

## 1. JOB IDENTIFICATION

Job Title:	Pharmacy support Worker - Aseptic & Radiopharmacy (Band 2)
Responsible to:	Senior Technician - Aseptic Production Manager - Radiopharmacy
Department(s):	Pharmacy NHS Lothian
Directorate:	Pharmacy
Operating Division:	Corporate
Job Reference:	014089
No of Job Holders:	1
Last Update:	27 Nov 19

## 2. JOB PURPOSE

To undertake routine Aseptic and Radiopharmacy support worker duties to ensure the safe and effective delivery of Aseptic and Radiopharmacy services.

Support the organisation of day to day service delivery including participating in staff development and performance.

## 3. DIMENSIONS

The Aseptic Dispensary prepares sterile medicines for patients in the RIE and RHSC; these include Total Parenteral Nutrition, Chemotherapy and Intrathecal medicines.

The Radiopharmacy is an area service, manufacturing sterile radioactive medicines to 11,000 patients annually in nine hospitals across NHS Lothian, NHS Fife, NHS Borders and other non-NHS hospitals. In addition to manufacturing radiopharmaceuticals, the Radiopharmacy is responsible for the procurement, receipt and transport of all radioactive materials used for medicinal purposes for NHS Lothian, comprising a budget of over £800.000 per year.

The post holder will assist the Aseptic Dispensary Senior Technicians and the Radiopharmacy Production Manager in ensuring that both units continually meet Good Manufacturing Practice standards for aseptic units manufacturing sterile medicinal products.

#### 4. ORGANISATIONAL POSITION

See Attached

#### 5. ROLE OF DEPARTMENT

The aim of the Pharmacy Service is to assure quality of patient care in the provision of treatment with medicines. To this end the objectives are:

- (i) To provide pharmaceutical care to individual patients by meeting their particular needs whilst maximizing efficiency in the use of resources.
- (ii) To provide medicines through systems of quality control which ensures safe, effective and economic use.

The Aseptic Dispensary achieves the objectives through the provision of aseptically prepared products that comply with recognised standards.

The Radiopharmacy achieves the objectives by operating under a Manufacturer's "Specials" Licence granted by the Medicine and Healthcare Products Regulatory Agency to manufacture sterile radiopharmaceuticals that comply with European standards.

#### 6. KEY RESULT AREAS

1. Ordering and receipt of medicinal products and supplies: generate orders on the PECOS procurement system and participate in the receipt and maintenance of raw materials and supplies.
2. Ensure stock levels are maintained, including stock expiry management, to provide sufficient contingency for the continuity of the service. Perform accurate completion of relevant procurement and delivery documentation, ensuring special storage requirements are adhered to.
3. Participate in the regular disinfection of aseptic dispensary and radiopharmacy aseptic suites, using specialist sanitising agents and techniques. Assist with the environmental monitoring tasks required, such as performing settle plate and contact plate tests to ensure EU GMP standards for aseptic manufacturing are maintained.
4. Follow Standard Operating Procedures relevant to working area and role, and participate in the regular review and update of these procedures, worksheets and other documentation.
5. Assist with the set up of aseptic suites with the materials and equipment required to ensure that pharmaceuticals and radiopharmaceuticals are prepared efficiently and to the approved standards. Assessment of aseptic material transfer technique will be undertaken annually through material transfer validation tests.

6. Issue radiopharmaceuticals and supplies to customers and drivers, including accurate completion of official transport documentation as required, ensuring special storage and transport requirements are adhered to, according to the Carriage of Dangerous Goods Regulations for radioactive materials. Ensure that radioactive packages are labelled correctly and are accompanied by the required transport documentation, and that the drivers transporting the packages have the appropriate level of training for their task. Assemble and label orders for externally supplied radiopharmaceuticals, based on orders from customers.
7. To ensure the process for the safe and appropriate disposal of radioactive waste is undertaken following local procedure and regulations set by the Scottish Environmental Protection Agency.
8. Radiation safety: handle radioactive materials safely to minimise personal radiation exposure and exposure of colleagues. Ensure that radiation monitoring and quality control equipment is working properly by performing calibration and functional checks. Monitor working areas for radioactive contamination to ensure a safe working environment, including performing wipe tests of surfaces to ensure contamination levels are within the limits specified in the Ionising Radiation Regulations 2017. Deliver radiopharmaceuticals within the Little France Campus as required.
9. Participate in research and audits to improve the Aseptic and Radiopharmacy services.
- 10 Participate in the weekend service provided by the pharmacy department to the wards of the Royal Infirmary of Edinburgh.
11. 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. To support the additional Radiopharmacy values by being approachable, knowledgeable and efficient when interacting with all customers and colleagues.

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

The post holder will be required to develop specialist knowledge and experience of the principles of operation of the equipment in the aseptic dispensary and radiopharmacy. This involves practical use and quality control.

Use a fume cupboard for the handling of hazardous volatile substances.

Use radiation monitors to detect radioactive contamination on members of staff, surfaces and equipment.

Understand the operation of the air handling plant that supplies sterile air to aseptic suites.

## **7b. SYSTEMS**

Comply with the Quality Policy of the Hospital Pharmacy Service

Comply with the requirements of the Quality System (BS EN ISO 9001:2000)

Use the JAC stock control system for the issue of medicines to wards and individual patients.

Use PECOS ordering system.

Use the radiopharmacy computer database to record workload and prepare documentation, etc.

