

JOB DESCRIPTION

JOB DETAILS

Job Title:	Apprentice Pre-Registration Trainee Pharmacy Technician
Department / Ward:	Pharmacy
Division:	Network Services
Base:	The Christie NHS Foundation Trust, Wilmslow Road, Withington, Manchester, M20 4BX

ORGANISATIONAL ARRANGEMENTS

Accountable to:	1. Lead Education & Training Pharmacy Technician – Clinical Services
Other Accountabilities:	1. Director of Pharmacy
	2. Principal Pharmacist for Clinical Services
	3. Chief Pharmacy Technicians
	3. Education & Training Pharmacy Technician – Clinical Trials
	4. Education & Training Pharmacy Technician – Aseptic Services

JOB PURPOSE

The apprentice will commit to the two-year pharmacy technician (integrated) (level 3) qualification. Whilst undertaking the course, the apprentice will work under the supervision of pharmacy staff in the four key areas of the department. The apprentice will support the provision of all services as required and undertake in-house training competency package.

The duties and responsibilities for each area are outlined below and will follow an appropriate training structure over the course of the apprenticeship.



DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the post holder will be separated according to the post holder's training progression. Some duties will be undertaken from initial training and other duties will be undertaken as training progresses.

The candidate must be willing to complete at least 6 hours study outside of working hours.

ASEPTIC DUTIES AND RESPONSIBILITIES.

The apprentice will be trained in aseptics to the standards required to meet the apprenticeship criteria.

- To be part of the dispensing service for systemic anti-cancer therapy (SACT) requiring aseptic preparation including cytotoxic medication, gene therapy and monoclonal antibodies from point of prescription receipt.
- *To be aware of and always follow all departmental operating procedures and Good Manufacturing Practice (GMP) guidance.*
- *To aseptically dispense products within the aseptic facilities including accurately measuring volumes and following aseptic no-touch techniques.*
- *To be responsible for the transfer disinfection, into the aseptic units, all items required for aseptic processing, following departmental processes.*
- *To be fully aware of COSHH regulations particularly regarding the safe storage and handling of pharmaceutical products. To be aware of the Aseptic Spillage procedure and what to do in the event of spillage of a drug product.*
- *To carry out environmental monitoring with swabs, contact and settle agar plates and be responsible for sending and ensuring environmental monitoring samples are sent to Quality Control in a timely manner.*
- *To provide support to the aseptic prescription management/administration systems.*
- *To participate in the aseptic unit cleaning rota, including cleaning of the aseptic units before and after core hours, if required. To undertake regular cleaning duties carried out during the working day.*
- To set up and assemble work trays according to departmental SOPs in a timely and efficient manner.



- *To ensure adequate knowledge and understanding of clinical trials products prepared in aseptics relevant to the job role including accountability, stock control and storage requirements. To follow Good Clinical Practice (GCP) guidance and undertake, where relevant, data collection for aseptic clinical trial products.*
- *To manage the system for safe retrieval, storage, and re-issue of returned/deferred chemotherapy.*
- *To communicate effectively with healthcare professionals both within and outside the Trust. To ensure good team working with other pharmacy staff, ward staff and other service providers as necessary.*
- *To carry out stock management including receipt, correct storage, stock count, expiry check and weekly ordering of all aseptic items including medication, diluents, and consumables.*
- *To carry out stock ordering through multiple supply channels and monitor stock levels.*
- *To be aware of and participate, where required, in departmental audits.*
- *To perform any other duties as requested by the Chief Pharmacy Technician for aseptic services, the Lead Pharmacist for Aseptic Services or Director of Pharmacy.*
- *To be responsible for your own personal development within the role through attending relevant in-house, Trust and external training and through review with line manager.*

CLINICAL SERVICES DUTIES AND RESPONSIBILITIES:

