#### **NHS SCOTLAND JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
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| Job Title: | **Aseptic Accountable Pharmacist and Production Manager** |
| Responsible to (insert job title): | Lead Pharmacist Preparative Services |
| Department(s): | Royal Hospital for Children Aseptic Preparation Unit |
| Directorate: | Pharmacy Services |
| Operating Division: | Corporate Services |
| Job Reference: |  |
| No of Job Holders: | 1 |
| Last Update (insert date): | March 2025 |

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| 2. JOB PURPOSE |
| The Aseptic Accountable Pharmacist and Production Manager leads in the setting, implementing and monitoring of standards for the department and to ensure compliance with Good Manufacturing Practice (GMP) and other primary legislation to enable ongoing MHRA accreditation and to ensure the highest level of quality, economic, safe, efficient and patient-centred service is provided.The post holder will liaise with local, regional and national stakeholders to provide professional, strategic leadership for the development, implementation, delivery and evaluation of an efficient and responsive Production and Manufacturing service within Royal Hospital Children (RHC) to service users across NHS Greater Glasgow and Clyde and beyond. To manage, deliver, evaluate and develop aseptic dispensing pharmacy services within NHS GG and Clyde in line with local and national policies.  To provide expert pharmaceutical advice on the safe, clinical and cost-effective use of medicines to ensure optimal care of patients and ensure compliance with medicines legislation.  To lead and develop a programme of research, audit and risk assessments in relation to aseptic dispensing and use of sterile products To contribute to strategic and operational planning within the Preparative Service to ensure the delivery of agreed standards of pharmaceutical care. |

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| **3. DIMENSIONS** |
| **Management**The post holder is responsible for management of the aseptic facility (24 cleanrooms), 35 staff (Pharmacists, Technicians and support workers) and workload (>45,000 items per year) and quality systems of the RHC aseptic unit which is the busiest NHS aseptic unit in Scotland. **Financial Management**The post holder is responsible for the staff budget, drug and consumables budget and equipment budget for the aseptic unit.:**Patient groups**The post holder is responsible for the pharmaceutical aspects (prescribing, advice, formulation, stability, manufacture and supply) of the adult, neonatal and paediatric nutrition service for acute and home patients in NHSGG&C. The service also covers haematology and bone marrow transplant in-patients including advanced therapies such as CAR-T (National service) as well as paediatric haemato-oncology service for the West of Scotland and miscellaneous other services across the adult and paediatric service in South Glasgow. **Departmental statistics** (per annum)* 40,000 aseptic products prepared, 10,000 MSL CIVAS products manufactured

**Governance**Responsible for provision of safe prescribing and usage information across NHSGG&C for all parenteral medicines via the Medusa monograph service. Responsible for the safe prescribing of paediatric and neonatal PN via a bespoke excel programme and several BAXA EM2400 compounders. Responsible for compliance with Good Manufacturing Practice (GMP) and other primary legislationThe department is expected to work within a framework of clinical and financial governance to ensure that :-* All medicines and related products manufactured, prepared and dispensed within the pharmacy service or purchased from commercial services, are of the correct quality for patients
* All services are underpinned by quality assurance principles and practices
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| 4. ORGANISATIONAL POSITION  |
| Organisational chart attached **ORGANISATIONAL POSITION –Structure****Lead Pharmacist Preparative Services** **This Post** **Deputy Accountable Pharmacists band 8a****Lead Technician Aseptic Prep/Lead Technician Production** **Pharmacists****Rotational** **Authorised Pharmacists****Technicians/PSWs****Aseptic /Production Services**  |

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| 5. ROLE OF DEPARTMENT |
| The role of NHS Greater Glasgow and Clyde Pharmacy Services is to: * Ensure that patients derive maximum benefit and minimum harm from their medicines
* Provide a single system approach to pharmacy and prescribing policy issues, including

 integration of systems within pharmacy and prescribing support functions* Support clinicians in their provision of high quality, effective and efficient pharmaceutical care to individual patients at whatever their point of need in their healthcare journey
* Provide prescribers and managers with high quality, timeous information, analysis and advice to assist them to deliver effective prescribing management
* Ensure that medicines are purchased, stored, dispensed and prescribed as cost effectively as possible