Comply with the requirements of the Radiopharmacy's Quality Management System, in line with EU GMP for the manufacture of sterile medicinal products.

Use the Turas knowledge and skills framework system for personal development and appraisal.

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

Aseptic Dispensary Senior Technicians and Radiopharmacy Production Manager or deputies assign work on a daily basis with support available.

Review of performance and objective setting is carried out by Aseptic Senior Technicians and Radiopharmacy Production Manager or Specialist Radiopharmacy Technicians or deputies in accordance with principles of Personal Development and Performance Planning system.

Achieve and maintain a record of competence specified in training plans.

Duties are subject to periodic review and may change depending on the changing needs of the service.

Agree objectives with line manager with three monthly review and annual appraisal.

## **9. DECISIONS AND JUDGEMENTS**

Deal with routine queries where appropriate with a supervisor available for reference.

Works to departmental standard operating procedures.

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

To ensure that medicines and supplies are processed in a timely and accurate manner.

Supporting and supervising staff.

Being able to adapt to changing priorities at any time to support service delivery.

Ensuring that aseptically dispensed medicines and radiopharmaceuticals are ordered accurately, are prepared safely at the required quality and issued for administration to patients at the times required.

In radiopharmacy to achieve the above by means which maintain radiation safety and radiation protection issues as key considerations in all procedures.

## 11. COMMUNICATIONS AND RELATIONSHIPS

Liaises and communicates in a professional manner in one to one and group settings, with other pharmacy colleagues and healthcare staff to ensure effective Aseptic Dispensary and Radiopharmacy services are provided, while maintaining NHS Lothian and Radiopharmacy values at all times.

Communicate with customers and suppliers, in relation to the order, receipt and supply of materials, pharmaceuticals and radiopharmaceuticals. Communicate with pharmacy colleagues when undertaking training and development review.

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

### Physical:

Standard keyboard skills.

Manual handling skills for regular movement of stock and equipment as per health and safety guidance, e.g. movement of heavy radionuclide generators between rooms of the aseptic suite and lifting transport boxes containing radioactive products in radiation shields.

Long periods of standing or sitting when undertaking supply activities.

### Mental:

Concentration required ensuring accuracy of work when receiving stock, assembling medicines, packaging medicines and supplies for transport and issues.

Concentration required when recording temperatures.

### Emotional:

Occasional exposure to emotional situations when supporting staff e.g. personal development and performance review or dealing with customer enquiries.

### Environmental:

Exposure to ionising radiation, requiring knowledge and skills associated with radiation protection.

Exposure to hazardous medicines and chemical products e.g. disinfectants and laboratory chemicals.

<b>13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</b>
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Refer Personal Specification.
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<b>14. JOB DESCRIPTION AGREEMENT</b>	
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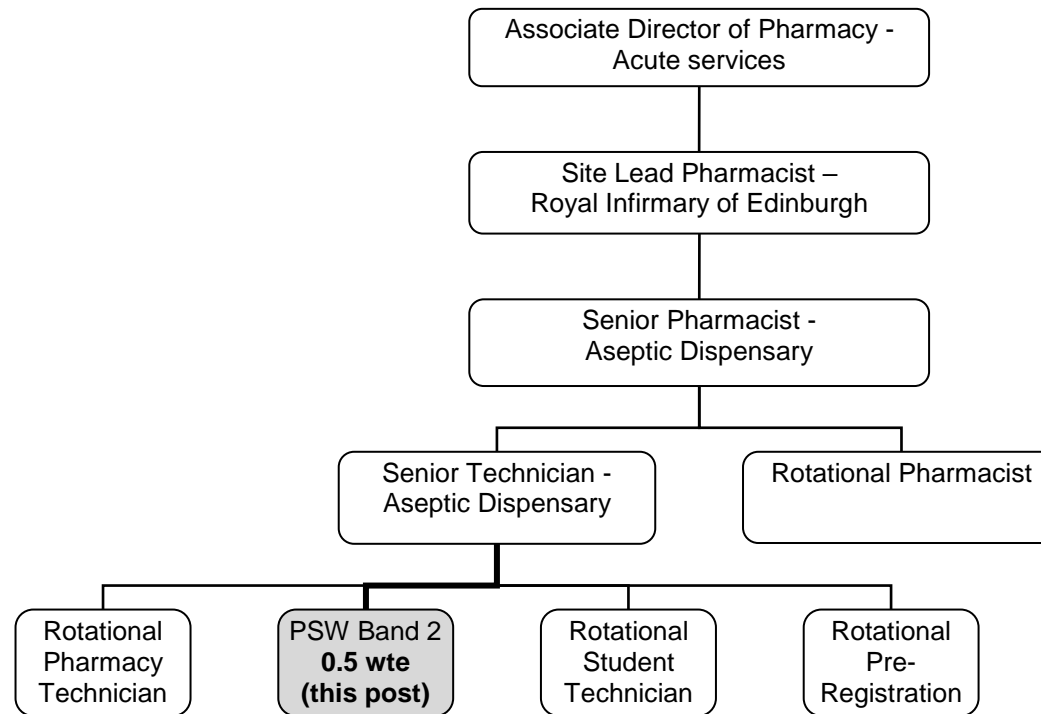
A separate job description will need to be signed off by each jobholder to whom the job description applies.	
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Job Holder's Signature:	Date:
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Head of Department Signature:	Date:
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#### 4. ORGANISATION CHARTS

##### Aseptic:



**Radiopharmacy:**

