NHS
Salisbury
NHS Foundation Trust

Job Description

Job Title:	Clinical Trials Senior Pharmacy Technician
Base:	Pharmacy
Band:	5
Reporting to:	Clinical Commissioning and Principal Cancer Care Pharmacist

Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Person Centred and Safe Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement
Professional We will be open and honest, efficient and act as role models for our teams and our communities.
Responsive We will be action oriented, and respond positively to feedback.
Friendly We will be welcoming to all, treat people with respect and dignity and value others as individuals.
Progressive We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

Main Purpose of the Job

- To be responsible for the day to day delivery of the pharmacy clinical trials services and clinical trials support staff in conjunction with Lead Clinical Trials Pharmacists.

• To be responsible for training pharmacy staff in clinical trial procedures, ensuring completion and maintenance of all associated records.
• To oversee the monitoring of the quality and storage conditions of clinical trial products in pharmacy, reporting issues to the relevant trial pharmacist.
• To organise, prioritise and delegate clinical trial workload of the clinical trial team to ensure targets and deadlines are met.
• To be an accredited checking technician and to check clinical trial and other prescriptions dispensed by others.
To work independently within clearly defined occupational policies, following SOPs and national regulations for clinical trials where work is managed rather than supervised.
• To be responsible for the system administration of the chemotherapy e□prescribing system, Aria, for the Trust and to support the Principal Cancer Care Pharmacist with the local development and day to day functioning of this system.

Main Responsibilities and Duties

Patient/Client Care

• To provide technician pharmacy services with respect to clinical trials including preparation, dispensing and supply of these products for inpatients, outpatients and patients on discharge.
• To provide information to patients/carers and hospital staff including prescribers on matters relating to clinical trial medicines.
• To provide the final accuracy check on prescribed items dispensed by others.
• To provide information and advice to hospital staff about use and development of the chemotherapy e-prescribing system.

Key Working Relationships and Communication skills

• To work closely and liaise with all staff through the Pharmacy Department and Research Department to assist in the pharmacy clinical trial set up procedure, file maintenance and close down.
• To participate in feasibility processes during study set up to provide Pharmacy input in assessing the viability of delivery for Hosted Research studies.
• To work with the clinical trials pharmacists to write and implement clinical trial policies and procedures and ensure compliance with GCP at all times.
• To attend site initiation visits with the clinical trial pharmacist and feedback to the pharmacy team.
• To demonstrate good customer service at all times.
• To liaise with ward staff and other relevant staff groups within the Trust as necessary.
• To liaise with and participate in trial monitoring visits by research staff, clinical trial assistants and trial monitors.
• To counsel patients effectively on the use of the medications.
• To communicate routine information which may be sensitive and/or complex where there may be barriers to understanding.
• To ensure your own actions reduce the risks to Health and Safety to yourself and others.
• To liaise with GP surgeries and local community pharmacies.
• To liaise with patients and their families and carers.

Analytical and judgement skills

• Able to analyse and interpret prescriptions, identify problems and decide on the appropriate course of action from a range of options.
• Able to interpret trial protocols and produce simplified documents appropriately for dispensing procedures.
• Able to review trial updates and report changes clearly and effectively to trial pharmacists.
• Able to discuss and resolve clinical trial issues with members of research staff.
• Able to deal routinely with situations requiring assimilation of facts, analysis and identification of actions required from a range of options.
• Able to apply technical knowledge to new situations, resolving queries and assessing situations concerning clinical trial medicines, referring where necessary to relevant colleagues.
• Able to concentrate at all times on calculations, checking of dispensed items etc with flexibility to accommodate interruptions to provide advice to other staff and fulfil urgent requests for medicines.
• Able to dispense and check accurately from the variety of prescriptions used within

the Trust.

Planning and Organisational skills

• Able to work independently and as part of a team within clearly defined occupational policies and procedures.
• Able to work in a systematic and organised manner with a high degree of accuracy at all times.
• Able to plan and organise straightforward activities, adjusting plans and priorities as necessary depending on circumstances.
• To play an active role in working with specialist colleagues within the team, to continually develop the service - contributing new ideas and engaging with audit and project work, to effect positive change and improve patient care.

Financial and Physical resources

• Responsible for correct management of clinical trial stocks.
• Responsible for working with the Research department to aid recovery of income related to clinical trials.
•To contribute to management and security of pharmacy and ward stocks and IT equipment.

Responsibilities for People or Training

• Provide overview training in clinical trials for all new pharmacy staff on induction.
• Able to train staff in the practical skills required for clinical trials including trial specific dispensing processes and in the relevant underpinning knowledge relating to relevant legislation e.g. GCP, labelling requirements.
• Maintain records of clinical trial training.
• Provide training for the chemotherapy e-prescribing system users including completion of new user request forms and submission to the Network System Manager as appropriate.

Information Resources

• Responsible for ensuring full and complete records are maintained for all clinical trials in accordance with legislative/GCP requirements.
• Responsible on a routine basis for developing and preparing reports, SOPs, trial summaries, trial prescription proformas and reviewing updated trial protocols/trial pharmacy manuals.
• Responsible for ensuring up-to-date relevant pharmacy documentation is stored on the SFT version of Edge.
• Management of clinical trial information sources is a significant job responsibility.
• Responsible for ensuring that information governance processes for the chemotherapy e-prescribing are appropriate and comply with Trust standards.