The RHC aseptic service provides a comprehensive highly specialised Manufacturing and Production service via:-* A section 10 exemption to the medicines act 1968 whereby sterile parenteral products are prepared in accordance with a prescription or order and are subject to set controls.
* A Manufacturer’s Specials (MS) Licence granted by the Medicines and Healthcare products Regulatory Agency – MHRA - (part of the Department of Health), which allows the unit to manufacture a range of sterile pharmaceuticals which are not commercially available.
* Medicines are thus tailored to meet induvial patient group needs.
* Quality Assurance ensures manufacturing proceeds according to national legislation and standards and that patients receive products of the quality required. Patient care is thus safeguarded.
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| **6**. **Key Result Areas** |
| Leadership, Team Management and practiceAccountable for the quality, development, delivery and evaluation of aseptic dispensing services (cytotoxic chemotherapy, Total Parenteral Nutrition ,CIVAS and clinical trial materials) across allocated sites including prioritisation of patient groups, undertaking capacity planning and developing business cases, in line with overall strategy and policies of PPSU Preparative Services and NHS GG and Clyde Pharmaceutical Care Committee and national policy.  Act as the “Responsible Pharmacist” in relation to aseptic dispensing services provided for the relevant site, and work with the Area Quality Assurance Team to ensure that these services meet local and national standards such as the Farwell Report (Department of Health 1994)  Responsible for professional leadership of pharmacy staff providing aseptic dispensing within specialist area including recruitment and selection, undertaking personal development planning and review, training needs assessment, training plan development and performance management and assessment. Responsible for the Pharmaceutical Quality System (PQS) in place in the site APU and activities in line with Good Manufacturing Guide Responsible for the line management of the Deputy Accountable Pharmacists and Lead Pharmacy Technicians, technicians and support workers including annual appraisal and performance management Plan and lead provision of aseptic dispensing to patients within specialist area and is responsible for prioritising workload and allocation of resources**Technical Advice and Facilities Management** Responsible and accountable for ensuring that all equipment (technology, hardware, automation and software) is safe for use in the preparation and manufacture of pharmaceuticals e.g. BAXA EM2400 automated compounders, Braun GRI -Fill OPAT pump,Class2 safety cabinets, Laminar air flow cabinets and negative pressure isolators to include software, calibration, maintenance, process design, validation, safe use and training.  |

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| Responsible for implementation and use of several pieces of software bespoke to aseptic preparation and manufacturing to ensure patient safety and meet legislative demands. e.g. FMS system, Prisym system. These are exclusive to the RHC aseptic unit within the West of Scotland region and have limited evidence base meaning the post holder requires to use professional expertise and judgement frequentlyEnsure that suitable and reliable advice is available on Health and Safety, particularly with reference to high risk products such as cytotoxic chemotherapy, monoclonal antibodies and gene therapy Responsible for ensuring relevant legislation is interpreted and followed with regards to storage and waste disposal of medicines Be able to advise Chief Pharmacists on relevant legislation including for new therapies e.g. Gene TherapyResponsible for ensuring relevant legislation is interpreted and followed with regards to maintenance of the aseptic facility e.g. Commission, monitor and review repairs, servicing and remedial work as required to safety cabinets, Laminar Airflow Cabinet, isolators etc. as required. Ensure Service Level Agreements are in place and adhered to as necessary to ensure the facility is safe and fir for purpose.**Financial Management** The post holder, is the budget holder and as such will oversee departmental staffing and service budgets including ensuring income is available to cover the operating costs (facility, materials and staff) and set purchase prices for manufactured pharmaceuticals to ensure overhead costs are coveredReport high cost drug usage to support medicine planning activitiesInform the specifications for, and provide expert professional advice for the purchasing and contracting of ancillary items e.g. cleanroom clothing, cleanroom testing, specialist cleaning companies. Make changes to practice if required to reduce cost without compromising quality and ensure patient safety is safeguarded.Act as an authorised signatory for the purchase of consumables, chemicals etc. via PECOS systemResponsible for authorising staff duty sheets, notices of change, expense forms etc.**Licensable Activity & MHRA accreditation** MHRA accreditation is necessary to be able to manufacture batches of medicinal products to be sold out with one’s own corporate body.The post holder is responsible for ensuring ongoing MHRA accreditation in line with Good Manufacturing Practice as laid out in “The Rules Governing Medicinal Products in the European Union (EU 2003/94/EC)” The aseptic unit facility, staff, procedures and documentation is inspected every two years and must pass the inspection to keep the accreditation. The post holder is responsible for ensuring the service can demonstrate quality systems are in place and adhered to in order to safeguard patient safety. |

