

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Roles, Responsibilities and Professional Development in Aseptic Pharmaceuticals

**Unit Reference Number:** D/652/3066

**Level:** Three (3)

**Credit Value:** Four (4)

**Minimum Guided Learning Hours:** 20

| Learning Outcome (The Learner will):                                     | Assessment Criterion (The Learner can):                                                |
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| 1. Understand the different roles related to Aseptic Services            | 1.1 Explain the structure of the Service                                               |
|                                                                          | 1.2 Explain own role within the Service                                                |
|                                                                          | 1.3 Summarise other roles and accountabilities within the Service                      |
|                                                                          | 1.4 Analyse how teamwork contributes to the operation of the Aseptic Service           |
| 2. Understand the environment in which the Aseptic Service operates      | 2.1 Describe the role of Aseptic Services in the pharmaceutical industry               |
|                                                                          | 2.2 Explain the role of Aseptic Services in the wider health system                    |
|                                                                          | 2.3 Explain how Aseptic Services contribute to own organisation                        |
| 3. Understand the skills, knowledge and behaviours required for own role | 3.1 Explain the occupational skills and knowledge required for own role                |
|                                                                          | 3.2 Analyse the professional behaviours required for own role                          |
|                                                                          | 3.3 Summarise customer service requirements within Aseptic Pharmaceuticals             |
| 4. Understand continuous improvement related to own role                 | 4.1 Understand continuous improvement related to own role                              |
|                                                                          | 4.2 Explain how performance is monitored                                               |
|                                                                          | 4.3 Assess how the use of performance monitoring contributes to continuous improvement |

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| 5. Understand professional responsibilities of own role | 5.1 | Describe the purpose of professional organisations and regulators relevant to own role |
|                                                         | 5.2 | Explain the professional responsibilities of own role                                  |
|                                                         | 5.3 | Summarise the benefits of Continuing Professional Development (CPD) to own role        |

| Indicative Content |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| LO1                | AC 1.1 Structure should include an organisational chart or description outlining the learner knows their place responsibilities and limitations within the organisation.                                                                                                                                                                                                                                                                                                                               |
| LO2                | <p>In AC2.1 the wider health system may include:</p> <ul style="list-style-type: none"> <li>• NHS and NHS Constitution</li> <li>• Independent providers</li> <li>• customers</li> <li>• competitors</li> <li>• Pharmacy Industry</li> </ul> <p>In AC2.2 organisations could include:</p> <ul style="list-style-type: none"> <li>• NHS</li> <li>• Commercial</li> </ul> <p>AC2.3 may include what other types of units are available and should include: hub and spoke model for England and Wales.</p> |
| LO3                | <p>In AC3.1 occupational skills could include:</p> <ul style="list-style-type: none"> <li>• training others</li> </ul> <p>In AC3.2 professional behaviours will include:</p> <ul style="list-style-type: none"> <li>• General Pharmaceutical Council standards</li> <li>• Science council standards</li> <li>•</li> </ul> <p>LO3.3 Customer service techniques should include:</p> <ul style="list-style-type: none"> <li>• Communication techniques; verbal and written</li> </ul>                    |
| LO4                | <p>AC4.1 could include:</p> <ul style="list-style-type: none"> <li>• Continued professional development (CPD) cycle</li> <li>• Professional updates</li> <li>• SOP review</li> <li>• Mandatory training</li> </ul> <p>AC4.2 monitoring should include:</p> <ul style="list-style-type: none"> <li>• supervision</li> <li>• competence assessment</li> <li>• re-validation</li> </ul>                                                                                                                   |

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|     | AC4.3 may include the use of <ul style="list-style-type: none"> <li>• Key Performance Indicators (KPIs)</li> <li>• Personal reflection</li> <li>• Performance Reviews or appraisals</li> </ul>                                                                                                                                                                                                   |
| LO5 | AC5.1 professional organisations and regulators should include: <ul style="list-style-type: none"> <li>• General Pharmaceutical Council</li> <li>• Science Council</li> <li>• Association of Pharmacy Technicians UK (APTUK)</li> <li>• The Royal College of Pharmacy</li> <li>• Medicines Healthcare regulatory Agency (MHRA)</li> <li>• Department of Health and Social Care (DHSC)</li> </ul> |

# Uned Cymhwyster

Mae'r uned hon yn rhan o gymhwyster rheoleiddiedig.