- *To participate and be responsible for clinical pharmacy technician services on designated wards in conjunction with the ward pharmacist, to ensure a high quality, patient-focused clinical pharmacy and medicines supply service to oncology patients is delivered.*
- *To understand the process whereby each patient is assessed on admission regarding medicines management, taking a complete and accurate medication history.*
- *To assess the suitability of patients' own medicines on admission, for use in the Trust, ensuring continuation of supply.*



- *To participate in the assessment of patients for the self-medication scheme in accordance with local policy.*
- *To provide a weekly top up service for patients on designated wards to ensure continuous supply of medication.*
- *To be responsible for and assist the ward pharmacist in ensuring the efficient supply of medication during the patient's stay in hospital and on discharge, including assessing the suitability of medication for discharge.*
- *To understand and have a working knowledge of the discharge planning process and liaise with the ward pharmacist and other healthcare professionals to ensure prescriptions are processed and delivered to patients in a timely manner.*
- *To counsel patients and their carers to ensure a greater understanding of their medicines including its safe use and side effects.*
- *To have a working knowledge and utilise the Clinical Web Portal and Summary Care Record facility to aid the clinical pharmacy technician role on the ward.*
- *To undertake all clinical duties in accordance with standard operating procedures and all local, Trust and national guidelines.*
- *To assist in maintaining optimal stock levels of medication on all ward areas to provide a cost-effective service.*
- *To participate in departmental, Trust and national risk management schemes such as error reporting systems and intervention monitoring.*
- *To assist in clinical audit or practice research as required.*
- *To support ORTC satellite dispensary and day case SACT units, when required, and facilitate the medication requirements for chemotherapy patients.*
- *To have a working knowledge of pharmacy procurement including ordering medications from wholesalers and processes around the replenishment of ward stock.*
- *To understand the legal requirements for controlled drugs with respect to receipt, storage and dispensing.*



- To support and coordinate provisions of pharmacy services between the wholly owned subsidiary company and the ward area and departments within the Trust.
- To support the provision of ward pharmacy stock replenishment, including the use of automated stock cupboards and training of other pharmacy staff.

CLINICAL TRIALS DUTIES AND RESPONSIBILITIES:

- *To maintain patient records via the JAC computer system to ensure information is accurate and up to date for future reference and complies with the Data Protection Act.*
- *To provide dispensing services to the Trust including clinical trial medication, oral systemic anti-cancer therapies and supportive medication, ensuring that prescriptions have been screened, entered onto the computer system, dispensed, and labelled following departmental standard operating procedures.*
- *To be actively involved in the taking in and handing out of prescriptions to patients, following departmental guidelines.*
- *To counsel patients and carers to ensure the patient's understanding of their medication is correct and that they are aware of any side effects to promote patient compliance.*
- *To support all aspects of pharmacy requirements for medicinal products within the context of a clinical trial (handling, dispensing, drug accountability, administration, storage, disposal of medicinal products and attending to monitoring visits).*
- *To liaise with other healthcare professionals within research teams providing advice and support pertaining to clinical trial pharmacy issues.*
- *To ensure clinical trial pre-orders and vial allocations are turned around in a timely fashion to prevent any delay in patient treatment.*
- *To support the generation of worksheets and labels for Investigational Medicinal Products for both the aseptic service and the dispensary.*
- *To support the clinical trials team in ensuring supplies of Investigational Medicinal Product are ordered in a timely manner.*



- *To assist the clinical trials pharmacy team in all areas of R&D administration as required.*
- *To assist the pharmacy assistant and clinical trials co-ordinator in maintenance of pharmacy documentation where required.*
- *To support regulatory compliance across all clinical research services within pharmacy.*

DISPENSARY DUTIES AND RESPONSIBILITIES:

To provide technical pharmacy services to improve the quality of patient care, this includes the following:

- *Dispensing and issuing prescriptions including inpatients, discharge prescriptions and outpatients.*
- *Providing advice to patients and carers regarding their medicines.*
- *Supplying stock items to dispensaries and wards.*
- *Helping to ensure that all activities within the area of work comply with departmental procedures.*