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| Three key personnel are named on a pharmaceutical manufacturing site’s Manufacturing Licence.  These are the **Head of Production**, the **Head of Quality Control**and the **Qualified Person(s)**.  Their roles and responsibilities are defined in GMP in Chapters 2 (Personnel) and Annex 16 (Certification by a Qualified Person and Batch Release).  These individuals have a major influence on product quality and GMP.  Their duties are described below:Head of Production (EU GMP, Clause 2.5)* Products produced and stored according to appropriate documentation.
* Approval of production instructions and their strict implementation.
* Ensure production records are evaluated prior to sending to QC.
* Maintenance of department, premises and equipment.
* Validations performed.
* Initial and on-going training.

The post holder will be named as Head of Production on the MHRA license (this requires MHRA approval after an interview and review of qualifications and experience) They will also act as contact for the Medicines and Healthcare products Regulatory Agency for matters pertaining to Production and product safety e.g. recalls The post holder will also act as releasing officer for clinical trial material in accordance with Clinical Trials Manufacturing Authorisation and Clinical Trials Directive 2001/20/EC. In this capacity the post holder will act as a Qualified Person, a title granted by the MHRA, without which product could not be released for use. The Qualified Person is named on the licence and has a legal responsibility to ensure that no product is released unless it complies with specifications and is deemed fit for patient administration. As this position carries legal responsibilities for the quality of the product, the Qualified Person is expected to be fully aware of production processes, documentation used and the level of competency of staff carrying out manufacturing activities and be able to assess if all stages of manufacturing proceeded as per standard operating procedures. Therefore an assessment of product safety is carried out prior to release. To be eligible to be a Qualified Person demands additional training e.g. MSc or Diploma course The post holder has ultimate responsibility for the production release of batches of manufactured medicinal products intended for highly vulnerable patients including neonates and immunocompromised patients. This includes ensuring all parameters in relation to production processes, facility, staffing and environment etc. are appropriate prior to release for patient use. This is the last opportunity to catch any error in the manufacturing process and therefore this activity carries a high level of responsibility.Provide expert pharmaceutical advice on licensing and regulatory issues related to the manufacturing and preparation of pharmaceuticalsPreparation of Medicines under Section 10 exemption i.e. for individual patients Ensure that preparation of medicines is carried out according to national standards using starting materials of the correct quality, robust procedures, qualified staff operating in acceptable facilities, using the requisite worksheets and release procedures. |
| Provide expert pharmaceutical advice on the current and future legislation and guidance needed for the preparation of unlicensed medicines under Section 10 exemption.Act as a releasing officer for individual patient products. Due to the nature of these products there is no prospective product testing available and the post holder is responsible for the implementation and maintenance of the quality systems which ensure each product is of the required quality / specification for use in patients. As per NHS Guidance, every aseptic unit requires an Accountable Pharmacist who is responsible for all aspects of the service within an aseptic preparation unit. The duties include approval of all systems of work and documentation used in the unit. The post holder will act as Accountable Pharmacist in line with NHS Scotland requirements and guidance.Responsible for the provision of appropriate, robust and clinically applicable stability data for a wide range of products (>100 different formulations) to allow appropriate expiry and storage of prepared products. This requires drawing on expert knowledge and experience when information is often scarce or conflicting to come to an appropriate conclusion.Required to autonomously make decisions on best course of action in light of test results which could be related to pharmaceuticals or ongoing suitability of an area for use in manufacturing. E.g. decision on whether to recall a medicine in light of an out of specification environmental monitoring result. **Clinical and risk management** Responsible for the ownership, maintenance, development and governance of the NHSGG&C exclusive prescribing tool for neonatal and paediatric PN. This is a highly developed Excel document with significant coding and safety measures in-built which cannot be supported by the IT department. The tool ensures that prescribing and formulation of parenteral nutrition can be done in a clinically and pharmaceutically appropriate way and the maintenance of this requires a high level of clinical knowledge, IT skills and pharmaceutical knowledge. Responsible for service development of MS work stream and S10 (individual patient) work stream including horizon scanning to project developments in activity, clinical practice and prescribing strategy and for influencing system developments to meet future demands.Responsible for development and monitoring of capacity and contingency plans for the department and ensuring service level agreements are in place with sector management teams to ensure quality and safety are not compromised through breaching of capacity plans.*Medusa is a website which hosts concise and up-to-date monographs detailing the pharmaceutical considerations of drug preparation and administration. It is widely used across the UK and is a primary reference source for staff in NHSGG&C involved in prescribing and administering parenteral medicines*. The post holder is responsible for co-ordinating use and updates of the medusa monographs across NHSGG&C. This includes identification of critical/high risk medicines and appropriate dissemination of critical information to wards/departments and for the review of NHSGG&C specific monographs where practice differs from National practice. This requires a broad and in-depth knowledge of all aspects of clinical practice and technical (pharmaceutical) knowledge. |

