

JOB TITLE: Parenteral Nutrition & Aseptics Technician BAND 6

Job Summary

- Provide day to day operational and supervisory management of both the process and staff involved in the provision of parenteral nutrition to inpatients and outpatients.
- To be involved in the ongoing validation of the EM2400 compounder used in preparing Parenteral Nutrition (PN). This includes monitoring the process, product and performance of the highly critical piece of equipment based in the clean room.
- To assist the operational and supervisory management of the pharmacy technicians and assistants at SMPU site, in the provision of the pharmacy aseptic service. This service includes aseptic preparation and manufacture of cytotoxic drugs, parenteral nutrition and other parenteral drug doses.
- To ensure all staff meet Good Manufacturing Practice (GMP), Good Clinical Practice (GCP) and Good Distribution Practice (GDP) requirements, Health and Safety at Work, Control of Substances Hazardous to Health (COSHH) The Human Medicines Regulations and any other relevant statutory requirements.
- The role holder will day to day manage the Co-ordinator at UHW in the scheduling and manufacture of prepared medicinal products.
- The role holder will be expected to manage the aseptic team when working within the aseptic unit as and when required in the absence of the aseptic lead technician.
- They will contribute to the maintenance of the Pharmacy Quality System (PQS) in terms of Product Quality Incidences, Root cause analysis and corrective and preventative actions.

Responsible to

Reporting: Operations Manager

Accountable: Head of Technical Services

Professionally: Accountable Pharmacist

Responsibilities and Duties

Operational, Supervisory and line management

- Ensure that staff are assigned duties compatible with their grade, training and experience.
- Manage the approval of leave to provide the appropriate skill mix and levels of cover.
- Participate in the recruitment and selection of staff.
- Appraise performance, set objectives and review personal development for staff in accordance with the Trust's performance management systems.
- Undertake return to work interviews and contribute to the management of sickness.
- Confirm and document the completion and accuracy of critical stages in the sterile and aseptic manufacture and during the preparation of parenteral doses for individual patients, including parenteral nutrition, cytotoxic doses, clinical trials and other parenteral drug doses.
- Supervise other pharmacy assistants, pharmacy technicians, rotational technicians, student technicians and foundation phase pharmacists during work sessions for aseptic manufacture, parenteral nutrition, cytotoxic doses, clinical trials or other parenteral drug doses.
- Provide feedback to technicians and pharmacy assistants involved in aseptic manufacture, informing of mistakes, omissions etc that have been made and of future preventative measures.
- Organise the unit cleaning schedules, ensuring that cleaning is satisfactorily completed and documented in line with QAAPs standard.
- Ensure that the monitoring of the clean room working environment is undertaken, recorded and deviations reported to the Aseptic Services Pharmacist.
- Identify and document deviations in the process and refer to senior staff.
- Support the senior technician aseptic services to ensure that the service is operated according to departmental standard operating procedures, current legislation and guidance (including Health and Safety, COSHH, Medicines Act, Misuse of Drugs Act, GMP and GCP).
- Assist in the in the design and preparation of documentation for recording the manufacturing process.
- Assist in the day to day operational management of the ABACUS computer software system and the Baxter EM2400 parenteral nutrition compounder.
- Assist in the preparation of workload data
- Assist in the monitoring and review of departmental procedures
- Maintain data and prepare monthly reports for the senior management team on key performance indicators relating to manufacturing workload, purchasing, issues, sales and HR for Production services across the directorate.
- Identify and manage projects relevant to provision of service
- To be responsible for the ordering and receipt of standard bags using procurement systems to ensure sufficient stock levels at UHW.
- Ensure that the costing of dispensed standard bags is kept up-to-date and accurately recorded.
- To interpret and communicate a range of complex technical information, both verbal and written, from support systems, highly technical equipment and manufacturing processes, including clinical knowledge of specialist use of products

