

**Specialist Clinical Pharmacist - Aseptic Services
JOB DESCRIPTION**

Job Title:	Specialist Clinical Pharmacist - Aseptic Services
AfC Band:	Band 7
Directorate/Service:	Diagnostics and Pharmacy
Accountable To:	Aseptic Services Manager
Responsible To:	Director of Pharmacy
Base Location:	The Royal Oldham Hospital
On-Call Requirement:	Yes – Supports Aseptic On Call service at SRH

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

To work in partnership with the Director of Pharmacy and all other pharmacists to ensure safe, effective, economical and timely pharmaceutical care for all patients receiving a pharmaceutical service from the department.

- To provide professional supervision of the work in the Aseptic Services Department including final product check and release of aseptically prepared items.
- To provide a safe and effective specialist clinical pharmacy service
- To dispense and supply medicines; provides medicines advice.
- To undertake risk management and ensure compliance with Medicines legislation including local policies.
- To provide relevant training/ teaching/ education sessions under the direction of the Principal Clinical Pharmacist and Aseptic Services Manager
- To complete the weekly aseptic services pharmacist rota
- To act as a role model for less experienced pharmacists
- To provide out of hours emergency aseptic services including weekend, bank holiday and on call rotas.

Key Role and Responsibilities

Aseptics

- 1.1 Act as Authorised Pharmacist for the Aseptic Unit and provide professional and legal supervision in the aseptic services department as allocated.
- 1.2 To ensure compliance with 'Rules and Guidance for Pharmaceutical Manufacturers and Distribution', 'Quality Assurance of Aseptic Preparation', 'Aseptic Dispensing for NHS Patients', 'Maintaining Asepsis during the Preparation of Pharmaceutical Products' and any other current legal, national, regional or local guidelines pertaining to licensed and unlicensed activities.
- 1.3 Helps identify, promote and develop best practice and safe systems of work in aseptic dispensing.
- 1.4 Helps ensure delivery of clinical governance in relation to aseptic services.
- 1.5 Takes responsibility for undertaking the check and final release for individually dispensed aseptic products prepared under section 10 exemption of the Medicines Act, including parenteral nutrition, intravenous additives and cytotoxic chemotherapy in accordance with the Guide to Good Manufacturing Practice, local procedures and policies and safe systems of work.
- 1.6 Contributes to the development of pharmacy aseptic services in line with local, regional and national objectives.
- 1.7 Develops and maintains specialist knowledge of processes, procedures and standards pertinent to aseptic services.
- 1.8 Obtains and assesses stability information for aseptic products to ensure safe and effective products are supplied.

- 1.9 Helps ensure full documentation and validation of activities is current and maintained.
- 1.10 Identifies training needs and participates in the design and delivery of aseptic based training to all staff groups both within and outside the pharmacy.
- 1.11 Clinically checks, evaluates and validates prescriptions received from wards for:
 - a. Aseptic products for individual patients including drug/dose/appropriateness for CIVAs items
 - b. Protocol / dosing / drug intervals for chemotherapy.
 - c. Advice on appropriate PN therapy and subsequent variations.
- 1.12 Offers specialist advice for patients requiring Parenteral Nutrition, working in partnership with dietitians, to generate a prescription for the aseptic manufacture of the PN, and ensures that all patients receive a regimen tailored to their specific and metabolic requirements within the limits of the stability of the product systems.
- 1.13 Provides specialist advice on aseptic preparation matters.
- 1.14 Participates in audits then the development and application of remedial actions.
- 1.15 Participates in research projects at local and national level as requested.
- 1.16 Checks and validates prescriptions for intrathecal chemotherapy and authorises the release of these items from the pharmacy ensuring compliance with national & local guidelines. Is on the Intrathecal register which permits these functions.
- 1.17 Assists in monitoring and maintaining environmental standards within the Aseptic Service facilities in line with guidance provided by the Regional Quality Assurance.

Dispensary

- 2.1 Participates in dispensing services including the clinical and final accuracy checking of prescriptions / orders for inpatients, outpatients, patients being discharged and mental health patients on leave in accordance with local standards, policies and safe systems of work and to be professionally / legally responsible for this work.
- 2.2 Supervises work carried out by other pharmaceutical staff as required ensuring compliance with agreed standards.
- 2.3 Counsels outpatients to ensure that they gain maximum benefit from their medicines.
- 2.4 Assists medical staff in the undertaking of clinical trials that have been approved by the Ethics Committee by arranging the necessary supplies and aspects of trial protocol affecting pharmacy services in accordance with ICHGCP guidelines & European Directive under the direction of senior members of staff of the Pharmacy department.

Clinical Services

- 3.1 Provides a specialist clinical pharmacy service to a designated area.
- 3.2 Participates in ward and clinical pharmacy services and advice to ensure safe and cost effective prescribing and drug expenditure control.

