#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: **Pharmacy Technician- Clinical Trials**  Responsible to: Senior Pharmacy Technician  Department(s): Pharmacy Department, Victoria Hospital and Queen Margaret Hospital  Directorate: Pharmacy and Medicines  Operating Division: Corporate  Job Reference:  No of Job Holders:  Last Update: 23/11/2023 |

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| 2. JOB PURPOSE |
| To undertake technical tasks within a designated area, on a rotational basis, using Standard Operating Procedures laid down by the relevant Senior Pharmacist or Senior Pharmacy Technician to maintain a high quality pharmaceutical service to NHS Fife hospitals. |

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| **3. DIMENSIONS** |
| The NHS Fife Pharmacy Service serves a population of approximately 380,000 people, and is provided by an integrated team of around 300 Pharmacy staff, including Pharmacists, Pharmacy Technicians, Support Workers, Nurses, and Administrators.  The team work across Acute and Community hospital sites, General Practices, Mental Health services, and a range of specialist teams. Partnership working is at the core of our values, and we work closely with other members of the multi-disciplinary team, including our Community Pharmacy colleagues, to deliver the highest quality care for everyone in Fife. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The NHS Fife Pharmacy Service aims to provide the highest quality pharmaceutical care to the people of Fife. The integrated pharmacy team provide person-focussed pharmaceutical care to individuals, and supply medicines through systems that ensure safe, effective and economical use.  We strive to ensure patients derive maximum benefit and minimum harm from their medicines, throughout their healthcare journey. We work in partnership with our clinical colleagues, providing high quality care, timely information and advice to deliver the safe and secure use of medicines. By integrating our team across NHS and Health and Social Care Partnership (HSCP) services in Fife, we ensure medicines are purchased, stored, dispensed and prescribed to the highest standards in every care setting. |

