1.0WTE band 4 technicians and 0.5WTE Band 3 pharmacy support worker.

The post holder also has direct responsibility to ensure training and assessment of competence of this staff group to ensure continued compliance with NHS Scotland Aseptic Services Standards, BSI standards and specific CEL30 guidance (2025) for the safe use of systemic anti-cancer therapies (SACT).

#### **Budget**

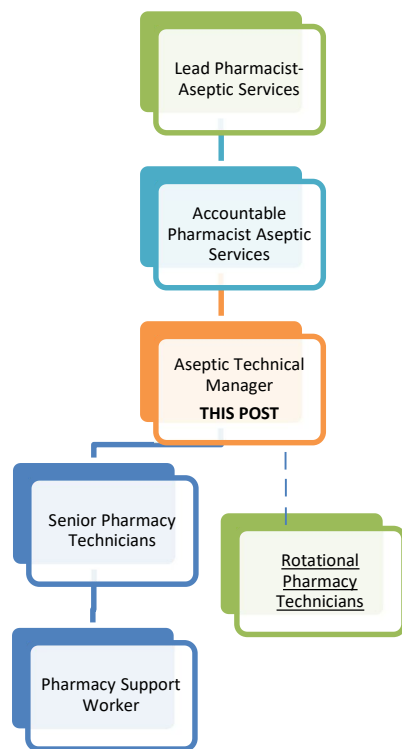
Authorised signatory up to £2000 for consumables and services for clinical pharmacy for stock and staff expenditure up to £500.

The post holder contributes to the management of spend in the aseptic service through management of pharmacy stock .

Provides regular reports and investigates medicines expenditure and usage, with comment and analysis when requested, for the Aseptic Accountable Pharmacist, lead clinical pharmacists, lead nurses and directorate managers.

The post holder is employed by NHS Lothian and there may be the requirement to work flexibly across Lothian to meet service demands. They will participate in weekend and public holiday working of the department.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The aim of the pharmacy service is to assure the quality of patient care in the provision of treatment with medicines. To this end the objective are:

- I. To provide pharmaceutical care to individual patients by meeting their particular needs while maximising the efficiency in the use of resources.
- II. To provide medicines through systems of quality control which ensure safe, effective and economic use.

Aseptic Dispensing Services supports the achievement of the above objectives.

The Pharmacy Department has a major role in the teaching and professional development of pharmacists and pharmacy technicians and other healthcare staff.

The Pharmacy Department participates in and supports the divisions clinical effectiveness programme.

## 6. KEY RESULT AREAS

1. Work in partnership with pharmacy team, including the Aseptic Accountable Pharmacist, , advanced cancer care pharmacists, and in liaison with nursing and service managers, to provide a safe, efficient and responsive pharmacy service which meets the needs of cancer patients, by ensuring all aseptic dispensing activities are carried out within appropriate legal frameworks, with strict adherence to Good Manufacturing Practice (GMP) relevant legal and policy requirements surrounding supply of controlled drugs, clinical trials, named patient and unlicensed medicines.
2. Responsible for the day-to-day management, supervision and overall allocation of workload for a dedicated team of pharmacy technicians and pharmacy support workers and liaising lead on matters regarding recruitment and disciplinary and grievance issues.
3. Contribute to the development and delivery of the current NHS Lothian Pharmacy Strategy and SACT guidelines for the Aseptic Dispensing Service through membership of national, regional and local Health Board working groups including NHS Lothian Aseptic Senior Leadership Team and SACT Guidelines review group, regularly review resource and practice requirements against current workload capacity, identifying opportunities for change and innovation, planning and undertaking tests of change, with review and discussion of outcomes with the senior pharmacy team.
4. Liaise with the Aseptic Accountable Pharmacist and Advanced Cancer Care Pharmacists, to support development, implementation and review of services for aseptic medicines provided to outpatients including clinical trials, homecare services and develop service contingency plans
5. Responsible for ensuring relevant Drug Alerts are communicated to staff groups and appropriate actions taken in response to these.

