

Specialist Pharmacist, Cancer Services job description and person specification

Department: Pharmacy

Division: Womens, Childrens and Clinical Services

Responsible to: Highly Specialist Pharmacist Cancer Services

Accountable to: Chief Pharmacist

Band: Band 7

Hours: 37.5 per week

Location*: London North West University Hospitals NHS Trust- Northwick Park Hospital

*To meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

Our vision and values

Our vision is quality **at our HEART**

Quality...

Delivering quality means consistently meeting requirements and exceeding expectations.

We strive to deliver quality in everything we do – from the clinical care we provide to the employment we offer to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

...at our HEART

By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

- ♥ **Honesty:** we're truthful, we're open, and we speak up
- ♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding
- ♥ **Accountability:** we're professional, we strive for excellence, and we improve
- ♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy
- ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at lnwh.nhs.uk/OWF.

Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities clarity about what we will do.

- We will provide high-quality, timely and equitable care in a sustainable way
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities

You can read more about our vision, values and objectives at lnwh.nhs.uk/OWF.

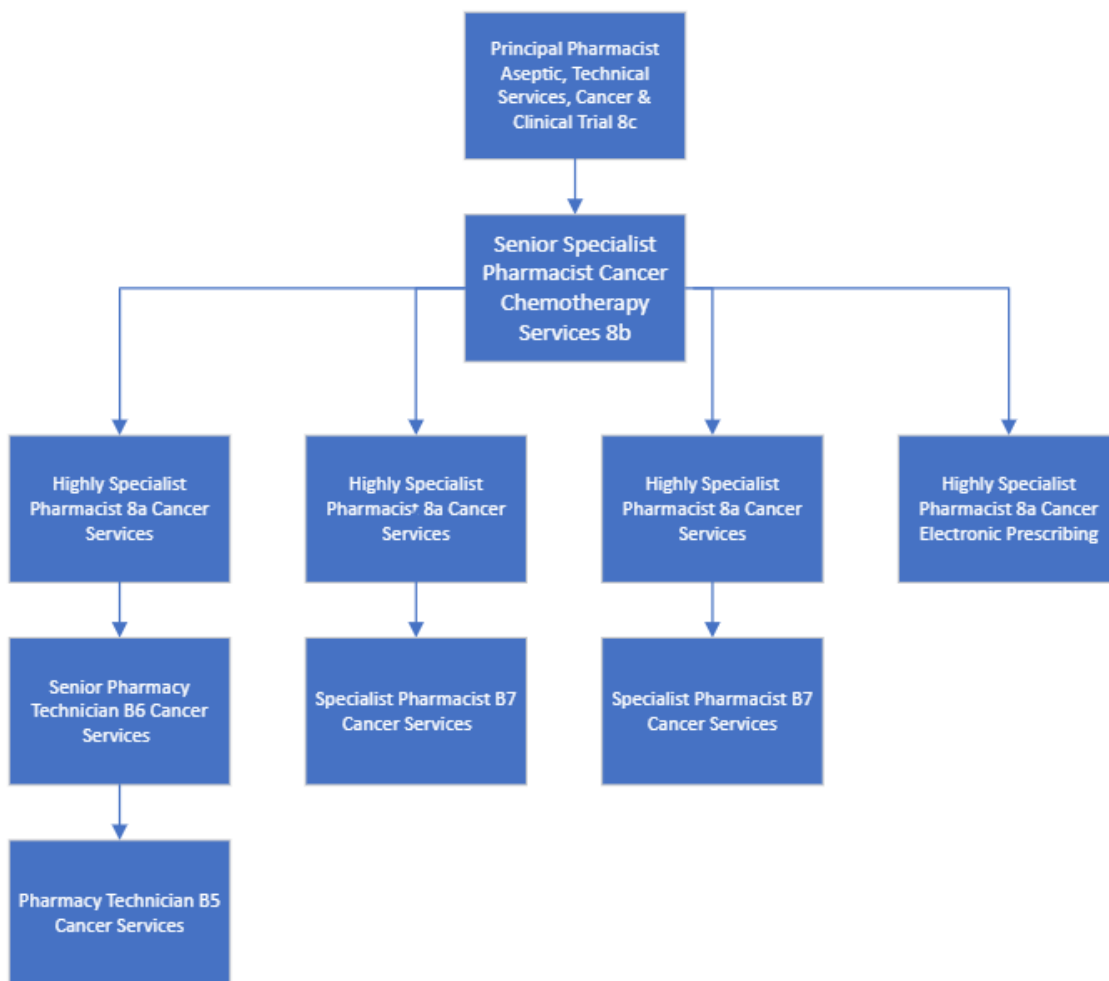
Job Summary

Working in partnership with the specialist cancer pharmacists the post holder will have the opportunity to:

