



## **JOB DESCRIPTION**

**POST** : Regional Quality Control Pharmacist

**LOCATION** : Belfast Trust initially based at Belfast City Hospital

**BAND** : 8C

**REPORTS TO** : Head of Pharmacy, Belfast Trust

**RESPONSIBLE TO:** Head of Pharmacy, Belfast Trust

### **JOB SUMMARY/MAIN PURPOSE:**

The postholder is responsible for pharmaceutical quality control and pharmaceutical quality assurance within Belfast Health and Social Care Trust. The postholder is also responsible for the strategic development and management of The Regional Pharmaceutical Laboratory Service for Northern Ireland. This service provides a range of tests, audits and controls and undertakes comprehensive analytical and microbiological monitoring of products using pharmacopoeial and other validated methods to ensure that all pharmaceuticals purchased by or prepared by the hospital service in Northern Ireland are of High quality and meet the appropriate standards. Within the next year the service will be relocated to the new Victoria Pharmaceuticals building on the Royal Hospitals Site.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To advise the Head of Pharmacy and the Chief Pharmacist for Northern Ireland on policy with regard to quality assurance and manufacturing.
2. To contribute to the planning and design of facilities.
3. To advise the Head of pharmacy on resource needs for quality control services
4. To perform an advisory role in the regional purchasing of contract medicines for use in Northern Ireland.
5. To manage staff assigned to the Regional Quality Assurance Laboratory.
6. To participate in the training of pharmacists, pre-registration pharmacists, technicians and student pharmacy technicians
7. To implement Good Laboratory Practice

8. To ensure that equipment and plant is adequately maintained and validated
9. To participate in Regional training initiatives for manufacturing, preparation dispensing, quality control and quality assurance
10. To participate and initiate investigations relating to stability and shelf life of products manufactured both locally and regionally in Northern Ireland.
11. To lead the Regional Quality Control Working Group.
12. To be a member of other regional groups as required by the Head of Pharmacy for Belfast Trust and the Chief Pharmacist for Northern Ireland
13. To establish, monitor and review quality control procedures
14. To prepare, approve, monitor, review and update specifications for starting materials, finished products, packaging materials and labels.
15. To monitor, review and approve manufacturing documents and procedures ensuring compliance with the Guide to Good Manufacturing Practice and current legislation.
16. To monitor and review analytical methods for carrying out tests and analyses ensuring currency of all procedures.
17. To provide and manage a medical gas testing service for the Belfast and South Eastern Trusts which may include emergency cover outside normal working hours and to provide training for the suitably qualified persons working in that service.
18. To act as Quality Controller with respect to the requirements of HTM2022.
19. To establish and implement procedures for environmental monitoring in all premises in Belfast Trust which hold licences to manufacture or prepare medicines granted by the Medicines Health Regulatory Agency.
20. To undertake inspections, at the prescribed intervals, of all Aseptic Dispensing facilities in the Belfast and South Eastern Trusts in accordance with the requirement of The Department of Health Social Services and Public Safety and to make recommendations with regard to their fitness for purpose.
21. To investigate and report upon drug defects
22. To assess the quality of unlicensed medicines supplied from outside the Trust and provide recommendations in relation to their use.

23. To ensure compliance within the Belfast trust in relation to Control of Substances Hazardous to Health Regulations and to provide and update the Handbook relating to such substances.
24. To be the Qualified Person as prescribed in Legislation for licensed products manufactured by the Trust.
25. To be named on licences as the Quality Controller and be accountable for the QA function as prescribed by MHRA..
26. To manage the quality aspects of sub-contracted manufacture e.g. perform audits ,approve of procedures and specifications etc
27. The postholder will be expected to, participate in life-long learning, maintain awareness of current practice, undertake CPD in accordance with the requirements of the Pharmaceutical Society, and attend such courses and training as may be deemed necessary by the Head of Pharmacy
28. To participate in the Emergency gas testing rota
29. To initiate, undertake and promote research in the field of quality assurance and to support the work of Victoria Pharmaceuticals in new product development

### **MAIN MANAGEMENT RESPONSIBILITIES**

1. Delegates appropriate responsibility and authority to the level of staff within his/her control consistent with effective decision-making whilst retaining overall responsibility and accountability for results.
2. To review individually, at least annually, the performances of immediate subordinate staff and provide guidance and training where appropriate.
3. To identify opportunities for improvements in Pharmaceutical services and undertake service developments as agreed with the Head of Pharmacy for Belfast Health and Social Care Trust.
4. Participates, as required, in the selection and appointment of staff reporting to him/her in accordance with Trust Procedures.

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.



**JOB SPECIFICATION**

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**ESSENTIAL CRITERIA\***

1. M.Pharm or equivalent ✓
2. Membership of the Pharmaceutical Society of Northern Ireland or eligible for membership.
3. At least seven years experience since Registration, four of which must be at Grade D or equivalent or above in a hospital setting with evidence of experience in quality control/quality assurance.

**DESIRABLE REQUIREMENTS**

1. A higher degree or diploma or further qualification
2. Experience of practice research.
3. Team worker.
4. Effective written and oral communication skills.

**\* Please indicate on your application form how you meet the essential criteria highlighted above otherwise you may not be short-listed**

**NOTE:**

You will be required, if shortlisted for interview, to produce your registrable qualifications. Where a recordable certificate or other specific qualification forms part of the criteria, you are also required to produce these certificates at interview.

If successful, you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, P60, national insurance card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non appointment.

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- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Records Management

Used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

**Clause:**        ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

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