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| Responsible for providing expert professional advice on the most appropriate location for preparation of parenteral drugs across NHSGG&C and for provision of support to colleagues where products require to be made in the near-patient areas. The advice is generally to medics and senior nurses and can result in difficult conversations where priorities differ and capacity within the aseptic unit is lacking. Interpret, implement and audit Government policy with respect to how it applies to aseptic dispensing i.e., CEL 30 etc.Ensure service level agreements (SLAs) are in place with service users to ensure the aseptic unit capacity plan is not breached**Audit, Research and Development , Service Development and Validation** Initiate, oversee and personally undertake research and development to allow new product development e.g. stability studies on new product(s) e.g. diamorphine validation project, expanding validation of BAXA EM2400 to allow a more efficient service. Expectation is at least one major project per year, each of which lasts around 6 months. Evaluates new techniques and equipment in relation to manufacturing and product testing to determine suitability for use in line with current guidance and best practicePrepare the service for their biannual MHRA inspection, to ensure that the service maintains all their license and quality control requirements Develop systems for carrying out audit with appropriate documentation. e.g. Self-inspection, Product Quality Review – both of which are MHRA requirements . Carry out regular internal audit of the aseptic suite facility and operations to ensure legislative standards are met.To deliver the clinical governance agenda in relation to pharmacy aseptic and clinical trials activities through compliance with national guidelines on the Safe Use of Cytotoxic Chemotherapy (SEHD HDL (2005) 29) and The Medicines for Human Use (clinical Trials) Regulations 2004To report and review adverse clinical and non-clinical incidents on Datix , identifying causes of IV medication errors and use expert clinical knowledge to advise the PS Clinical Governance Committee /Safer Use of Medicines Committee, on strategies to minimise risks during the use of these medicines.Contribute to the West of Scotland Cancer Group Chemotherapy Electronic Prescribing and Administration (CEPAS) stability database review to inform appropriate expiry and storage for Systemic Anti Cancer Therapy (SACT) across the West of Scotland region.Provide expert pharmaceutical advice, and deliver as necessary, risk assessments of current or proposed services or products, including broad health & safety advice as required to Chief Pharmacists and Acute leads in NHS Greater Glasgow and Clyde and NHS Scotland e.g. implementation of gene therapy products, National CIVAS business case and operating model |

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| Provided expert advice on interpretation of legislation for National and local services e.g. Enhanced Drug Treatment Service (EDTS)Support and advise on the development and implement national strategy in conjunction with Production Specialists, Chief Pharmacists from all Health Boards and the Scottish Government. Inform all relevant parties on aseptic and production service redevelopment and re-design and plan services for the future. E.g. National CIVAS business case and operating model**Education and Training** In collaboration with the NHSGGC Pharmacy Education & Training Team and National Education Scotland (NES), design and oversee provision of training on all aspects of aseptic Quality Assurance, manufacturing and production to pharmacy assistants, pharmacy technicians, pre-registration and qualified pharmacistsEnsure all staff, including domestic staff and contractors are provided with appropriate GMP training**Pharmacologistics – procurement and purchasing of pharmaceuticals** As a member of a multidisciplinary contracting group, the post holder is required to provide advice to National Procurement on product quality, stability, packaging and labelling which will influence contract adjudicationDevelop and review as required, operational procedures used for procurement, receipt, quality assessment, issue and use of unlicensed medicines which underpin the policy documents and relevant legislationEnsure that systems for the recall of defective medicines are in place and work efficiently and effectively**Miscellaneous**Act as an independent prescriber in a designated area of practice to provide direct patient care e.g. Parenteral nutrition or Cancer care |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder will have overall responsibility for the equipment necessary to deliver a production, Manufacturing and quality assurance service. This includes for example pharmaceutical compounder machines, particle counters, air handling units and complex test instruments and techniques. The post holder will therefore have sufficient knowledge of the operation of such equipment and associated software. The post holder must also have sufficient knowledge of equipment used for microbiological testing of starting materials and finished products.The post holder must also be able to operate all equipment used for monitoring the environment within aseptic facilities. The post holder must also be able to converse knowledgably with external contractors responsible for commissioning aseptic facilities. The post holder will need to be familiar with a range of current and forthcoming legislation (medicines, health & safety, record retention etc) particularly as it relates to the manufacture, preparation and quality assurance of medicines. The post holder must also be familiar with a range of audit methodologies and Corrective and Preventative Actions (CAPA)  |

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| **7b. SYSTEMS** |
| Responsible for the effective use and operation of a range of systems (manual and electronic) which allow the post holder / service to process and analyse:* Recruitment
* Errors and incidents
* Capacity and contingency
* Guidelines for data protection etc.

Responsible for the ownership, development and governance of the NHSGG&C exclusive prescribing system for neonatal and paediatric PN. This is a highly developed Excel document with significant coding and safety measures in-built which cannot be supported by the IT department.The post holder also links in with medication incident reporting throughout NHS Greater Glasgow & Clyde via the Datix system and the Pharmacy Services Governance group and liaison with Clinical Governance Pharmacists A knowledge of the operation of national regulatory bodies e.g. Medicines and Healthcare products Regulatory Agency, General Pharmaceutical Council etc. is required. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The management, leadership and development work is undertaken at the discretion of the post holder and on their own initiative. The post holder therefore has a high level of autonomy and whilst there will be interaction with the line manager, this will be to agree and monitor the broad principles of a large and complex work programme. The post holder is expected to prioritise work load effectively, re-prioritise in response to changing and conflicting goals and agendas and be able to ensure that patient care and safety remains as the key priority.The departments’ workload is driven by standard product lists and patient needs but needs to be carefully managed by the post holder to ensure safe systems can be maintained.  |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder makes strategic decisions regarding development of the aseptic production and manufacturing service within RHC and will decide accordingly any changes to be made in the existing service and staffing levels to realise objectives. Decisions are made against a background of clinical and financial risk management and under the constrictions of a constantly changing, unpredictable and challenging environment.The post holder will also make autonomous decisions and judgements to ensure the service complies with national legislation and is expected to interpret regional and national policies and strategies and decide how these should be transferred to local situation. In this situation, the post holder is expected to analyse highly complex information contained in legal documents and National policies (which may be conflicting) and advise Chief Pharmacists of action to be taken to ensure legal compliance. This carries a high degree of responsibility.e.g. different environmental monitoring standards for aseptic units contain conflicting data. waste management legislation is extremely complex and recommendations can change  depending on applicability of the documentation to Scotland or the UKThe post holder is expected to prioritise work load effectively, re-prioritise in response to changing and conflicting goals and agendas and be able to ensure that patient care and safety remains as the key priority.Decisions and judgments are often required when information is limited and objectives unclear. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Maintaining MHRA accreditation which allows the service to supply drugs with the confidence in the quality of the service.Specialist leadership role – the post holder must take account of local and national strategy in the development of a production and manufacturing service which promotes clinicalgovernance and medication safety whilst influencing and motivating staff to maximise their roleand potential and strive for excellence in the service provided.Acting as a Qualified Person with regard to releasing manufactured clinical trial material and in the release of batch manufactured products and patient-specific items. Analysing new legislation and assessing applicability to pharmacy services. Transferring this information into useable format for day to day use.Managing difficult and complex problems and providing a resolution acceptable to all parties concerned. Effectively manage change against an unpredictable background, ensuring effective communication pathways are maintained.Dealing with product recalls and critical incidentsSafe use and development of the Excel prescribing programme, the BAXA EM2400 compounders and other associated complex equipment |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will communicate and liaise with a wide range of people, both within and outside the organisation, and regularly at a senior level. To deliver the job as described above, the post holder will establish appropriate networks to enable effective and regular communication with a wide range of people including:* Senior pharmacy and QA colleagues across Scotland
* Medicines and Healthcare Products Regulatory Agency both in preparation and during inspections and to ensure the impact of future legislation is considered
* Senior members of other healthcare staff and professions e.g. Estates, biochemistry, medics
* University of Strathclyde and NES to ensure undergraduate and postgraduate teaching and research and development reflects current pharmacy services
* Directors of Pharmacy and National Acute Services Lead Pharmacists(NAPS) to ensure co-ordination and implementation of important work programmes e.g. audit of unlicensed aseptic preparation in hospital pharmacies,
* Chief Executives as required e.g. resolution of problems with external audits

