



# SENIOR PHARMACY TECHNICIAN CHEMOTHERAPY AND ASEPTIC SERVICES

INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

|                |   |
|----------------|---|
| Job Title      | Senior Pharmacy Technician Chemotherapy and Aseptic Services          |
| Band           | 6   |
| Directorate    | Clinical Support Services   |
| Accountable to | Lead Oncology Pharmacist, in liaison with the Lead Aseptic Pharmacist |
| DBS Required?  | Yes   |

## JOB OVERVIEW

- Organises all members of staff in the technical duties performed in their managed area.
- Supervises appropriate trainees, including Assistant Technical Officers (ATOs), Technicians,
- Pre-registration Pharmacists and Pharmacists.
- Collaborates with other Senior Technicians in the provision of pharmaceutical services.
- Collaborates with Quality Assurance staff to ensure compliance with good manufacturing practice (GMP) and good distribution practice (GDP)
- Training of ATOs, Technicians and other staff members as required.

## **Clinical**

To provide pharmaceutical support to the lead oncology pharmacist by attending multidisciplinary meetings as appropriate.

To set standards of care by designing chemotherapy protocols under the supervision of the lead oncology pharmacist, pharmacy team lead (aseptic services) and members of the multidisciplinary cancer services team.

Work with the clinical chemotherapy pharmacy team and chemotherapy electronic prescribing technician to ensure chemotherapy regimens are built, validated and approved for use in a timely, safe and efficient manner.

## **Technical**

Responsible for overseeing the maintenance and development of the outsourced systemic anti-cancer therapy (SACT) service ensuring safety, effectiveness and efficiency are embedded into processes.

Work with the lead oncology pharmacists to develop the chemotherapy service, identifying where service can be improved to make medicines more available.

Ensure that all processes and procedures are fully documented to provide complete quality assurance for each outsourced / prepared product.

If required, work with aseptic leads to operationally manage the day to day running of the aseptic unit particularly in respect to the provision of SACT

If required, to participate in the preparation of SACT, total parental nutrition (TPN) and a variety of other specialised aseptic products.

To be involved in in-patient and out-patient dispensing, patient counselling.

To take patient medication histories and to liaise with GPs, the patient's relatives, Nursing Homes etc, as necessary, to confirm, where possible, that medicines are prescribed appropriately on admission.

To alert pharmacists, doctors, and nurses when the prescribed medication is at variance with the taken history

## **Research**

To assist in research and development of chemotherapy services throughout the trust, including clinical trials and the implementation of new products and services.

To assess the impact of clinical trials on pharmacy chemotherapy workload and advise the pharmacy team lead (aseptic services) and lead oncology pharmacist as appropriate.

To support the pharmacy clinical trials team as necessary.

## Management

The maintenance and determination of appropriate stock levels of chemotherapy drugs, sundries and other items.

Actively manage waste associated with outsourced SACT

Manage the transport of chemotherapy drugs.

Expand the role of pharmacy technicians and support staff within the specialities of chemotherapy and cancer medicines.

Developing dose banded outsourced activity, medicines optimisation and the provision of medicines including outsourcing / dispensing activities and working with the pharmacy homecare team to develop the use of chemotherapy within the homecare setting

Maintains, updates, implements and where appropriate validates records held in computer systems and documentation used in the preparation of aseptic products. Including but not limited to

- Standard operating procedures
- Worksheets
- formulation details / product master files and drug data files
- Health and safety information Chemotherapy regimens and treatment protocols
- Systems involved with the preparation of aseptic products
- Chemotherapy e-prescribing systems

Design, update and implement effective training records and procedures to ensure the safe and appropriate preparation and handling of chemotherapy agents and the safe provision of chemotherapy services to the trust.

Co-ordinate with wards and clinical areas to maintain and improve chemotherapy services, in particular the effective planning of chemotherapy and its delivery to patients in a concise package for all delivery modes.

To ensure appropriate skill mix of staff within the aseptic unit and support areas amending as appropriate. Developing training schemes that ensure service continuity.

To liaise with senior members of staff and other health care professionals with regard to workload patterns. Constantly monitoring capacity and escalating if appropriate.

To train all grades of staff in the specialised techniques required in the preparation of chemotherapy drugs to ensure and assess that they are fully understood.

To contribute actively and constructively to improve safety, professional standards, efficacy and job satisfaction.

To ensure compliance with health and safety policy, COSHH and any good practice guidance or peer review measures relating to pharmaceutical supply of chemotherapy.

To assist in the recruitment of pharmacy technicians and assistant technical officers.

To operate as a line manager to staff

## **Supplemental**

To take part in the rota for extended opening hours, weekends and Bank holiday duties

To undertake other such duties as from time to time may be deemed necessary to ensure safe patient care





## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

| ESSENTIAL  | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> <li>NVQ Level 3/ BTEC in pharmacy Services or equivalent nationally recognised qualification</li> <li>Current registration as a pharmacy technician with the General</li> <li>Pharmaceutical Council</li> <li>Accredited Checking Technician Qualification</li> <li>Graduate level portfolio</li> </ul> |           |

# EXPERIENCE AND KNOWLEDGE

| ESSENTIAL  | DESIRABLE   |
|--|---|
| <ul style="list-style-type: none"> <li>Recent hospital dispensing experience</li> <li>Aseptic dispensing experience</li> </ul> | <ul style="list-style-type: none"> <li>In-patient / Outpatient counselling</li> <li>Clinical ward-based pharmacy</li> <li>Medicines management/medicines reconciliation experience</li> <li>Experience of ARIA medical EPR</li> </ul> |

# SKILLS

| ESSENTIAL  | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Good mathematical skills</li> <li>Attention to detail</li> </ul> |           |

# GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE AND CYBER SECURITY

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report

abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

## SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

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[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

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[Getting to The Princess Royal Hospital](#)