Job title: Production Pharmacy Technician GMP

Reports to: Head of Production

Job Summary:

To undertake all technical duties in our Grade D Production Unit participating in the provision of all non-sterile manufacturing services, in accordance with standard operating procedures (SOPs) Orange guide & COSHH regulations, to ensure a high-quality, safe, timely and consistent service.

Key Responsibilities:

On completion of in-house departmental training and being assessed as competent to manufacture following SOPs:

1.To work unsupervised in all aspects of non-sterile production, manufacturing preparations of various dosage forms, operation of bulk and small-scale manufacturing machinery and usage of safety cabinets & standard clean room equipment.

2.To deliver the safe manufacture of pharmaceutical products this includes:

- Interpretation and correct transcription of information onto production batch manufacture records
- Pharmaceutical calculations
- Assembly of pharmaceutical ingredients and equipment
- Measurement of the correct amount of ingredients to prepare product
- Label application to appropriate packaging

3. To follow all working procedures and guidelines in the cleanroom to ensure that all dispensing, assembling, assembly checking, issue, manufacture, checking and other activities are safe, accurate and compliant with the Guide to Good Manufacturing Practice, appropriate company policy and other legal requirements.

4. To become familiar with and to maintain all audit documentation records necessary for the running of the department.

5. To be involved in the rotation and stock control systems for raw materials, labels, containers and disposables used in the department to ensure that the Production Unit stocks are maintained and managed at the most appropriate level for an effective service, whilst minimising expenditure, stockholding and wastage.

6. To ensure that personnel work in a safe manner in a safe environment, that all equipment is well maintained, checked for accuracy and in a safe and clean state for use and records for servicing and maintenance are kept.

7. To assist in other manufacturing areas when necessary.

8. To participate in any training schemes currently in operation in the department, coupled with a commitment to continuous improvement.

9. To participate in formal systems that monitor performance, assess competence and identify potential for development, working towards agreed objectives to maintain and continuously develop performance.

10. To maintain effective communication with colleagues and promote positive interdepartmental relations.

11. To liaise with Quality Control in environmental monitoring, raw material testing and in all aspects of quality assurance.

12. To participate in rostered flexible shift working including weekend arrangements in line with service commitments.

13. Undertake any other duties that may reasonably be required as agreed by senior staff

Essential Aptitudes:

Good written and oral communication skills.

Ability to overcome barriers to understanding.

Efficient and accurate worker with ability to meet deadlines.

Good numeracy skills.

Ability to manage own time and stick to deadlines.

Ability to work under pressure.

Ability to undertake checking and other accreditation schemes.

Ability to follow procedures and policies.

Ability to supervise and participate in training of others.

Personal Qualities:

Satisfactory manual dexterity required for all activities.

Capable of moderate physical activity

Hard working and conscientious.

Good team player and demonstrates reliability

Qualifications:

NVQ Level 3 or BTEC Pharmaceutical Sciences

An equivalent pharmacy technician qualification.

Desirable

Knowledge of cGMP

Experience of Small Scale, Bulk or Commercial Pharmaceutical Manufacturing

Experience of Sterile or non-Sterile Manufacturing

Flexibility with hours

Registered Pharmacy Technician