- Assist in providing a ward based and day care specialist pharmacy cancer service to haematology and oncology cancer patients
- To assist in developing, providing, managing and monitoring a safe and effective clinical pharmacy service to haematology and oncology cancer patients. The focus of this role is to provide highly specialist pharmaceutical input to these patients, working with the multidisciplinary team.
- To support the evaluation of prescribing patterns, drug usage and expenditure patterns in the pharmacy cancer service.
- To help communicate clinical governance issues within the pharmacy cancer service.
- To participate in risk management by actively mitigating medication errors in the service.
- To help plan, conduct, supervise and evaluate audits within the pharmacy department and pharmacy cancer service relevant to medicines management.
- To help develop, advise and implement procedures, guidelines, policies, which may be local or national within area of responsibility as required.
- To support providing supervision, support and clinical training for pharmacy colleagues and other healthcare professionals around medicines management for cancer services when needed.

- To help tutor pharmacists undertaking postgraduate clinical diplomas in pharmacy practice.
- To help analyse drug expenditure, making cost-effective recommendations without compromising patient care.
- To deputise for the highly specialist pharmacists in their absence
- To participate in rostered flexible working hours including weekends, bank holidays, late duties and on-call in line with service commitments.

Structure



The post holder provides a pharmaceutical service to the Trust on a rota basis at weekends, late duties, bank holidays, Christmas and on-call.

Key responsibilities

Working relationships and communication requirements of your job

- Communicates complex drug or medicine related information to patients & relatives in prescription medication counselling, drug history taking and reviewing prescription
- Tact and persuasive skills required for concordance of prescribed instructions for all patients and relatives
- Sensitive information regarding information on drugs are encountered daily during drug and chemotherapy drug history taking. Patients may have language difficulties, physical or mental disabilities
- Communicates with medical and nursing staff regarding medicine management issues whereby persuasive skills are required for practicing against evidence based medicine/formulary guidelines
- Communicates with trainee and junior pharmacists regarding their training and development needs within the department
- Participates and discusses within the multidisciplinary team on a specific ward the provision of drug related information and assessment of patient's treatment
- Participates in the departmental mentoring scheme which requires the post holder to provide guidance, support and empathy to their mentee
- Required to use various methods of communication including verbal, written, electronic, face-to face, presentation to groups
- May be required to rotate through to Aseptic Services and Clinical Trials within the role

Level of clinical responsibility

- Reviews chemotherapy prescriptions during clinical screening in all relevant areas thus ensuring safe and accurate dispensing of medication & supplies drugs for patients
- Skills for analysing disease treatment & patient medical information in order to optimise treatment by providing advice on medicines and treatment options
- Skills for planning earliest discharge of patients on designated ward
- Analyse complex medicine information queries from medical staff in order to provide accurate and safe medicines information
- Problem solving skills in terms of organising staffing levels to meet the service demands
- Undertakes risk management & ensures compliance with Medicines legislation and Trust policies
- Provides advice to patients and medical staff (on wards) on doses, possible side effects, etc of medication
- Provides wide range of specialist medicines information to general practitioners, medical staff, Pharmacists, other health care professionals and members of the public
- Provides specialised clinical screening of prescriptions for haematology and oncology cancer patients

- Provides specialised support and clinical screening of prescriptions for clinical trials
- Works as part of the clinical pharmacy team, applying the principles of medicines management to patient care and assisting in the development of near-to- patient medicines management services according to Trust policies
- Manage Datix incidents and reporting within designated areas, in order to improve medication safety
- Provides chemotherapy review, assessment, consultation and counselling services to Day care, Outpatients and Inpatients and involves identifying patients concordance and other pharmaceutical issues and resolve their problems
- Utilises specific databases in order to answer medicines information queries and reports back with an informative answer and advice
- Writes patient information leaflets or reminder charts to help patients understand their medication better
- Assists in collecting audit data to support audits within the department's audit plan or within pharmacy cancer services.
- Promotes the philosophy of person-centred care with people affected by cancer
- If or once qualified in the independent prescribing course, may be required to prescribe on the haematology ward or within the haematology or oncology clinics