Aseptic preparation and manufacturing

- Assist in the provision of an efficient cytotoxic reconstitution, parenteral nutrition and intravenous additive services by:
 - Assembling raw materials and equipment required for aseptic and sterile manufacture and for aseptic preparation of doses for individual patients.
 - Ensure security and safe handling of high cost and/or high-risk hazardous drugs.
 - Aseptically preparing parenteral drug doses for individual patients, including parenteral nutrition, parenteral cytotoxic drugs, clinical trials and other intravenous doses.
 - Using equipment for aseptic and sterile manufacture and in the preparation of parenteral nutrition. This includes, setting up, assisting in calibration, using, dismantling and cleaning after use.
- Identify, record and report actual and potential errors during aseptic and sterile manufacture and during aseptic preparation of doses for individual patients.
- Liaise with ward staff and customers from outside the Trust, in relation to availability, supply or sale of manufactured products.
- Liaise with the clinical trial technician to make sure all data is correctly recorded.
- Ensure that satisfactory stock levels of pharmaceuticals and consumables are maintained in the unit, and that they are appropriately stored and turned over.
- Assist in the monitoring of the clean room working environment.
- Participate in unit cleaning schedules

Medicines Management

- Assist in the operation of the Home Parenteral Nutrition Clinic. This includes liaising and working alongside other healthcare professionals to understand the requirements of patient needs.
- Manage the provision HPN which is compounded at SMPU including prescription management.
- Assist in the management of HPN where the supplier is an external homecare company.
- Contacting patients & or carers as and when necessary.

Education, training and development

- Identify training and development needs of technical staff reporting to the post holder
- Liaise with the Education and Training Technician to ensure that staff can be released for training and assessment, while maintaining the service to patients.
- Assist the Senior Technician Education and Training in the assessment of Pharmacy Assistants and Student Technicians undertaking NVQ level 2 and NVQ level 3, respectively.

General

- Participate in local training initiatives, as appropriate
- Work at all times in accordance with departmental standard operating procedures, current legislation and guidance (including Health and Safety, COSHH, Medicines Act, Misuse of Drugs Act, GMP and GCP).
- Participate in the shift working, weekend and bank holiday rotas as appropriate.
- Assist with organisation of the staff allocated to the cytotoxic reconstitution, parenteral nutrition and intravenous additive services, including assisting with overseeing rotas are adhered to.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- Registration with the General Pharmaceutical Council (GPhC)
- Substantial experience as an aseptically trained technician in hospital or commercial sectors.
- Current post Band 5 or above.
- Good team player and sensitive to the need to optimise team performance.
- Good patient communication and interaction skills.
- NVQ L3/BTEC Pharmacy services
- Good working knowledge of safe dispensing and aseptic practices
- Knowledge and understanding of GMP and QA and its application to aseptic processing
- Able to demonstrate excellent organisational skills
- Good attention to detail and responsible attitude to quality and accuracy

Desirable

- Pharmaceutical Technology and Quality Assurance experience.
- Leeds Aseptic Dispensing Course or Equivalent
- Experience relating to Abacus, the EM24000 compounder, PN provision, checking or patient review.
- Relevant post qualification Aseptic service courses e.g. APDM, ASFM

Experience

Broad experience of hospital pharmacy
Substantial post qualification experience in aseptic services
Sufficient experience as checking technician.

Skills and Attributes

Good communication skills.
Computer literate.
Aware of (and work within) own limitations.
Manual dexterity to manipulate injections or prepare pharmaceutical products, and good hand-eye co-ordination.
Strong organisational skills
Documentation skills
Organising skills.
Good understanding & knowledge of:
 -operation of aseptic services,
 -safe handling prescribing and use of cytotoxic drugs.
Good Manufacturing Practice.

Other

Satisfactory Enhanced DBS clearance including Adults and Children's Barred List
Approachable and professional manner.
Ability to remain calm in a busy environment.

Commitment to continuing education and Continuing Professional Development (CPD).