

Specialist Pharmacy Technician – Technical Services

Department: Health and Community Services (HCS)

Division: Pharmacy

Reports to: Lead Pharmacist- Technical Services and Cancer

JE Ref: HCS657

Grade: CS08 **JE Date:** 31/03/2020

Job purpose

Co-ordinate and undertake aseptic dispensing and preparation activities, to deliver safe, effective and timely provision of aseptically prepared products to Health and Community Services.

Assist the Lead Pharmacist, Technical Services and Cancer, in effective and safe operational running of the Pharmacy Aseptic Services Unit and in the training of pharmacists and pharmacy technicians in the technical aspects of the service.

The post holder works under the professional and operational direction of the Accountable Pharmacist (Lead Pharmacist, Technical Services and Cancer).

Job specific outcomes

1. Organise and undertake the preparation and prioritisation of aseptic dispensing activities, including intravenous chemotherapy and parenteral nutrition.
2. Create, generate and complete all worksheets required for aseptically prepared products.
3. Supervise technicians and pharmacy assistants in the aseptic dispensing of products in accordance with written procedures, monitoring staff performance to ensure the quality of products prepared and high quality standards are maintained.
4. Ensure all environmental parameters are correct before any production takes place. Carry out environmental and temperature monitoring to ensure correct conditions are maintained within the aseptic unit.
5. Identify, order, receive and issue specialist stock, to ensure sufficient quantities are purchased to meet demand.
6. Participate in the delivery of training and instruction of pharmacists, technicians, assistants and domestic staff working within technical services.
7. Participate in the review and implementation of policies, procedures and guidelines relating to technical services.
8. Collect and analyse data required to monitor and evaluate the impact and performance of Technical Services in order to inform practice and service improvement, and undertake regular quality audits of Technical Services to ensure that they are fit for purpose.

9. Deliver regular dispensary sessions, providing the final accuracy check of clinically screened medicines prior to supply to patients in the dispensary and dispensing medicines for in-patients and out-patients, in order to ensure that medicines are dispensed accurately and safely and supported by the appropriate patient advice.

Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
 - To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
 - To work in accordance with the Data Protection (Jersey) Law;
 - This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.
-

Organisational structure

ONE GOVERNMENT



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>BTEC / NVQ/ SVQ level 3 in Pharmaceutical Sciences, or National Certificate in Pharmaceutical Science or equivalent.</p> <p>plus</p> <p>Current registration as a Pharmacy Technician with the General Pharmaceutical council of Great Britain.</p> <p>plus</p> <p>Qualified Technician Checker (to National Standard)</p> <p>Plus</p> <p>Pre- & In-Process Checking Accreditation</p>	<p>Final Product Approval of aseptically prepared products – accreditation.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Expertise within specialism, underpinned by theory.</p> <p>Knowledge of pharmaceutical technical procedures acquired through training.</p>	

	<p>Good working knowledge of the principles and application of Good Manufacturing Practice (GMP), as required by the Medicines and Healthcare Regulatory Agency (MHRA).</p> <p>Knowledge of checking dispensed prescriptions and supervising a technical area within the pharmacy.</p> <p>Up to date knowledge of national guidelines and legislation relating to medicines use and pharmacy practice.</p> <p>Good understanding of clinical governance, medication incidents and risk management.</p> <p>Practical knowledge of maintaining records according to confidentiality and data protection protocols.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building with both internal and external stakeholders, up to and including at a senior level.</p> <p>Able to understand and manage a range of facts or situations requiring analysis.</p> <p>Strong problem-solving acumen.</p>	

	<p>Excellent communication; verbal and written.</p> <p>Communicates effectively across all levels.</p> <p>Ability to adapt personal style in order to influence others and gain support for ideas.</p> <p>Supports the development of and shares learning with other members of staff.</p> <p>Able to remain professional and effective under pressure.</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team.</p> <p>Self-directed and resourceful.</p> <p>Flexible approach to work.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>At least 3 years post registration experience in hospital pharmacy practice, including 2 years' experience of technical services.</p> <p>Experience of working effectively within a multidisciplinary team.</p> <p>Facilitation and tutoring of pharmacy staff.</p>	