Leadership and staff management responsibility

- Supervises new staff, trainee pharmacists and other junior pharmacists, pharmacy technicians, and students in the running of day-to-day pharmacy services
- Assist senior pharmacists for each speciality for effective planning of the services when necessary
- May be required to manage the service in the absence of the senior pharmacist
- Undertakes appraisal and objective setting for junior pharmacists, trainee pharmacists, pharmacy students and pharmacy technicians as required in each speciality
- Assist in recruitment and selection of junior staff
- Assist senior pharmacists in identifying the development needs for the staff group they train

Financial responsibility

- Responsible for security of drugs
- Assist the senior staff in the provision of drug budget analysis
- Ensures the use of safe and cost-effective drugs/ formulary prescribing
- Ensures Blueteq funding applications are completed where appropriate
- Within technical services, may be required to re-order goods/ stocks to maintain the efficient running of the department under the supervision of the section manager
- May be required to take cash for prescriptions in outpatient setting

Service development and improvement

- Assists in drawing up medicine management chemotherapy guidelines and protocols as part of the multidisciplinary team and implement them in practice in the Trust
- Comments on proposed changes to policies & current practices
- Assist in the reviewing of the departmental protocols as required
- Initiates and implements research and audit changes to service development and improvement as a result of audit within the department/ on the wards and then re-audit as necessary
- Implements changes as a result of the data collected from audits/clinical trials
- Interprets policies specific to their department or ward
- Plans own workload to ensure high priority patients dealt with first
- Participates in CPD training and Pharmacy practice sessions
- Assists the senior manager in planning, organising and initiating pharmacy research and audit
- Plans and delivers the training of trainee pharmacists' prescription monitoring sessions as required
- Assists in the development of strategic plans for the development of pharmacy services within the department

Additional responsibilities

Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.

The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.

You must always comply with the Trust's data protection policy, and you agree that you will only access the systems, databases or networks to which you have been given authorisation.

The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.

You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

Information security

All staff must adhere to the requirements of the Trust's information security policy, which covers the deployment and use of all the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the policy may result in disciplinary action and could also result in a criminal offence.

Health and Safety at Work Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty, and apply to all Trust premises, also whilst working in the community or on any other Trust business.

Equal opportunities and equalities legislation

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

Patient and public involvement

Section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

Risk management

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Corporate/clinical governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

Infection control and hospital-acquired infection

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's infection prevention and control policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of healthcare associated infections including MRSA. All staff have the following key responsibilities:

- staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact
- staff members have a duty to attend infection control training provided for them by the Trust
- staff members who develop an infection that may be transmissible to patients have a duty to contact occupational health.

Safeguarding children and vulnerable adults

Everyone has a personal and a professional responsibility to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns.

Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk.

The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust, you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults

- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Staff commitment to patient care

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

Health records

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.

For further information refer to Records Management Code of Practice via gov.uk.

NHS constitution and code of conduct for managers

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

Person specification

Job title: Specialist Pharmacist, Cancer Services

Division/department: Womens, Childrens and Clinical Services , Pharmacy

Requirement	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> • Masters Degree in Pharmacy (MPharm) • Postgraduate Diploma in Pharmacy Practice or equivalent • Member of the General Pharmaceutical Council 	<ul style="list-style-type: none"> • Completed SACT passport • Qualified Independent prescriber
Knowledge and experience	<ul style="list-style-type: none"> • Good, broad clinical knowledge and ability to apply to a ward and dispensary setting • Relevant post-graduate experience • Some experience of providing training, mentorship and supervising staff • Documented evidence of completed project work, audit and practice research • Evidence of Continuous Professional Development • Apply knowledge to practice and willing to take professional responsibility 	<ul style="list-style-type: none"> • Previous experience in cancer services • Leadership and management experience

Requirement	Essential	Desirable
Skills, abilities and attributes	<ul style="list-style-type: none"> • Excellent communication skills, both verbal & written • Ability to deal with complex and difficult emotional situations • Ability to convey information to patients who may be distressed or have barriers to understanding • Good interpersonal skills. Confident and assertive when working with other professionals • Ability to work quickly, calmly and accurately under pressure • Ability to work on own initiative • Ability to work in a team • Self-motivated & enthusiastic • Able to embrace technology • Flexible approach to working methods • Expect to deal with members of the public and other health care workers in a professional manner 	
HEART values	<p>Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.</p> <p>Demonstrate commitment to place Quality at our HEART</p>	

Job description and person specification drafted/ amended by

- Name: Dilpreet Matharu
- Designation: Senior Specialist Pharmacist Cancer Chemotherapy Services
- Date: 05/03/2024

Job description and person specification agreement

Job holder's name: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Line manager's name: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)