6. Communicate with clinical pharmacists, senior nursing staff and procurement to investigate and resolve medicine supply problems in order to minimise missed doses and facilitate patient flow, through efficient and safe medicine supply.
7. Support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
8. Responsible for the production, implementation, review and maintenance of standard operating procedures, quality and management systems, ensuring compliance with CEL 30 Safe Use of SACT guidance, CEL 21 intrathecal guidance Quality Policy (BSEN ISO 9001:2015) and Quality Assurance of Aseptic Preparation Services.
9. Investigate non-conformances and complaints and lead team in regular audit eg BSI, develop internal audit to review and further develop quality initiatives by implementing and auditing corrective actions, prepare reports of audit outcomes and report these at departmental and board level as relevant, use findings to inform plans for service change initiatives.
10. Responsible for the provision and assessment of competency based training for aseptic pharmacy staff while completing and promoting personal development in conjunction with performance appraisal. Participate to provide specialist training: pharmacy trainees; non-pharmacy staff working in the aseptic unit; nursing and medical staff on medicines management; peers on courses or conferences.,
11. Maintain technical knowledge and understanding of the working of cleanrooms, and cabinets to allow the appropriate organisation and instruction of staff with regards safe use, cleaning and monitoring of equipment and cleanrooms. Ensure facilities and equipment are maintained to the appropriate standard and optimum use is made of them by completing essential health and safety reviews and assessments, reporting findings and required actions to line manager to ensure resolution of identified issues.
12. Work with the Purchasing and Medicines Supply Team, Contracting and Medicines Shortages Team and CMM to develop and maintain the pharmacy computer database, implementing and utilising electronic solutions eg Promatica to optimise efficiency and liaise with Medicines Management staff to assist implement new medicines.
13. Coordinate regular continuous stock holding and checking reviews to determine slow-moving, high-cost items and amend stock holding as required to minimise wastage and avoid financial loss.
14. Undertake professional technical pharmacy activities to support acute generation of worksheets, labelling, and preparation to ensure accurate supply of medication to individual patients within the appropriate legal framework and adhere to the relevant legal and policy requirements surrounding supply of controlled drugs, clinical trials, named patient and unlicensed medicines and perform final accuracy checks.

15. Maintain competency in aseptic manipulation using skills to accurately manipulate needles, syringes and transfer devices to reconstitute, dilute and mix measured doses of medicines whilst maintaining sterility and safe handling practices.

### **7a. EQUIPMENT AND MACHINERY**

CMM Software systems: Pharmacy stock control and dispensing systems.

Promatica: documentation management

HEPMA and ChemoCare: electronic prescribing.

Microsoft office: for word processing, spreadsheets, email, internet access.

Air handling plant and cleanroom suite

Negative pressure isolators

Kelsius temperature monitoring system and fridges

Patient administration systems.

Datix: incident management system.

HR systems, personal development and review

Turas: personal development and review.

PECOS: order and receipt of sundries.

Paper based systems: patient medical records, pharmaceutical care plans, workload collection data, medicines information records.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

### **7b. SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

Compliance with the Royal Pharmaceutical Society of Great Britain's 'Medicines, Ethics and Practice'.

Compliance with Quality Assurance of Aseptic Preparation Standards and NHS Scotland Aseptic Dispensing Services Audit requirements.

Compliance of ICH GCP (International Conference of Harmonisation Good Clinical Practice) in relation to clinical trials.

Compliance with the provision of clinical trial medicines under the Medicines for Human Use (Clinical Trials) Regulations 2004.

Compliance with the Quality Policy of the Hospital Pharmacy Service

Ensure the requirements of the Quality System (BS EN ISO 9001:2015) are met

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

## **8. ASSIGNMENT AND REVIEW OF WORK**

The post holder has a high degree of autonomy and is responsible for the effective use of their own and their team's time allocating resource responsively to meet the service and patient needs in line with pharmacy department objectives and national strategies.

Personal objectives and personal development plan are agreed with the Aseptic Accountable Pharmacist on an annual basis.

Works within legal and professional standards and policies.

## **9. DECISIONS AND JUDGEMENTS**

Responds to changing demands in the service on a daily basis, assessing services needs according to demand and staff availability and works with the pharmacy technician leadership team on site to allocate staffing to areas of highest patient and service risk based on these assessments.

Directly responsible for identifying and resolving service and staffing issues This includes risk management with involvement in risk assessments and maintenance of a risk register within area of responsibility.

Analyses and interprets data to make decisions, provide advice and prepare reports about the service – including monitoring environment and quality results and investigation and actioning deviations, KPIs to streamline dispensing processes and improve the efficiency and effectiveness of the service.

Understands risk and change management processes to safely deliver continuous improvement. Undertakes review of Datix incidents to learn from these and improve processes.

