# MAC Clinical Research

## JOB DESCRIPTION

**NAME:**

**JOB TITLE:** Production Assistant

**REPORTS TO:** Production Manager

**FOCUS OF THE JOB:**

- Assist in the production of sterile, aseptic and non-sterile Investigational Medicinal Products, comparators or non-Investigational Medicinal Products.
- Assist the Production Technician in maintenance and environmental monitoring of the Production Unit.
- To assist in the maintenance of drug storage and rotation of stock, IMP and NIMP. Complete stock checks and perform expiry checks to minimise financial loss and maintain stock holding.

**KEY SKILLS, KNOWLEDGE AND QUALIFICATIONS REQUIRED:**

- Some knowledge of the pharmaceutical manufacturing industry is desirable but not essential as training will be provided.
- Proficient in Microsoft Office software to maintain and produce documents.
- Level 2 NVQ in Pharmacy service skills is desirable but not essential.

**RESPONSIBILITIES:**

- Report and take direction from the Production Manager to ensure service levels are maintained and the unit functions appropriately and safety.
- Ensure Personal Development is maintained.
- To undergo any required training provided to maintain and improve knowledge.
- Perform all aspects of validation and environmental monitoring.
- To assist with the cleaning and maintenance of the department, equipment and clothing to maintain a clean working environment. Ensure all items and documentation are stored appropriately.
- To assemble IMP and NIMP including dispensing.
- To ensure that all processes and procedures are GMP compliant.
- To perform stock control of IMP/NIMP and consumables.
- Ensure all SOP's are fit for use and adhered to.
- To attend appropriate meetings where necessary. To act and follow up with subsequent actions/tasks.
- To cover duties of the Production Technician as required to maintain core services. To undertake other such reasonable duties as may be required from time to time.
- Compliance with MAC health and Safety policy

- Compliance with MAC policy on equality and diversity
- Have good knowledge and work to the requirements of SI 2004 no 1031 and amendments thereof, which includes Good Clinical Practice and Good Manufacturing Practice
- Adhere to MAC SOPs, guidelines and policies
- To work per current data protection standards and practice good information management. Maintenance of strict confidentiality of patient and business-related data
- To maintain a high level of initiative and personal responsibility, liaising appropriately with team members and managers to ensure your job role is efficiently carried out
- To support the aims of MAC and to represent MAC appropriately in a professional way to all our customers
- To undertake any additional duties on projects that maybe required by the department and company
- To be flexible in working hours due to the nature of the business
- Work as a team fostering a supportive and comprehensive culture in which strong relationships are built
- Prioritise day to day activity manage own time and available resources to enable successful completion of departmental objectives
- Set an example through honesty, fairness and consistency

**PHYSICAL, WORK ENVIRONMENT, TRAVEL DEMANDS:**
Required to travel to individual MAC Research sites from time to time as appropriate for training sessions and occasional meetings.

***LIMITATIONS AND DISCLAIMER***
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employees signature……. Date…….

Head of Department signature…….. Date…….