GENERAL DUTIES AND RESPONSIBILITIES:

- *To undertake housekeeping duties daily.*
- *To report any complaints, incidents or near misses to one of the chief or senior pharmacy technicians and/or pharmacists and record via the internal error reporting system.*
- *To be fully aware of all departmental operational policies and always follow procedures.*
- *To comply with the Health and Safety at Work Act.*
- *To participate in the extended hours of the department. To be able to participate in weekend and bank holiday working as required by the service. This may be reviewed and altered depending on the service demands.*
- *To maintain patient records via the pharmacy computer system to ensure information is accurate and up to date for future reference and complies with the Data Protection Act.*



- *To ensure all mandatory training requirements are up to date.*
- *To undertake all other related duties which may be required in accordance with the changing needs and practices of the department and organisation.*

Date Prepared: June 2019

Prepared By: Natalie Clarke

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed: 02/03/2024

Reviewed By: Melanie Lowe



PERSON SPECIFICATION

Job Title: **Apprentice Pre-registration Trainee Pharmacy Technician**

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	METHOD OF ASSESSMENT
QUALIFICATIONS	5 GCSEs 9 – 4 (A – C) (or equivalent) which must include math, English and two sciences, one of which must be chemistry. If overseas qualifications, these must be converted to UK equivalent.	NVQ Level 2 certificate in Pharmacy Service Skills	Certificates
EXPERIENCE	Working as part of a team Basic understanding of pharmacy practice	Experience of working in a pharmacy environment Hospital experience	Application Form Interview References
SKILLS	Excellent communication & interpersonal skills, Excellent organisational skills Ability to prioritise work effectively Ability to undertake physical and manual tasks Self-motivated, able to work as part of a team Reliable, honest, and flexible Flexible	Understanding of COSHH	Application Form Interview References



KNOWLEDGE	IT literate		Application Form Interview References
VALUES	<p>Able to deal with varied situations with tact and diplomacy</p> <p>To show empathy and understanding staff and patients</p> <p>To treat people with dignity and respect</p> <p>Professional approach</p> <p>Ability to adapt to change and to develop services and system to meet changing need</p> <p>Equality and diversity</p>		Application Form Interview References



<p>OTHER (Please Specify)</p>	<p>Flexible approach to work Ability to work in a busy environment and deal with several on-going commitments and tasks at the same time</p> <p>Positive 'can-do' attitude</p> <p>Motivated and willing to learn new skills</p> <p>Able to contribute constructively to a team-working environment Able to follow general processes and procedures and working using own initiative without direct supervision</p> <p>Bank holiday working Flexible working hours as required</p>		<p>Application Form Interview Document Check</p>
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Date Prepared: June 2019

Agreed by: Employee
Date Agreed:

Date Reviewed:
02.03.2024

Prepared By: Natalie Clark

Agreed By: Sue Stent
Date Agreed:
20/05/2020
Reviewed by: Melanie Lowe

GENERAL STATEMENTS:

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This



entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT/DATA PROTECTION

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

TRUST POLICIES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.



EQUALITY, DIVERSITY AND INCLUSION

The Christie NHS Foundation Trust is committed to advancing equality, diversity and inclusion for all our patients, other service users and staff. We want to ensure that everyone who works at the Christie or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Trust's equality, diversity, inclusion and human rights policies. You should value others and treat everyone you come into contact with at work with fairness, dignity and respect at all times and uphold their human and other rights.

INFECTION CONTROL

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with the best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI

ENVIRONMENTAL SUSTAINABILITY

All employees of the Trust have a responsibility to ensure they have an awareness of environmental sustainability issues which affect the Trust and to contribute to the achievement of the reduction of the Trust's environmental and energy performance footprint e.g. (but not limited to) the use of energy consumed in workspaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.

FLU VACCINATION

All Trust staff must take part in the Trust's annual flu vaccination programme and ensure they receive the influenza vaccination on an annual basis.