Uses financial data and critical appraisal skills to promote the safe and cost effective use of medicines. For example, interrogation of stock management data to improve stock holding, minimise waste and maximise efficiencies with high cost medicines.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Ensuring an effective, responsive technician service which adapts to the increasing product demand and existing financial constraints whilst making improvements that benefit the organisation and patients.

Guiding and supporting staff ensuring time is made available in this busy environment for appropriate training and performance review.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

Communicates effectively as part of the general pharmacy and pharmacy technician leadership team.

Provides leadership for the aseptic pharmacy technicians and pharmacy support workers, and builds strong effective working relationships with pharmacists to provide a quality pharmacy aseptic service.

Liaises and communicates with other pharmacy and non-pharmacy colleagues to ensure that an effective service is provided. This can be in a one-to-one basis or in a group setting.

Acts as a communication link between the pharmacy department and the clinical ward areas in relation to the supply of medicines, prioritising workflow appropriately, alerting the team to supply issues and negotiating with other service areas to resolve these.

The post holder also works collaboratively with NHS Lothian Aseptic Senior Leadership Team and lead clinical pharmacists.

Communicates effectively with senior multidisciplinary colleagues in relation to medicines and the pharmacy aseptic service, for example, ensures there is understanding of process for assessment, introduction and supply of new SACT agents including intrathecal, understanding of requirements for dispensing of unlicensed medicines, transfer of dispensing to community or homecare supply of medicines.

Communication either verbal or written with other healthcare professionals as appropriate to ensure the continuity of care and resolution of identified pharmaceutical care issues.

Makes formal and informal presentations to and contributes to the education and training of pharmacy and other clinical and managerial staff as required.

Prepares written reports for pharmacy and organisational meetings or for information sharing as required.

Is required to communicate effectively with patients and carers who may have impaired sight, hearing or mental capacity often explaining complex medication and providing counselling on how to take medicines.

Networking with peers locally and nationally including:

Participate in the CMM User Group meetings to develop and maintain the pharmacy database.

Core member of the NHS Lothian Aseptic Senior Leadership Team.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical**

Standard keyboard skills.

Working for prolonged periods of time in front of a visual display unit.

Frequent medium-light effort required during daily work eg movement of pharmacy stock within the department and to and from the wards.

Validated aseptic manipulation skills eg manipulate needles and transfer devices to reconstitute and measure doses of aseptically prepared medicines.

Medium effort required to complete cabinet and cleanroom cleaning regimens

### **Mental**

Requires a high level of concentration to check, dispense and prepare medicines accurately to meet deadlines and subject to interruptions.

High level of accuracy and numeracy skills required.

Concentration required when undertaking managerial aspects of the role including investigating complaints and policy development.

### **Emotional**

Provide advice and guidance to patients on medication that require explanation and reassurance.

Contact with patients and relatives which can be emotionally demanding.

Performance appraisal for staff within managerial responsibility, including disciplinary procedures, as required.

Deal with complaints from directorate-based staff in relation to the aseptic technical service.

Determining actions in response to unexpected workload demands, capacity restrictions, deviations in quality and monitoring and contingency requirements

### **Environmental**

Risk of occasional exposure to violence and aggression.

Frequent exposure to cytotoxics within controlled dispensing environment.

## **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

National Certificate in Pharmaceutical Sciences or equivalent.

SVQ level III qualification in Pharmacy Services or equivalent.

HNC in Pharmacy Services, Development and Management or equivalent experience.

Registration with the General Pharmaceutical Council (GPhC) as a Pharmacy Technician.

Work based assessor qualification or achieve within 2 years of starting post.

FACPT –Final Accuracy Checking Pharmacy Technician,

PAC – Pharmacy Aseptic Checking

Knowledge of:

Royal Pharmaceutical Society of Great Britain's 'Medicines, Ethics and Practice'.

ICH GCP (International Conference of Harmonisation Good Clinical Practice) in relation to clinical trials.

Medicines for Human Use (Clinical Trials) Regulations 2004

Quality System (BS EN ISO 9001:2000)

CMM Pharmacy System

Promatica

CEL30 / SACT guidelines  
CEL 21 intrathecal guidelines  
GMP

Experience of working as a technician at a senior level with line management commitments and proven leadership skills.

Knowledge of national and local strategies, policies and guidance.

Knowledge of legislation around the safe use and storage of medicines.

Excellent interpersonal and leadership skills.

Excellent oral and written communication skills including the production of reports.

Computer literate.

Management skills with an ability to problem solve and adapt quickly to unpredictable work patterns.

#### **14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: