

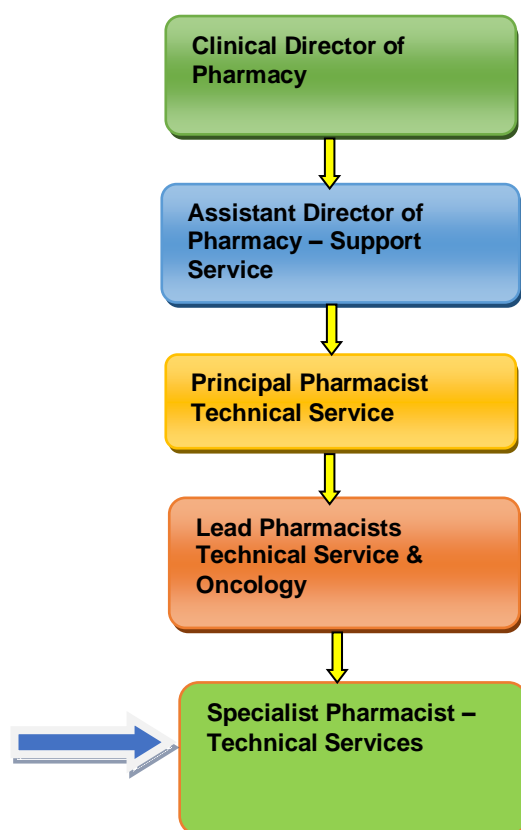
JOB DESCRIPTION

DIVISION OF DIAGNOSTIC AND TREATMENT SERVICES

DIRECTORATE OF PHARMACY

POST TITLE	Specialist Pharmacist- Technical Services (PN, CIVAS, Chemotherapy)
BAND	Progression Band 6-7
DIVISION	Diagnostic and Clinical Service Division
BASE	ELHT
REPORTS TO	Principal Pharmacist Technical Services
RESPONSIBLE TO:	Clinical Director of Pharmacy

ORGANISATION CHART



JOB SUMMARY

The post holder will

- ❖ Assist the Lead Oncology Pharmacist, Lead Aseptic Pharmacist and Lead Clinical Trials Pharmacist on all aspects of the service, on matters relating to aseptic dispensing, the aseptic preparation of parenteral drugs, investigational medicinal products (IMPs) and the regulatory aspects of Pharmacist supervision in unlicensed aseptic unit.
- ❖ Assist the Principal Pharmacist of Technical Service in the management of the Technical Services, and the provision of professional supervision for all activities related to the aseptic dispensing services at Royal Blackburn Hospital
- ❖ Work closely with the wider aseptic team to ensure the smooth running of the aseptic units.
- ❖ Ensure you maintain a high quality, cost effective and efficient patient centred pharmacy service in the provision of aseptic services.
- ❖ Assist the senior pharmacy technical service team to ensure that clinical trials are set up and conducted in accordance with Good Clinical Practice (GCP), and aseptic products are prepared in accordance with Good Manufacturing Practice (GMP) and all relevant medicines regulations and ethical requirements, to ensure the product is fit for its intended use.
- ❖ Contribute to the management of the quality system and develop a good understanding of Quality Assurance matters.
- ❖ Contribute to the development of other staff and provide professional leadership and supervision to the haemato-oncology/aseptic service.
- ❖ Be responsible for the day-to-day delivery of haemato-oncology clinical pharmacy service, under the overall direction of the Lead Oncology Pharmacist
- ❖ Provide a consistently high level of pharmaceutical service in line with corporate objectives and government initiatives.
- ❖ Identify risk management issues and assist in developing safe systems of practice with the aseptic/chemotherapy service.
- ❖ Support the implementation of a technician led service.
- ❖ Audit, monitor and develop medicines optimisation in line with Pharmacy Directorate strategy and objectives.
- ❖ Support the Senior Haemato-Oncology Pharmacist in the maintenance of electronic prescribing of medicines (iQEMO) system.
- ❖ Work collaboratively with the nutritional pharmacist and clinical pharmacy chemotherapy team to ensure the services are integrated in delivering aseptically dispensed medicines fit for purpose.
- ❖ Support the maintenance of the Pharmacy Quality System ensuring compliance with GMP, GDP and GCP standards.
- ❖ Apply specialist knowledge to assess and evaluate the preparation method, formulation, and chemical stability of agents using all available and suitable reference sources.
- ❖ Take part to the preparation of internal and external audits.
- ❖ Support the development of the governance and medicines risk management agenda.
- ❖ Work closely with other senior staff in the department to ensure the delivery of an integrated pharmacy service.
- ❖ Contribute to the investigation of environmental monitoring out of specification results.

MAIN DUTIES

Leadership, Service Policy, Planning, and Evaluation

Support and deputise for the Lead Pharmacist-Clinical Oncology/Aseptic Service as delegated and/or as designated in their absence and appropriately represent them at relevant meetings.

Assist the Principal Pharmacist Technical Service in the day-to-day management and development of the cytotoxic, parenteral nutrition (PN), central intravenous additive (CIVA) service and outpatient antibiotic service (OPAT) in accordance with the departmental strategic, capacity and business plans.

Support the Clinical Director of Pharmacy in the provision of a high quality, cost effective and efficient, patient centred clinical pharmacy service to all wards and departments within the trust.

Support the Principal Pharmacist Technical Services in providing a high quality, GMP compliant service, supplying aseptically prepared medicines, fit for their intended use, in a timely manner to all service users.

Support the development of pharmacists and technicians and ensure team working within the Pharmacy Department and Technical Services Team.

