



## Advanced Therapy Treatment Centres

### Sharing our learning

All partners of the Advanced Therapy Treatment Centres (ATTCs) are encouraged to share documents and other useful resources to promote knowledge exchange across the network and beyond.

A public-facing knowledge sharing repository can be accessed via the ATTC network website:

<https://www.theattnetwork.co.uk/knowledge>. This publicly accessible area should be used to host completed documents that are suitable to be viewed by anyone.

A secure area of the ATTC network website is now available. Access to the secure area is restricted to members of organisations that have signed the ATTC confidentiality agreement. To apply for access to the secure area, please contact your ATTC Programme Manager. Documents accessed from the secure area may be in draft form or contain sensitive information and **must not** be shared outside of the ATTC network without express permission from the author.

Please complete the cover sheet below for each file that can be shared internally (within the ATTC network) or externally.

Document title	Aseptics and Cellular Therapies Pharmacist
Version Number	1
Author	Robert Duncome
Author email address	<a href="mailto:robert.duncombe@christie.nhs.uk">robert.duncombe@christie.nhs.uk</a>
Institution (i.e. company, university, hospital)	Christie hospital
ATTC	iMATCH
Draft/Final	Final
Shared internally or externally	Internal
Primary category to be stored in (pick just one and delete all others) * If you have suggestions for other categories please let Ian know at ian.hollingsworth@ct.catapult.org.uk	Job descriptions
Secondary tags that apply (delete all the non-relevant tags) * If you have suggestions for other categories please let Ian know at ian.hollingsworth@ct.catapult.org.uk	Pharmacy



## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	Aseptics and Cellular Therapies Pharmacist (Band 7)
<b>Department / Ward:</b>	Pharmacy
<b>Division:</b>	Cancer Care Service Centre
<b>Base:</b>	Oak Road Aseptic Unit

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### ORGANISATIONAL ARRANGEMENTS

<b>Accountable to:</b>	1. Director of Pharmacy 2. Lead Clinical Trials Pharmacist 3. Aseptic Accountable Pharmacist
<b>Other Accountabilities:</b>	1. Senior Pharmacists
<b>Responsible for:</b>	1. Aseptic Technicians

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### JOB PURPOSE

1. To be part of the Aseptic Services team, providing the department's intravenous chemotherapy and clinical trial dispensing service, in conjunction with Accountable Aseptic Pharmacist, Lead Clinical Trials Pharmacist and Aseptic technicians.
  2. As part of the Aseptic Services team to monitor and supervise staff working within the Aseptic Unit, ensure safe systems of work are maintained and developed and that all professional and quality standards (including local procedures, regional and national standards and guidance) are complied with in the Aseptic unit.
  3. To work with the Aseptic Services and Clinical Trials team, ensuring that standards of Good Manufacturing Practice (GMP) and Good Clinical Trials Practice (GCP) are adhered to.
  4. To act as the key contact for cellular therapy studies and assist training of new staff involved in cellular therapies.
  5. Manage all aspects of pharmacy requirements for medicinal products within the context of a clinical trial, including security of products.
  6. Ensure all activities within the pharmacy department are managed in accordance with the International Conference on Harmonisation Good clinical Practice Guidelines (ICH-GCP), Good manufacturing Practice (GMP), Research Governance Framework for Health and Community Care (2001) and the Medicines for Human Use (Clinical Trials) Regulations 2004.
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- May assist with internal, external audits and regulatory inspections by the Medicines and Health Regulatory Authority (MHRA) within pharmacy
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## **DUTIES AND RESPONSIBILITIES**

### **Planning and organisational tasks / duties**

- Help support manage the workload and flow of items for release and preparation, with the aseptic technicians.
- Carry out work in a timely manner to ensure products are released for administration soon after preparation.

### **Patient / service user related tasks /duties**

- Liaise with the Pharmacy team about all queries relating to pharmacy trial-specific procedures if applicable.
- Ensure coordination of all documentation required for monitoring purposes and audit.

