



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# Welcome from Chief Executive Officer Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

**COMPASSION** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECT** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

# Job Description

<b>Job Title</b>	Specialist Cancer Services Pharmacist
<b>Department</b>	Pharmacy
<b>Division</b>	Family & Clinical Support Services (FCSS)
<b>Salary Band</b>	Band 7
<b>Accountable To</b>	Lead Pharmacist Cancer Services
<b>JOB SUMMARY</b>	
<ul style="list-style-type: none"> <li>To develop, deliver and evaluate the Trust's cancer services in line with the NHS Long Term Strategy for Cancer.</li> <li>To collaborate with the Lead Pharmacists for Cancer Services to ensure the provision of an effective, efficient, and high quality, patient focused clinical pharmacy service for all patients.</li> <li>To attend and participate in regional cancer services meetings and projects, with a view to improving HHFT services.</li> <li>To manage people to ensure the effective operation of the services provided by the Business Unit.</li> <li>To assist the Lead Speciality Pharmacists, Associate Director of Pharmacy, and senior managers in providing a comprehensive clinical pharmaceutical service for the patients of Hampshire Hospitals NHS Foundation Trust (HHFT).</li> <li>To act as one of the Authorised Pharmacists to final release aseptically prepared chemotherapy products for patient use – products prepared in the onsite aseptic unit, and those outsourced.</li> <li>To participate in any 7-day shift pattern as required by the service which may include weekend and Bank Holiday rotas.</li> <li>To participate in pharmacy on-call rota</li> </ul>	
<b>KEY RESULT AREAS/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>To clinically screen and verify cancer prescriptions, for in and out-patients, in line with the Standard Operating Procedures, local and National Guidelines.</li> <li>To provide specialist pharmaceutical information to specialist teams in relation to Cancer Services through attendance of team meetings and provision of pharmaceutical advice.</li> <li>To support the delivery of the Trust's Cancer strategy ensuring that there are robust clinical governance systems in place for safe medicines supply and administration.</li> <li>To work with procurement in ensuring all pharmacy cancer services are procured within the Trust's Standing Financial Instructions and European procurement legislation in relation to homecare, National Guidance, and local Standard Operating Procedures.</li> </ul>	

- Support of the aseptic unit as an Authorised Pharmacist to final release aseptically prepared chemotherapy products for patient use - Final Product approval; (aseptically prepared from our in-house aseptic unit and outsourced products) when necessary, liaising with the Chief Technician Aseptics (the Aseptics Services Manager), Aseptics Accountable Pharmacist and the Lead Cancer Services Pharmacist.
- To develop and co-ordinate pathways ensuring all cancer prescriptions are processed via the e-prescribing system (ARIA) and pharmacy dispensing system as per the Hackett Report
- To make sure that a cancer medicine specification is in place for all medicines, including roles & responsibilities, monitoring requirements, triggers for incident reporting, funding requirements and performance reporting.
- To maximise medicines savings initiatives, income generation schemes and to contribute to the Business Unit and Trust wide Cost Improvement Programmes; and to support the management of Patient Access Schemes ensuring that patient level data is recorded and that systems are in place to ensure reclaim from commissioners.
- To work with the clinical pharmacy leads to assist in training and supporting all grades of pharmacy staff and other healthcare professionals with respect to cancer medicines management.
- To ensure the effective management and development of all staff, including ensuring that all staff members have an annual appraisal and development review.

#### **CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS**

##### **Professional / Clinical Responsibilities**

- Support, lead and develop staff through personal and professional interaction as a positive, effective and credible role model.
- To work with the Cancer Services Pharmacists to ensure safe and appropriate use of Systemic Anti-Cancer Therapies (SACT)
- Uses inter-personal skills to develop and maintain relationships with patients and colleagues including counselling patients and carers to ensure they gain maximum benefit from their medicines and educating them in regarding the use of equipment for the administration of medicines.
- Provide an accessible and authoritative source of support to patients and their families, a senior clinical professional who they can easily turn to for assistance, advice and support.
- Reviews and assists in the development of Trust medication related policies and guidelines to ensure that legal and ethical requirements of the service are fulfilled.
- Provides a point of contact for medical and nursing staff in relation to Homecare for advice on pharmaceutical issues.
- Liaises with doctors, nurses and pharmacists to ensure that patients receive high quality pharmaceutical care following discharge.
- Participates in all areas of clinical pharmacy practice and provides advice to ensure safe and cost-effective prescribing.
- Participates in multidisciplinary team meetings where applicable.
- Take responsibility for the organisational management of service improvement projects or initiatives relevant to the pharmacy service.
- Retain professional competence and credibility through continuous practice and education, providing expert advice where required, to internal and external customers of the Trust. And through records of clinical interventions and activities in line with local policy.