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| 6. KEY RESULT AREAS |
| **To co-operate in staff rotation in the following areas** Dispensary  * To carry out final accuracy checks on prescriptions dispensed by others. * To supervise and participate in in-person/virtual training of other staff within the Pharmacy Department * To deputise in the absence of the Senior Technician * To dispense prescriptions, including in-patient, out-patient, controlled drug and clinical trials as directed by the Senior Pharmacist or Senior Technician. * To accurately enter patients details onto pharmacy computer system to generate labels for prescribed medications. * To answer telephone and face to face enquiries of a technical nature from a wide range of staff groups and patients either in the pharmacy or on the ward and refer appropriate queries to the relevant member of the pharmacy team when necessary. * Liaise with nursing and medical staff with regard to prescription interventions e.g. missing details, incorrectly prescribed dosages. * To assist in maintaining reasonable stock levels, including rotation of stock, in accordance with departmental procedures and assist in the correct storage and rotation of stock to maintain quality and potency. * To order and accept stock for use in dispensary * To count stock as part of the continuous stock-checking process and investigate and amend inaccuracies * To dispense inpatient, outpatient, discharge and day hospital, controlled drug, clinical trials, unlicensed medicines and cytotoxic prescriptions in accordance with Standard Operating Procedures. * To collect statistical data as required. * To ensure documentation is completed accurately and in a timely manner.   **Extemporaneous Dispensing**   * To prepare and dispense extemporaneous products in accordance with the Standard Operating Procedures, and the recommendations contained in the Guide to Good Pharmaceutical Manufacturing Practice and set out in COSHH regulations. * To measure or weigh accurately pharmaceutical ingredients to be used in the preparation of medicines.   **Day Hospitals**   * To ensure that Day Hospital and regular pass prescriptions are dispensed and dispatched on time. * To create and maintain accurate computer and paper records of these prescriptions. * To liaise with ward staff about problems with supplies of medication. * To dispense Clozapine in accordance with protocols in regard to blood results.   **Aseptic Dispensing**   * To undertake the final accuracy check of dose banded products (ready to use aseptic products purchased from external suppliers) that have been dispensed by others * To supervise and participate in the training of other staff within the Pharmacy Department * To deputise in the absence of the Senior Technician * To undertake special dispensing and preparation of prescriptions, including Cytotoxic, CIVA TPN and clinical trials using aseptic technique within a controlled environment using isolators as directed by the Senior Pharmacist or Senior Technician. * After completion of local accreditation training for preparation of Intrathecal injections will be registered in accordance with national guidelines * To carry out cleaning and disinfecting procedures and environmental monitoring following Standard Operating Procedures * To undertake cytotoxic reconstitution and dispensing in accordance with the recommendation contained within the Orange guide (Good manufacturing practice) and in accordance with criteria set out under COSHH regulations and national standards * To be familiar with, and follow relevant guidelines and procedures to ensure a high quality end product   **Controlled drugs**   * To undertake the final accuracy check of prescriptions that have been dispensed by others * To supervise and participate in the training of others within the Pharmacy Department * To supply controlled drugs to wards and departments throughout NHS Fife and provide accurate record keeping of controlled drugs kept in the pharmacy including supplies to wards and departments, orders received into the pharmacy and perform regular audits of the accuracy of computer and paper records. * To participate in the problem solving process of incorrect stock levels. * To process returned controlled drugs * To destroy expired controlled drugs following legal requirements * To perform statutory controlled drugs audits in all wards and departments every three months.   **Clinical Pharmacy**   * To assess patients medicines at bedside and check suitability for use in the operation of the Patients Own Drug scheme. * To transcribe non-stock medications required for supply onto prescription forms and pass to clinical pharmacist for authorisation. * To liaise with various members of the pharmacy team and ward staff to solve problems encountered with medicines * To communicate with patients at bedside when taking medication history * To supervise and participate in the training of others within the Pharmacy Department   **Clinical Trials**   * To receive and dispose of clinical trials pharmaceuticals and sundries in accordance with Good Clinical Practice (GCP), Medicines for Human Use Clinical Trials Regulations 2004 and the Medicines Act 1968.To complete daily temperature monitoring checks for all storage areas of clinical trial medications, reporting deviations in line with protocols. To audit trial files and prepare for archive.   + To complete the close out of clinical trials studies.   + To complete quarterly finance requests for processing by the research and development business accountant.   + To facilitate monitor visits either in-person or remotely.   + To counsel patients regarding Investigational Medicinal Product (IMP).   **General**   * To participate in 7-day working provision, including evening working, Saturdays, and Sundays, according to rota arrangements.   + To prepare general and clinical waste for uplift. |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder is required to:   * use dispensing equipment i.e. balances, magnetic stirrer, measures, syringes, needles etc. * use ISOLATORS (cabinet used to protect the operator from hazardous chemicals and to protect the product from contamination) for the aseptic preparation of pharmaceutical products. * use a FUME CUPBOARD for the preparation of pharmaceutical products. * to have keyboard skills and use the pharmacy computer systems. * use a cash register. * use a photocopier |
| **7b. SYSTEMS** |
| The post holder will need to have:   * an understanding of pharmacy computer systems, to enter patients details accurately and maintain a high standard of stock control. * an appreciation of the importance of documentation procedures, patients medication records and stock control records and adhere to standard operating procedures laid down within the department * an ability to use various Microsoft applications eg Teams, Outlook |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Work is assigned by the Senior Pharmacy Technician and/or Senior Pharmacist.  Performance appraisal will be carried out annually by the Senior Pharmacy Management |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder   * will be expected to make judgements on prioritising work in relevant area and discuss progress at relevant handover meetings. * is expected to have sufficient experience to be able to work alone   but to know when to ask for guidance.   * Will be able to use skills and knowledge to suggest improved work practices and changes to formulations and standard operating procedures |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| To manage workload effectively and to maintain an accurate and efficient quality service under the pressures of time management, frequent interruptions and challenged by absence requiring staff to cover additional duties. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will   * Communicate with all levels of the pharmacy team. * Liaise with stores staff about urgently required medicines, and informing patients and other health care staff about supply problems / delays. * Liaise with medical, nursing staff and research staff in clinical areas to discuss prescription anomalies * Communicates with patients on wards whilst taking medication history and also in the dispensary when receiving and handing out prescriptions * Liaise with pharmaceutical companies and sponsors as appropriate. * Counsel patients when supplying medicines * Answer queries from nurses and clinical staff about drug availability, doses, forms of medication passing on any clinical queries to relevant pharmacist * Communicate with portering staff |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical skills   * Have general keyboard skills, long periods sitting at VDU * Validated aseptic manipulation skills * Reconstituting injections using needles and syringes   Physical effort   * Work for long periods at an isolator in a restricted position * Move stock including heavy infusions (5-10kg) to and from shelves and trolleys frequently * Standing /sitting for long periods   Mental  High levels of concentration and attention to detail required   * When dispensing prescriptions whilst coping with frequent interruptions * Measuring cytotoxic chemicals during aseptic manipulation * Concentration required for doing repetitive tasks which require speed and accuracy   Emotional   * Contact with terminally ill patients and patients who may be emotionally disturbed   several times per week   * Exposure to physical/ verbal aggression * Occasional lone working.   Environmental   * Exposure to cytotoxic and hazardous chemicals daily * Exposure to unpleasant odours on wards |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Education:   * NC in Pharmaceutical Science or equivalent and SVQ LEVEL 3 in Pharmacy Services * SQA Higher National Unit Procedures for Pharmacy Dispensary Checking Technicians or other accredited accuracy checking qualification * GCP Training or be willing to undertake (clinical trials rotation)     Professional: Registered with the General Pharmaceutical Council as a Pharmacy Technician  Other Knowledge:   * Undertake CPD required by General Pharmaceutical Council and maintain a portfolio of personal and professional development. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |