NHS Grampian

**Job Description**

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| JOB IDENTIFICATION |  |
| **Job Title:** | Higher Level Aseptic Preparative Services/Cancer Prescribing System Support Pharmacy Technician |
| **Department(s):** | Pharmacy |
| **Location:** | Aberdeen Royal Infirmary |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 5 (£25,100 - £31,649) |
| **Contract:** | Permanent |
| **Job Reference:** | NW028998 |

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|  | **Job Purpose**  The post holder will assist senior pharmacy staff in the supervision and safe delivery of an efficient service from Aseptic services whilst providing support and training in the continual development of the chemotherapy electronic prescribing and administration system and technical related duties e.g. Ward stock lists / (Controlled Drug) CD checks /documentation required within the Pharmacy Service in NHS Grampian to meet national or legal requirements.  They will be responsible for supporting the Cancer Service Pharmacists in developing and updating the chemotherapy electronic prescribing and administration system, including introduction of new products and associated documentation, running required reports, assisting in the production of financial reports on the implications of medicine changes.  Organising and participating in the daily running of the staff and facilities within Aseptic Preparative Services and the Oral Systemic Anti Cancer Therapy (SACT) and the Prefill dispensing areas.  Aseptic Services provide Cytotoxic and Total Parenteral Nutrition aseptically prepared in a sterile environment. Aseptic services also provide dispensed and labelled oral medication and pre-filled syringes for cancer patients.  Coordinating and providing a communication link between Clinical Cancer areas and Aseptic Preparative Services to achieve safe service delivery for patients. |
|  | **Organisational Chart**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Band 8B**  Accountable Pharmacist |  |  |  | **Band 8B**  Oncology Team-Lead Pharmacist | |  |  |  |  |  | | **Band 6 Senior** Pharmacy Aseptic Services Technician |  | **Band 7** Principal Pharmacy Technician |  | **Band 8A**  Cancer service Pharmacist | |  |  |  |  |  | |  |  | **THIS**  **POST** |  |  | |  |  |  |  |  | |  |  | **Band 4** Rotational Pharmacy Technicians |  |  | |  |  |  |  |  | |

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| **1** | **Communication and relationship skills**  **Provide and receive routine information; barriers to understanding; complex or sensitive information.**  The post holder will act as a link between Aseptic Preparative Services and Cancer wards and clinics and will support communication regarding stock management and medicines supply for ward and individual patients. This will involve handling complex, confidential and sensitive information. Tact and persuasion will be required to handle the requirements from the different areas to safeguard safe, timely provision of medication without compromising the workflows in the clinical areas, Aseptic Preparative Service facility or associated dispensing area.  They will support the collection and reporting of information from appropriate databases using computer and written communication skills, working with the chemotherapy electronic prescribing and administration system Chemocare (CEPAS), JAC, Boxi, Crystal Reports and Q-Pulse. The post holder will also be expected to setup, update and review SOPs and worksheets using MS Office software.  The post holder will contribute to audit processes for the Aseptic audit and the CEL2012 audit and communicate with the relevant Senior Pharmacy staff.  They will be involved with training staff on the day to day use of Chemocare (which is an electronic prescribing and patient scheduling system) and the processes required within the Aseptic service. |
| **2** | Knowledge, training and experience The post holder will work at degree level equivalent.  The post holder will a have current professional registration with the General Pharmaceutical Council and comply with all registration standards and requirements.  Knowledge of pharmaceutical technical procedures acquired through training NVQ3 or BTEC in pharmaceutical science or equivalent is required.  The post holder must have the Accuracy Checking Technician (ACT) and Pharmacy Aseptic Checking Technician (PACT) qualifications for this post.  In conjunction with a Band 6 Pharmacy Technician the post holder will supervise and contribute to work within the Aseptic facility and the oral SACT/prefill dispensing area within the pharmacy. This requires the individual to have specialist knowledge of medicines management, including up to date working knowledge of relevant legislation and policies.  The individual will be require to complete and keep up to date with all aseptic validation processes and be named on the Intrathecal Register in accordance with the local requirements set against the NHS HDL (2004) 30 – “Safe Administration of Intrathecal Cytotoxic Chemotherapy”.  The post holder will be aware of legislation and relevant CEL documents for the provision of cancer services.  The post holder will be responsible for timely and accurate responses to enquiries by the most appropriate method within own area, and analysis of patient and prescribing activity data.  The post holder will be aware of Clinical Governance issues relating to confidential staff and patient data.  The post holder will be responsible for fulfilling General Pharmaceutical Council criteria and ensuring CPD and local mandatory or other required training is completed. |
| **3** | Analytical and judgemental skills Daily judgement requirements where there are a range of options e.g. the prioritisation of workload considering which patient will require medication first, dependant on regime and patient location.  Analysing and recording prescribing and dispensing activity. The post holder will be expected to assist in the development and review of local SOPs, risk assessments, and worksheets.  Ensuring high cost medicines and stock are ordered efficiently in a timely manner to ensure it is available for use and is used within its expiry date. |
| **4** | Planning and organisational skills The post holder will plan own workload and that of the pharmacy team ensuring efficient delivery of the service.  The post holder will work with the Band 6 Pharmacy Technician to provide a range of dispensing activities in the Aseptic Preparative Services area, ensuring safe dispensing practices without jeopardising timely provision of medication to clinical areas.  The post holder will be expected to respond to medication stock queries and answer them according to the different level of urgency required. |
| **5** | Physical Skills Carry out all processes including the PACT function involved with aseptic dispensing of Cytotoxics, Total Parental Nutrition and Centralised Intravenous additive Service (CIVAS) using defined equipment and sundries.  The use of complex equipment and processes within the Aseptic facility e.g. isolators for the manipulation of medicines within the sterile environment.  Computer related skills to operate chemocare, Q-Pulse, Boxi,  JAC (Pharmacy computer system)  The post holder must be proficient in the use of computers as this is an integral part of the post. |
| **6** | Responsibilities for patient/client care The post holder’s role is maintaining safe dispensing practices in the Aseptic Unit and being responsible for inspecting the storage and use of drugs in the pharmacy department and ward areas.  They will be responsible for checking and releasing dispensed patient medicines within the dispensing areas of Pharmacy and for the final check in preparation for the final release of aseptically prepared medication.    Responsible for the preparation and updating of documentation produced via Chemocare, Q-Pulse which must be accurate ensuring patient safety during medicine prescribing and preparation. |
| **7** | Responsibilities for policy and service development implementation The post holder will be responsible for writing, developing and implementing new S.O.Ps for Chemocare.  Pharmacy have a document management system (Q Pulse) where there are over 700 documents including SOPS, policies, guidelines relating to Aseptic Services.  They will also assist in developing and reviewing documentation for Aseptic Preparative Services for patient medication preparation and support compliance with the Medicines Act requirements and local policies on the wards and in the Pharmacy Unit. |
| **8** | Responsibilities for financial and physical resources Will order stock and pharmacy as required. |
| **9** | Responsibilities for human resources In conjunction with Senior Pharmacy Staffthe post holder will supervise, provide training and reassess staff competency. Staff groups involved will include, but are not limited to student and rotational Technicians, Pre-Registration and Rotational Pharmacists, Pharmacy Assistants and non-pharmacy staff (e.g. Porters).  They will be responsible for setting up chemocare access and ongoing staff training. This will include Nursing, Pharmacy and Medical staff. This is a new system therefore all staff using the system will be require to be trained and as the system develops reviews will be required. |
| **10** | Responsibilities for information resources Responsible for patient information entered onto the chemotherapy medicine prescribing system which will be a significant part of the role.  Also ensuring information entered by others is accurate.  Supporting the collection, storage and reporting of SACT activity will also be required.  They will be responsible for entering patient details on computerised record systems from prescriptions and maintain prescribing activity databases.  They will use multiple databases for different pharmaceutical functions. |
| **11** | Responsibilities for research and development Duties will involve ensuring medicines are prepared in accordance with clinical trial protocols and undertaking research activities e.g. audit, aseptic validation processes, cold/ambient chain validation and monitoring.  Assist in the work and documentation required for CEL/ASSIG/SPQAG audits, i.e. Chief Executive Letter/Aseptic Services Specialist Interest Group/Scottish Pharmacy quality Assurance Group. |
| **12** | **Freedom to act**  The post holder will follow SOPs and relevant regulations, work independently, be accredited to check dispensed prescriptions of others and work within Medicines Management Action Plan protocols.  The post holder will carry out aseptic services verification of chemotherapy and Parenteral Nutrition prescriptions and plan the workload appropriately. They will implement The Medicines and Healthcare products Regulatory Agency (MHRA) requirements for dispensing in unlicensed units and comply with the Department of Health document ‘Aseptic Dispensing for NHS patients and Quality Assurance of Aseptic Preparation Services: Standards Handbook. They will ensure that supervised staff comply with all rules and regulations of Good manufacturing practice.  They will be accountable for their own professional actions, guided by legislation, national and local protocols as well as local formulary. |
| **13** | Physical effort Frequently handle bulk containers up to 10kg.  Duties will also include pushing, carrying and packing pharmaceutical supplies and goods.  Sitting or standing for dispensing, labelling and accuracy checking of dispensed prescriptions. Sitting or standing in a restricted position for aseptic preparation. |
| **14** | Mental effort Concentration required throughout the whole working day e.g. performing complex calculations, report writing, data input, accuracy checking prescriptions and aseptic services verification of chemotherapy and parenteral nutrition prescriptions.  Absolute attention to detail is a requirement for all aspects of this post with short time frames in the preparation of documentation or patient related dispensed items.  Concentration required for setting up new or changing chemocare regimens on the cancer prescribing system.  Responding to unpredictable work patterns/emergencies when patient care or service provision could be compromised.  Check dispensed medicines using ACT qualification within the Pharmacy department requiring speed and accuracy.  Regular requirement to read spreadsheets and deal with large volumes of data, ensuring all necessary information is completed and recorded appropriately. |
| **15** | Emotional effort Working as a link person between different areas the post holder will deal with communication between staff that will involve imparting and receiving unwelcome news e.g. delay in patient treatment, supply issues |
| **16** | Working conditions Frequent handling of contained chemicals and cytotoxics. Frequent use of VDU and keyboard for input and analysis of data. |