- As the professional accountable for the management of the Pharmacy Service to the speciality, provide strong, clear and consistent leadership for clinical staff, maintaining a visible presence within the clinical area.
- Agree, set and ensure systems are in place to continuously monitor, review and reset clinical standards of care. That wherever possible clinical practice is research based and in line with nationally recognised “best practice”, supporting the clinical staff in benchmarking the fundamental and essential aspects of care.
- To be aware of and apply relevant legislation such as the H&SAWA, COSHH, Medicines Act and Misuse of Drugs Act.
- To be responsible for ensuring that patients receive a positive care experience that meets the standards laid out in current and future national and professional guidance such as British Oncology Pharmacists Association (BOPA), National Institute of Clinical Excellence (NICE) guidelines and clinical network recommendations.
- Monitor and act upon all reports of adverse incidents that occur within the defined clinical area, ensuring necessary changes in practice, re-education of staff and sharing of the experience takes place within the Division and Trust to help prevent a similar incidence from taking place.
- Work with the Patient Advocacy Liaison Service (PALS) to support patients and relatives in the speedy and satisfactory resolution of queries and complaints about the pharmacy service.
- Work closely with the clinical staff and the Pharmacy Senior Management Team in the investigation of complaints, taking a lead role in the agreement, organisation and implementation of effective action plans to ensure the service has improved.
- Responsible for ensuring that appropriate assessment, development, implementation and evaluation of care are provided in service areas.

#### **COMMUNICATION**

- To communicate with service users, managers and other health professionals using formal and informal methods, including written reports, business cases and presentations.
- To lead the setting of quality standards within the services and the design processes to support them, including clinical audit.
- To ensure the clinical service is proactive in risk management, specifically using information from incidents, complaints and risk assessments to learn and improve.
- To ensure compliance with the Trust’s complaints procedure.
- To represent the service at business unit level meetings.
- Work with the Clinical Governance Team to ensure robust systems and programmes are established to monitor and deliver clinically effective high-quality services.
- Ensure the service is proactive in risk management, specifically using information from incidents, complaints and risk assessments to learn and improve.

#### **PLANNING AND ORGANISATION**

- Ensure development and training requirements identified through the appraisal process are fed into the Trust Training & Development Programme.
- As services/facilities develop ensure that job roles are reviewed in light of any changes.
- Assist in the selection of staff by means of selection interview in line with Trust procedures.
- To ensure the effective management and development of staff within your section.
- To actively promote diversity, including race diversity, both in the delivery of the sections and in the recruitment, management and development of staff within the department.
- Working with the senior pharmacists to ensure staff are professionally developed in order to comply with Trust policies and procedures of practice.

#### **BUDGETARY AND RESOURCE MANAGEMENT**

- To be aware of and adhere to the Trust's Standing Financial Instructions.
- Develop and implement an annual programme of cost improvement within the service to aid financial balance. Ensure that the programme identifies ongoing cost reduction opportunities.
- To participate in the Local Delivery Plan process in identifying budgetary requirements to deliver required service access, activity, finance and quality targets.
- To take responsibility for identifying and minimising areas of financial risk within the services
- To be responsible for ensuring value for money within the services, reviewing the skill mix, balance and deployment of all types of resource.

#### **STAFF MANAGEMENT**

- Regularly responsible for the professional and clinical supervision of pharmacy staff, or students, both in the department and in clinical areas. Referring any concerns of performance, attendance or conduct to their line manager.
- Regularly responsible for reviewing work performance, progress, work allocation and checking for quality and timely completion, undertaking appraisal reviews, acting as a panel member for recruitment and selection, undertake the initial stages of staff management by applying HR policies e.g. grievance, conduct and capability.
- Responsibility for direct reporting staff for the delivery/management of all or most of the following: Appraisals, sickness absence, capability, conduct and grievance matters, recruitment and selection decisions; departmental workload and allocation (i.e. allocation and reallocation of blocks of work or responsibilities for areas of activities not just allocation of tasks to individuals); formal stages of the application of a range of HR policies.

#### **TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES**

- To ensure new staff receives a full induction, and those in training positions have the necessary training provided to ensure they achieve the competencies required for the qualification for which they are studying.
- As clinical leader, be responsible for providing leadership to and development of staff within the defined clinical areas to ensure that patients receive a positive care experience that meets the standards laid out in current and future national and professional guidance such as National Service Frameworks (NSF), National Institute of Clinical Excellence (NICE) guidelines and clinical network recommendations.
- To ensure managed staff undergo continuing training and complete mandatory training.
- To motivate and inspire other staff within pharmacy.
- To identify training needs of managed staff so they are able to undertake their required roles.
- To develop strategies to meet the training needs of staff.
- To provide education and training to pharmacy staff, students and other healthcare professionals in relation to medicines usage and medicines optimisation and to evaluate the training provided.
- To identify own training and CPD needs.
- To maintain a portfolio of practice to fulfil the mandatory continuing professional development requirement of the General Pharmaceutical Council.
- To collect data for internal audits of the clinical pharmacy services to provide good quality assurance.
- To guide and support others undertaking research.
- To lead the setting of quality standards within the services and the design processes to support them, including clinical audit.



### TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

### ADDITIONAL INFORMATION

Other tasks

- To participate in any 7-day shift pattern as required by the service which may include weekend and Bank Holiday rotas.
- Participate in Pharmacy on-call rota
- Participation as an Educational Supervisor or Mentor for Pharmacy and staff undertaking formal training where slots are available.

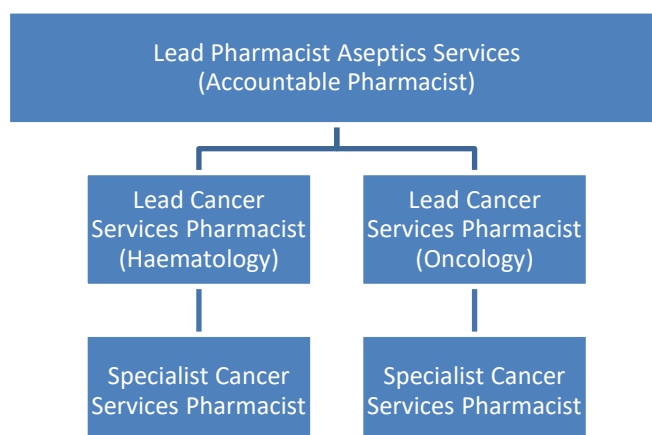
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

### ORGANISATION STRUCTURE



# Person Specification

<b>Job Title:</b> Specialist Cancer Services Pharmacist	
<b>Training &amp; Qualifications</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• M.Pharm or equivalent (4 years)</li> <li>• Registered with the General Pharmaceutical Society</li> <li>• Post graduate Certificate in Clinical Pharmacy or equivalent</li> <li>• Evidence of continuous professional practice and education, clearly recorded in current professional profile</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma / M.Sc. in Clinical Pharmacy</li> <li>• Education Supervisor / Train the trainer or equivalent</li> <li>• In-house management training</li> <li>• Independent prescriber</li> </ul>
<b>Experience &amp; Knowledge</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of managing individuals or a team within pharmacy, such as dispensary or on the ward</li> <li>• Advanced communication skills, including the ability to liaise and negotiate effectively at all levels</li> <li>• Ability to present a high level of personal credibility</li> <li>• Ability to work as an inspirational leader to pharmacy and other clinical staff, inspiring confidence in others</li> <li>• Able to understand, disseminate and present complex information using both verbal and written disciplines</li> <li>• Fully understands the context in which complex problems arise and can co-ordinate multi-disciplinary unit wide interventions</li> <li>• Demonstrates the ability to ensure that the delivery of patient care is of a high standard and appropriate in meeting the needs and expectations of the patients and their relatives</li> <li>• NHS clinical services experience including</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of delivering training and education at post graduate level</li> <li>• Membership of the RPS Faculty</li> <li>• Politically astute, an understanding of the stakeholders involved in the service</li> <li>• Demonstrate awareness of healthcare research</li> <li>• Project Management</li> <li>• Previous experience of attending Consultant ward rounds/Multidisciplinary meetings</li> <li>• Experience as an Authorised Pharmacist (authorised to final release aseptically prepared products for patient use) in an Aseptic Unit.</li> <li>• Understanding of regulations and standards required for Aseptics Product Manufacture such as the Section 10 exemption, Good Manufacturing Practice (GMP) and Aseptics Processing.</li> </ul>



providing a Clinical Pharmacy Service and education and training of others	
<b>Skills &amp; Ability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to lead and work as part of a multi-disciplinary team, negotiating constructively and successfully with team members</li> <li>• Ability to organise self and others</li> <li>• Excellent interpersonal skills, including the ability to build rapport with colleagues at all levels</li> <li>• Demonstrates the ability to work at problems from a unique or different angle</li> <li>• Good computer and keyboard skills</li> <li>• Professional presentation of self</li> <li>• Enthusiastic and self-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Good attendance record</li> </ul>
<b>Other Specific Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to work across all sites</li> <li>• Able to participate in on-call rota</li> <li>• Able to participate in 7 day working rota</li> </ul>	<ul style="list-style-type: none"> <li>• Full UK driving licence and access to a car</li> </ul>

Postholders signature: ..... Date: .....

Managers' signature: ..... Date: .....

# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

### **Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

### **Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

### **MCA**

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

### **Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

### **Climate Action and Sustainability**

- **Green Plan:** Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- **Carbon emissions:** Use the most sustainable and lowest carbon ways of working.
- **Sustainability:** Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- **Procurement:** Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- **Digital:** Maximize the use of digital solutions and reduce use of paper, where possible.
- **Care Pathways:** Streamline care pathways and reduce patient travel, where clinically appropriate.
- **Adaptation:** Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)