Other Factors

• You will be required to participate in the weekend working rota, which includes Saturday and Sunday working (and an annual Bank Holiday commitment).
• To meet the requirements of the General Pharmaceutical Council's Standards for Pharmacy Professionals, at all times.
• Frequent exposure to busy, fragmented work patterns with deadlines.
• Physical effort: Combination of sitting, standing and walking in ward/ dispensary/ office environment.
• Emotional effort: Occasional exposure to distressing and emotional circumstances.

• Mental effort: Concentration required at all times.

Additional Information

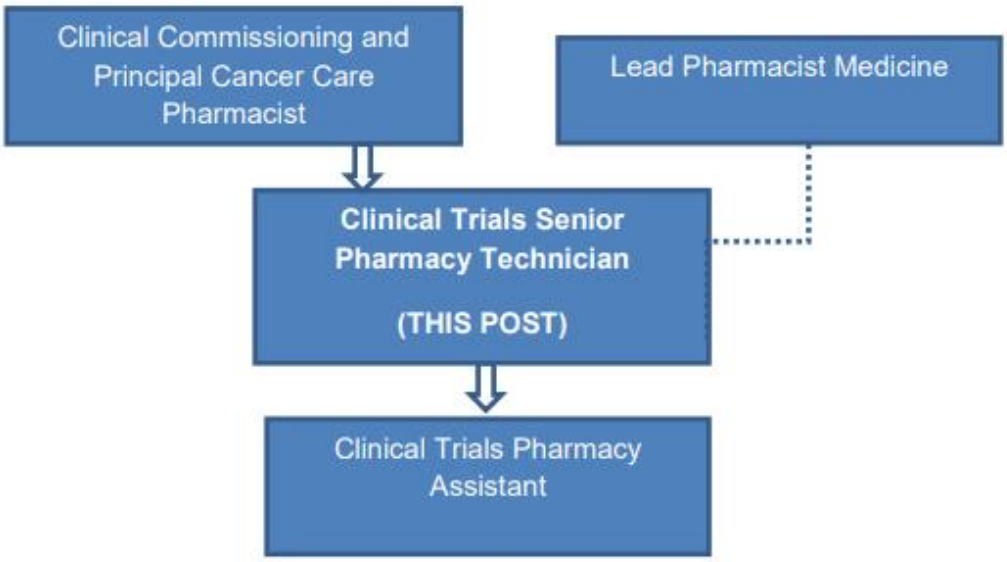
The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post. If this results in significant changes to the job description, it may be subject to a banding review, in line with the Trust's Control of Banding policy.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of.

ORGANISATIONAL CHART



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Person Specification

Job Title:	Clinical Trials Senior Pharmacy Technician
Base:	Pharmacy

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Trust Values	We will expect your values and behaviours to reflect the Values of the organisation: **Person Centred and Safe** **Professional** **Responsive** **Friendly** **Progressive**	
Education, Qualifications and Training	• BTEC in pharmaceutical sciences plus NVQ Level 3 in pharmacy practice or other recognised pharmacy technician qualification. • Registration with the General Pharmaceutical Council as a pharmacy technician. • Recognised qualification (or working towards) as an accredited checking technician.	• Current or recent GCP clinical trial certificate.
Experience	• Minimum of 1 years' experience working as a pharmacy technician in a hospital environment, post qualification. • Experience of dispensary and supervisory work. • Experience of clinical trials pharmacy practice and procedures. • Previous experience of delivering training to a pharmacy team.	• Experience of working as an accredited checking or medicines management technician. • Previous experience of designing an audit.
Knowledge and Skills	• Able to work independently and as part of a team within clearly defined occupational policies and procedures. • Able to work in a systematic and organised manner with a high degree of accuracy at all times. • Able to plan and organise complex activities, adjusting plans and priorities as necessary depending on circumstances. • Able to review trial updates and report changes clearly and effectively to the trial pharmacists.	• Able to recognise opportunities to develop or improve a service area, or develop oneself in the role to have the skills for service development.

	• Able to apply technical knowledge to new situations, resolving queries and assessing situations concerning clinical trial medicines, referring where necessary to relevant colleagues.	
Other Job-Related Requirements	• Excellent oral and written communication skills. • Good manual dexterity. • Good keyboard skills. • Able to maintain own drive and enthusiasm in a demanding and challenging environment, leading by example and setting high professional standards for all activities.	

Appendix A

Additional information applicable to all posts

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality and Safety

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting and Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone barred from working with vulnerable adults or children are liable for prosecutions.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

Government and Risk

Adhere to Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to present theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory “duty of candour”. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to

significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Data Quality
The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

Safeguarding
To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

Seasonal Respiratory Vaccinations
We continue to encourage and support our staff to participate in the seasonal respiratory vaccination programme in order to protect themselves, colleagues and their patients.

Training and Personal Development – continuous professional development
There is a requirement for all Trust employees to take part in an annual appraisal; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students/trainees and other learners in practice.

Sustainability and Carbon Reduction
Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.

Flexible Working
We support flexible working and will consider requests taking into account the needs of the service.