- 3.3 Undertakes drug history taking where possible of patients admitted to hospital to ensure continuity of their medication and record relevant information in order to facilitate the discharge process. This involves communication with the patient, their GP and hospital medical staff and reference to the patient's notes in order to obtain accurate details of medication, allergies and other relevant clinical information. This will involve checking of the patient's own medication and assessing it's suitability for use where appropriate
- 3.4 Monitors in-patient and discharge prescriptions for clinical accuracy and cost effective prescribing.
- 3.5 Assesses the patient's response to therapy, interprets blood results, and depending on their clinical parameters either adjusts drug doses in accordance with local procedures or advises the clinicians appropriately.
- 3.6 Advises on therapeutic drug monitoring as appropriate to ensure patients receive optimum and effective treatment.
- 3.7 Monitors and reports Adverse Drug Reactions that patients experience as a result of their medication in line with national guidance.
- 3.8 Participates on consultant ward rounds where applicable.
- 3.9 Participates in nutrition ward rounds with dietitians where appropriate, and assesses patients requiring TPN.
- 3.10 Records clinical interventions and activities in line with local policy.
- 3.11 Participates in specialist inpatient and outpatient clinical pharmacy services in accordance with local provision and works with healthcare staff to ensure the efficient operation of these services.
- 3.12 Uses inter-personal skills to develop and maintain relationships with patients and colleagues including counseling patients to ensure they gain maximum benefit from their medicines, and educating them regarding the use of equipment for the administration of medicines.
- 3.13 Writes discharge prescriptions in accordance with local procedures and following appropriate training and assessment of competence.
- 3.14 Participates in the teaching of specific patient groups about their medicines.
- 3.15 Liaises with doctors, nurses and pharmacists to ensure that patients receive high quality pharmaceutical care at the time of discharge.
- 3.16 Reviews the use of medicine compliance aids to ensure their appropriate selection and use by patients and/or carers at and around the time of discharge.
- 3.17 Co-ordinates with technical staff with regard to the provision of an efficient medicine supply and discharge prescription-processing service
- 3.18 Supervises the activity of supporting pharmacists, pre-registration trainee pharmacists and technical staff, assuming responsibility for their training / tuition, ensuring that they are aware of the key issues in medicines management within the medical division.
- 3.19 Participates in all areas of clinical pharmacy practice and provides advice to ensure safe and cost effective prescribing and drug expenditure control.
- 3.20 Provides information and advice to healthcare professionals on the manipulations for preparation of intravenous products.

Medicines Management

- 4.1 Promotes adherence to the hospital formulary, treatment guidelines and protocols.
- 4.2 Assists in drug utilisation and expenditure reviews and clinical audit activities.
- 4.3 Initiates investigations into problems arising from the use of pharmaceutical products* and assists in the development of new methods of service delivery.
- 4.4 Liaises with representatives of the Pharmaceutical industry to discuss developments relating to pharmaceutical products in their clinical field. (* Pharmaceutical products include all types and forms of medicines, ingredients, dressings and other similar items)

Ward Services

- 5.1 Liaises with other pharmacy staff providing a supply service to wards in order to maintain safe and economic stock levels. Ensures satisfactory storage of pharmaceutical products on wards and departments and that these products are suitable for use.
- 5.2 Undertakes or takes responsibility for ensuring that the Controlled Drug stocks on their designated wards are checked by Pharmacy staff every 3 months.
- 5.3 Provides safe and secure transport of medicines to and from the wards as necessary.

Education and Training

- 6.1 Participates in in-service training and continuing education programs within the department and Trust.
- 6.2 Keeps abreast of current pharmaceutical practice and knowledge, attending meetings, courses or conferences as necessary, for Continuing Professional Development in accordance with national guidelines from the General Pharmaceutical Society
- 6.3 Undertakes a course of study leading to a diploma/MSc in pharmaceutical technology and quality assurance where appropriate.
- 6.4 Assists in the training of pharmacists, pre-registration trainee pharmacists undergraduate pharmacy students, student pharmacy technicians and pharmacy technicians and other healthcare professionals.
- 6.5 Assists in the training of less experienced pharmacists.
- 6.6 Participates in the training of hospital staff in pharmacy-related topics as necessary.

General Duties

- 7.1 Maintains a high standard of work and promotes the professional image of Pharmacy within and outside the department.
- 7.2 Ensures that safe working systems are in operation in accordance with Trust and departmental procedures.

7.3	Ensures that all legal requirements relating to the prescribing, dispensing and storage of pharmaceutical products in the Trust are met and are in accordance with criteria set out under COSHH regulations.
7.4	Participates in weekend, bank holiday and late working rotas.
7.5	Participates in the provision of On Call Commitment in accordance with local procedures. This involves the provision of advice and information relating to the treatment of patients and the supply of urgently required pharmaceutical products outside of normal working hours. This may require arranging supply of pharmaceutical products from other hospitals or wholesalers. Takes appropriate action following receipt of Drug Alerts outside of normal working hours in accordance with local procedure.
7.6	Holds a set of keys for the pharmacy department with associated responsibility for the security of drugs and equipment

PERSON SPECIFICATION

Job Title:	Aseptic Services Pharmacist
AfC Band:	Band 7

	Essential	Desirable
Qualifications	Vocational Master's degree in Pharmacy or equivalent.	
Professional Registration	Membership of the General Pharmaceutical Council of Great Britain	<ul style="list-style-type: none"> • Post Graduate Diploma in Clinical Pharmacy • Non-medical prescribing qualification
Knowledge, Training & Experience	<ul style="list-style-type: none"> • Professional knowledge acquired through vocational master's • degree in pharmacy (4 years) • Proven pre-registration training and experience • Post qualification experience of hospital pharmacy • Good all round clinical knowledge and practical clinical skills • including aseptic pharmacy experience 	

Skills & Abilities	<ul style="list-style-type: none"> • Skills for analysing drug charts and complex patient, • medicines or financial information in order to provide advice • on medicines, dosages and expenditure. • Excellent communication skills, both verbal and written • Ability to work on initiative and as part of a team • Self-motivating • Commitment to continuing professional development / • education • Good time management skills 	
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Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.

INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation • advancing equality of opportunity between people who share a protected characteristic and those who don't • fostering good relations between people who share a relevant protected characteristic and those who don't

- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.