The post holder is expected to be able to communicate effectively complex issues in difficult and challenging situations where there may be a hostile or highly emotive environment e.g. in discussing problems with batches of pharmaceuticals manufactured, batch recall, medicines incidents etc. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**There will extensive use of laptop/desktop. (hourly)Working in controlled environments within aseptic units with regards to supervision and programming of compounder pumps(weekly)Dealing with chemical spills (occasionally)Travel between different locations across NHSGG&C (weekly) and out with the board (monthly)**Mental**The post holder is required to concentrate for long periods of time (several hours per day, every day) and produce complex work against tight deadlines. Interruptions are frequent (several time per day)Managing conflicting priorities which demand equal attention including balancing the priorities of the MS and S10 workloads (daily)Good organisational skills and ability to plan current and future departmental activities are vitalProfessional decisions are made at a high level and can have far reaching implications (daily to weekly)Building effective sustainable relationships with other healthcare professionals. (continuously)Ability to present lectures to large audiences (several times per year e.g. conferences etc.)**Emotional**Ability to find an amicable resolution to problems arising from contentious issues. (weekly)Ability to work in stressful conditions.(daily)Ability to impart unwelcome news in a professional, empathic manner which could require a high level of tact. e.g. inability to supply a requested item/service (occasionally)Ability to present contentious or sensitive information to multidisciplinary audience Ability to justify actions within a patient safety and financial risk management context (daily)The post holder must have persuasive and motivational talents and be able to present issues in a manner that will counteract any hostility or barriers to understandingReview of critical incidents (monthly)Input into performance and disciplinary situations (monthly – several times yearly)**Environmental** Working in an manufacturing / QA environment can frequently result in exposure to chemical and odours from pharmaceuticals and cleaning agents (daily)Working in cleanrooms and plantrooms in a noisy and cramped environment (weekly)  |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Master’s degree in PharmacyRegistration with the General Pharmaceutical Council (GPhC)Post-graduate qualification in pharmacy/quality assurance e.g. Pharmaceutical Technology and Quality Assurance PGDip / MSc or relevant validated experience /training Independent prescribing qualification Significant experience in quality assurance and/or aseptic preparation and aseptic manufacture Experience in hospital pharmacy or pharmaceutical industryManagement experience in the NHS or other complex organisationDemonstrable ability to work unsupervised and under pressure in stressful situationsAbility to lead on complex IT software projects i.e. MS Excel programming, compounding software and formulation/labelling software.Ability to demonstrate appropriate knowledge and applicationEffective organisational skills – be able to prioritise conflicting agendas and issues effectivelyAbility to manage changeEffective leadership and management skills – planning, motivational, diplomaticAnalytical problem solving skills- be able to analyse highly complex data and use skills to develop appropriate optionsResearch methodology skillsKnowledge of Quality Management Systems (QMS) Knowledge of microbiological and analytical test methods |