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|  | **NHS GRAMPIAN**  **PERSON SPECIFICATION** |

**POST/GRADE: PHARMACY TECHNICIAN Aseptics/Chemocare – Band 5**

**LOCATION/HOSPITALS: NHS GRAMPIAN**

**WARD/DEPARTMENT: PHARMACY**

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| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below. |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | Modern Apprenticeship for Pharmacy Technicians (S/NVQ Level 3 Pharmacy Services, SQA Core Skills plus underpinning knowledge or equivalent).  Professional registration with the General Pharmaceutical Council. | Checking technician qualification (ACT/DCT)  PACT course for aseptic checking technicians  Must complete both as part of job acceptance |
| Experience | Relevant experience of pharmacy practice with hospital and aseptic preparation experience.  Knowledge of existing guidance on safe & secure handling of medicines.  Knowledge of legislation pertaining to the supply of medicines including unlicensed medicines.  Knowledge of directives regarding cytotoxic and non-cytotoxic intrathecals.  Knowledge of the requirements for prescribing, preparing and releasing aseptically prepared cytotoxic medicines. | Familiarity with Chemocare system and software. |
| **Special Aptitudes /**  **Abilities** | Effective verbal and written communication skills.  Ability to train and assess other staff.  Ability to work under pressure accurately.  Ability to self motivate and communicate effectively.  Computer skills – including Microsoft Office. | Previous audit experience  Supervisory Skills  Knowledge of Datacomp, JAC, Chemocare and Q-Pulse. |
| **Disposition** | Team player.  Self motivated.  Able to work closely with staff within the pharmacy team and multidisciplinary team.  Work as a role model.  Enthusiastic. | Ability to work unsupervised. |
| **Physical Requirements** | Able to work in an aseptic preparative area including all tasks associated with environmentally controlled and monitored aseptic areas.  Ability to concentrate for designated periods of time  Ability to carry out all aspects of the role. |  |
| **Particular Requirements of the Post** | Ability to prioritise and co-ordinate work streams in any of the areas covered by the aseptic preparative unit | Proven time - management and organisational skills |