**Teitl yr Uned:** Rolau, Cyfrifoldebau a Datblygiad Proffesiynol mewn Cynhyrchion Fferyllol Aseptig

**Lefel:** Three (3)

**Gwerth Credyd:** Pedwar (4)

**GLH Lleiafswm:** 20

| Deilliant Dysgu (Bydd y Dysgwr yn):                                                       | Maen Prawf Asesu (Gall y Dysgwr):                                                                           |
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| 1. Deall y gwahanol rolau sy'n gysylltiedig â gwasanaethau aseptig                        | 1.1 Egluro strwythur y gwasanaeth                                                                           |
|                                                                                           | 1.2 Egluro eich rôl eich hun o fewn y gwasanaeth<br>Crynhai rolau eraill ac atebolrwydd o fewn y gwasanaeth |
|                                                                                           | 1.3 Dadansoddi sut mae gwaith tîm yn cyfrannu at weithrediad y gwasanaeth aseptig                           |
| 2. Deall yr amgylchedd y mae'r gwasanaeth aseptig yn gweithredu ynddo                     | 2.1 Disgrifio rôl gwasanaethau aseptig yn y diwydiant fferyllol                                             |
|                                                                                           | 2.2 Egluro rôl gwasanaethau aseptig yn y system iechyd ehangach                                             |
|                                                                                           | 2.3 Egluro sut mae gwasanaethau aseptig yn cyfrannu at eich sefydliad                                       |
| 3. Deall y sgiliau, y wybodaeth a'r ymddygiadau sydd eu hangen ar gyfer eich rôl eich hun | 3.1 Egluro'r sgiliau a'r wybodaeth alwedigaethol sydd eu hangen ar gyfer eich rôl eich hun                  |
|                                                                                           | 3.2 Dadansoddi'r ymddygiadau proffesiynol sydd eu hangen ar gyfer eich rôl eich hun                         |
|                                                                                           | 3.3 Crynhai gofynion gwasanaeth cwsmeriaid o fewn cynhyrchion fferyllol aseptig                             |
| 4. Deall gwelliant parhaus sy'n gysylltiedig â'ch rôl eich hun                            | 4.1 Deall gwelliant parhaus sy'n gysylltiedig â'ch rôl eich hun                                             |
|                                                                                           | 4.2 Egluro sut mae perfformiad yn cael ei fonitro                                                           |
|                                                                                           | 4.3 Asesu sut mae defnyddio monitro perfformiad yn cyfrannu at welliant parhaus                             |

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| 5. Deall cyfrifoldebau proffesiynol eich rôl eich hun | 5.1 | Disgrifio pwrpas sefydliadau a rheolyddion proffesiynol sy'n berthnasol i'ch rôl eich hun |
|                                                       | 5.2 | Egluro cyfrifoldebau proffesiynol eich rôl eich hun                                       |
|                                                       | 5.3 | Crynhoi manteision Datblygiad Proffesiynol Parhaus (DPP) i'ch rôl eich hun                |

| Cynnwys Mynegol |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| LO1             | Dylai Strwythur AC 1.1 gynnwys siart sefydliadol neu ddisgrifiad sy'n nodi bod y dysgwr yn gwybod ei le, cyfrifoldebau a chyfyngiadau o fewn y sefydliad.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| LO2             | <p>Yn AC2.1 gall y system iechyd ehangach gynnwys:</p> <ul style="list-style-type: none"> <li>GIG a Chyfansoddiad y GIG</li> <li>Darparwyr annibynnol</li> <li>Cwsmeriaid</li> <li>Cystadleuwyr</li> <li>Diwydiant Fferyllfa</li> </ul> <p>Yn AC2.2 gall sefydliadau gynnwys:</p> <ul style="list-style-type: none"> <li>GIG</li> <li>Masnachol</li> </ul> <p>Gall AC2.3 gynnwys pa fathau eraill o unedau sydd ar gael a chynnwys: model "prif ganolfan a lloerennau" ar gyfer Lloegr a Chymru</p>                                                                                                                      |
| LO3             | <p>Yn AC3.1 gall sgiliau galwedigaethol gynnwys:</p> <ul style="list-style-type: none"> <li>Hyfforddi eraill</li> </ul> <p>Yn AC3.2 bydd ymddygiadau proffesiynol yn cynnwys:</p> <ul style="list-style-type: none"> <li>Safonau'r Cyngor Fferyllol Cyffredinol</li> <li>Safonau'r Cyngor Gwyddoniaeth</li> </ul> <p>Dylai technegau gwasanaethau cwsmeriaid LO3.3 gynnwys: Technegau cyfathrebu; ar lafar ac ysgrifenedig</p>                                                                                                                                                                                           |
| LO4             | <p>Gallai monitro AC4.1 gynnwys:</p> <ul style="list-style-type: none"> <li>Cylchred Datblygiad Proffesiynol Parhaus (CPD)</li> <li>Diweddariadau proffesiynol</li> <li>Adolygiad Gweithdrefn Weithredu Safonol</li> <li>Hyfforddi hanfodol</li> </ul> <p>Dylai monitoro AC4.2 gynnwys:</p> <ul style="list-style-type: none"> <li>Goruchwyliaeth</li> <li>Asesiad cymhwysedd</li> <li>Ail-ddilysu</li> </ul> <p>Gall AC4.3 gynnwys defnydd o:</p> <ul style="list-style-type: none"> <li>Ddangosyddion Perfformiad Allweddol (KPIs)</li> <li>Myfyrio personol</li> <li>Adolygiadau Perfformiad neu brisiadau</li> </ul> |

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| LO5 | <p>Dylai sefydliadau a rheolyddion proffesiynol AC5.1 gynnwys:</p> <ul style="list-style-type: none"> <li>• Y Cyngor Fferyllol Cyffredinol</li> <li>• Cyngor Gwyddoniaeth</li> <li>• Cymdeithas Technegwyr Fferyllfa'r DU (APTUK)</li> <li>• Coleg Brenhinol y Fferylliaeth</li> <li>• Yr Asiantaeth Rheoleiddio Meddyginiaethau a Chynhyrchion Gofal Iechyd (MHRA)</li> <li>• Yr Adran Iechyd a Gofal Cymdeithasol (DHSC)</li> </ul> |
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