**PERSON SPECIFICATION FORM**

**Job Title: Aseptic Accountable Pharmacist**

**Department: Royal Hospital for Children Aseptic Preparation Unit**

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| **Qualifications** | **Essential (🗸)** | **Desirable (🗸)** |
| Master’s Degree in Pharmacy | ✓ |  |
| Post graduate diploma/ MSc in PQTA or equivalent validated qualification/experience. | ✓ |  |
| Demonstrates a commitment to CPD | ✓ |  |

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| **Experience**  | **Essential (🗸)** | **Desirable (🗸)** |
| Demonstrable experience as a highly specialist aseptic pharmacist. | ✓ |  |
| Demonstrable evidence of influencing senior members of the multidisciplinary team in delivering aseptic services. | ✓ |  |
| Demonstrable effective leadership and management of a team of aseptic pharmacists/technical staff. | ✓ |  |
| Demonstrable experience of successfully delivering education and training to undergraduates and postgraduates of various healthcare professions | ✓ |  |
| Demonstrable evidence of directing a programme of research and audit and using the results to improve patient care and services | ✓ |  |
| Expert knowledge and understanding of relevant national aseptic standards and Good Manufacturing Practice | ✓ |  |
| Knowledge of legislation/guidance relating to aseptic preparation and dispensing /aseptic manufacture. | ✓ |  |
| Recognised as an expert within the speciality | ✓ |  |

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| **Behavioural Competencies** | **Essential (🗸)** | **Desirable (🗸)** |
| Demonstrable ability to process and utilise complex information to improve aseptic services. | ✓ |  |
| Demonstrable expert level of reasoning and judgement | ✓ |  |
| Appropriate IT skills are required to utilise clinical information systems, pharmacy computer systems, databases and other software to improve aseptic services down to patient care | ✓ |  |
| Excellent communication and negotiation skills – written and verbal and be able to communicate effectively with other healthcare professionals, patients and carers. | ✓ |  |
| Excellent numeracy skills. | ✓ |  |
| Excellent organisational skills. | ✓ |  |
| Ability to identify and prioritise workload within the aseptic pharmacy service. | ✓ |  |
| Ability to apply logical and analytical skills to manage clinical risk during the use of medicines. | ✓ |  |

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| **Behavioural Competencies** | **Essential (🗸)** | **Desirable (🗸)** |
| Ability to work autonomously and evaluate own work. | ✓ |  |
| Ability to integrate research into practice. | ✓ |  |
| Demonstrable ability to work quickly, accurately and to deadlines while under pressure. | ✓ |  |
| Demonstrable ability to continually review and improve the quality of the aseptic pharmacy service delivery to patients | ✓ |  |
| Ensures the training needs of others are identified and met through developing and delivering individualised training plans. | ✓ |  |
| Demonstrable ability to undertake the PDP process for self and others. | ✓ |  |
| Demonstrable ability to motivate self and others | ✓ |  |
| Enthusiastic, highly motivated. | ✓ |  |
| Flexible and adaptable | ✓ |  |
| Ability to work effectively as part of a team, in a pharmacy and multi-disciplinary environment. | ✓ |  |

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| **Other** | **Essential (🗸)** | **Desirable (🗸)** |
| Specific to job - Participation in weekend and public holiday rotas when appropriate. | ✓ |  |
| Specific to job - Participation in emergency duty service when appropriate. | ✓ |  |
| Specific to job - Willingness to contribute to the general working of the pharmacy department. | ✓ |  |