### **Responsibilities for information resources**

- To have an understanding of all regional and national guidelines, standards and policies relating to the dispensing of parenteral preparations. In particular the use and safe handling of all agents used in the treatment of cancer, isolator technology, and the associated environmental and operator monitoring processes. Understanding and knowledge of intrathecal chemotherapy, the management of associated risks and have involvement in training and maintenance of the intrathecal register.
- To monitor and ensure compliance with all departmental standard operating procedures, so that standards are maintained commensurate with that of an unlicensed aseptic unit.
- To assist and advise with the review, preparation and development of aseptic/clinical trial standard operating procedures, worksheets, labels, guidelines and master documents as appropriate. To validate these documents by signature where required.
- To be responsible with other pharmacists for the provision of professional input to the clinical review of prescriptions for aseptic/clinical trial dispensing and the resolution of any clinical issues, liaising with medical or nursing staff as appropriate.
- To be responsible for the clinical screening, dispensing and final check and release of medicinal products produced in the aseptic unit.
- To be responsible with other pharmacists working within Aseptic services for the final check, release and issue for administration of items prepared within the service area, ensuring that all paperwork is complete and retained for future requirements relating to drug recalls.
- To develop an awareness of the different chemotherapeutic regimens and treatment strategies in use at the Christie Hospital, including the intrathecal policy
- To provide evidence based medicines advice to ensure safe, effective, economical and timely use of medicines, in particular IV therapy.
- To have an understanding and awareness of all clinical trial protocols requiring aseptic manipulation, in particular pharmaceutical and clinical aspects, and safety and handling issues.
- As part of the Aseptic Services team to monitor and assess risks associated with aseptic preparation and work to develop and implement strategies to manage such risks. To assist in the implementation of NPSA guidance relevant to aseptic services.
- To participate in practice audit of the aseptic/clinical trials service in accordance with national regional and departmental policy.

### **Responsibilities for human resources**

- Provide induction support to new post holders and act as point of contact/ reference for network posts where appropriate.

### **Responsibility for financial resources**

- Ensure that all queries relating to trial / pharmacy activity and documentation are managed in a timely manner for the purposes of the clinical trial and delivery of patient treatments according to study protocol where appropriate.

### **Research**

- Assist pharmacy team relating to items prepared and clinical trial items prepared as required.
- The post-holder will assist the Clinical Trials Technician/Pharmacists in the preparation of trial audits which are undertaken by external agencies ensuring that everything required is made available to the auditors when they arrive on site.

### **Teaching**

- No teaching responsibilities attached to this post.

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Date Prepared: 20/03/18

Prepared By: Nisa Khan

Agreed By: Tom Widdall

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

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**PERSON SPECIFICATION**

Job Title: **Bank Aseptic Pharmacist**

	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Master in Pharmacy</li> <li>• Completion of pre-registration training</li> <li>• Registered with General Pharmaceutical Council GB</li> <li>• Diploma in clinical pharmacy or relevant post graduate qualification</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical trials</li> <li>• Membership of Royal Pharmaceutical Society of Great Britain.</li> </ul>	Certificates Application form or portfolio
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Providing medicines information and advice</li> <li>• Experience of working within a hospital environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within the oncology field.</li> <li>• Knowledge and understanding of the principles and regulations underlying aseptic services</li> <li>• Staff supervision &amp; training</li> </ul>	Application Form Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal and written</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Self-motivated</li> <li>• Ability to work under pressure, highly organised, and working to deadlines</li> <li>• Ability to manage and implement change</li> <li>• Ability to influence and negotiate with medical, nursing and pharmacy colleagues</li> <li>• IT literate</li> <li>• Ability to recognise own limitations</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the skills required within aseptic services</li> </ul>	Application Form Interview References
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• NHS Cancer Plan, NICE</li> <li>• Excellent knowledge of clinical use of medicines</li> <li>• Cost effective use of medicines and medicines management</li> <li>• National Intrathecal guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of drug use in oncology</li> <li>• Knowledge of procedures within an aseptic unit</li> <li>• GMP / GCP</li> <li>• Financial awareness</li> </ul>	Application Form Interview References
<b>VALUES</b>	Ability to demonstrate the organisational values and behaviours		Application Form Interview References
<b>OTHER</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"> <li>• Flexible working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's licence</li> <li>• Bank holiday working</li> </ul>	Application Form Interview Document Check

Date Prepared: 20/03/18  
 Agreed by: Employee  
 Date Agreed:  
 Date Reviewed:

Prepared By: Nisa Khan  
 Agreed By: Manager  
 Date Agreed:  
 Reviewed by:



## **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.

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### **RECORDS MANAGEMENT/DATA PROTECTION ACT**

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.

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### **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.

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### **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 1998 Data Protection Act and should be managed in accordance with this legislation.

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### **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.

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### **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

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### **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 work spaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.