Support the development of guidelines and documentation for use of medicines relevant to practice in Technical Services.

Act as a pharmacy role model and demonstrate the ability to provide safe, clinically effective, and cost-efficient use of medicines.

Support the development of extended roles for clinical pharmacists and pharmacy technicians in line with agreed departmental objectives.

Promote best practice and the efficient use of medicines across the trust.

Monitor and supervise staff working within the Technical Service Unit, ensuring safe systems of work are maintained and developed and that all professional and quality standards are complied with.

Participate in the continued maintenance and monitoring of environmental standards of the air handling unit (AHU) to ensure compliance with national, regional, and local standards.

Able to review, analyse assess, and interpret data from all aspect of the quality system and then, in conjunction with the management team, decide on any necessary action, devising action plans ensuring corrective action is effective.

Be able to intervene, provide professional judgement and make professional decisions at any stage of the aseptic process.

Assist with the Planned Preventative Maintenance and Validations programme for the Technical Services Unit.

Represent ELHT on Regional Groups.

Support the Principal Pharmacist for Technical Service and Assistant Director of Pharmacy in relation to the strategic development of the Trust's aseptic service in order to meet future service needs, Trust priorities and wider NHS strategy on productivity, efficiency and quality.

Appropriately representing the department at relevant meetings.

To provide specialist technical information regarding the preparation of aseptically prepared products to Clinical Pharmacists, and other NHS Trust staff.

Ensure a comprehensive documentation system is in place which is regularly reviewed.

Ensure formal procedures are implemented for recording alterations to documents, equipment, and processes.

Aseptic Service

Ensure an efficient high quality technical and clinical pharmacy service is provided that meets the needs of the patients and healthcare professionals within the trust.

Clinically screen prescriptions for biological medicines, according to trust protocols and commissioning standards.

Provide specialist clinical advice to doctors, pharmacists, and other healthcare professionals on initiating, prescribing, and monitoring parenteral nutrition for adults and neonatal patients within the hospital.

Clinical verify oncology prescriptions in line with British Oncology Pharmaceutical Association (BOPA) standards and ensure treatments are in line with commissioned services.

Act as an Authorised pharmacist and carry out clinical and aseptic services verification process in accordance with specific organisational policy.

Work closely with members of the clinical trial team to set up new clinical trial medicines for dispensing and preparation in the aseptic unit and ensure that appropriate records are maintained.

Final check and release aseptically prepared products (including clinical trial drugs) and ensure all documentation is complete before release to wards and departments within and outside the trust.

Ensure all products are safely formulated and released in accordance with the departments quality systems.

Assess outsourced unlicensed specials products against Certificate of Conformance and Good Manufacturing Practices (GMP) standards.

Be trained and named on the intrathecal register to undertake check and release of intrathecal chemotherapy.

Assist the Lead Intrathecal Training Pharmacist with the development and delivery of intrathecal chemotherapy training.

Aid in the development and implementation of new operating systems, equipment, and processes, including the generation of associated documentation, protocols, and training packages.

Develop an in-depth knowledge of labelling and worksheets systems to support the lead technician in managing documentation systems.

Provide a comprehensive documentation system to underpin the quality management system to include internal audit, risk assessment, change control, Standard Operating Procedure (SOPs), training, environmental monitoring, validations, and maintenance of the deviation system.

Assisting in the investigation of problems with unlicensed medicine products made in aseptic and outsourced.

To investigate and analyse deviations occurring within the aseptic unit, including determination of root cause and implementation of any corrective and preventative actions.

Ensure appropriate working conditions are maintained and the relevant principles of Good Clinical Practice (GCP), Good Manufacturing Practice (GMP), and Good Dispensing Practice (GDP), and those of the Health and Safety at Work Act are always applied.

Ensure safe systems of work are maintained as defined under statutory legislation, Control of Substances Hazardous to Health (COSHH) regulations, regional and National Cancer Standards, controls assurance and professional standards.

Participate in the management of quality issues, quality improvements and drug stability reviews.

Participate in the Quality Assurance programme for the Technical Service Unit, undertaking audit and a range of projects activities associated with medicine preparation, capacity planning to support aseptic unit activity, facility and equipment validation and annual reviews on Performance Indicators.

Ensure technical service policies and procedures are adhered to and any technical services records and training documents are completed appropriately.

Act as a knowledge base/resource for Haemato-oncology Directorate and provide specialised professional and technical education to enable the clinical areas to meet the high standards of patient care and safety.

Assist in undertaking and maintaining National Patient Safety Agency (NPSA) 20 Injectable Medicines risk assessments and action plan to help build and maintain a catalogue of ready to administer injectable products.

Advise all medical and nursing staff and other healthcare staff on the safety and storage of medicines and ensure safe and secure systems are in place in accordance with current legislation.

Ensure and promote safe handling, preparation, and storage of cytotoxic drugs.

Assess the prevailing demands on the work of the section, in conjunction, with any transport deadlines, and decide the order in which tasks are undertaken, with the aim of ensuring optimum service delivery to patients and healthcare staff.

Ensure medicines are used appropriately, in line with National Institute of Health and Care Excellence (NICE), Cancer Drug Found (CDF), and Care Quality Commission (CQC) and monitor high-cost drug expenditure within the haemato-oncology service and biologic service. Identify new prescribing practices that will impact on capacity and the drug budget.

Record significant clinical interventions, report unusual occurrences, and investigate errors and deviations and non-compliant situations.

Support the delivery of the pharmacy clinical governance agenda e.g., initiatives to reduce medication related risk and implement agreed strategies, work closely with clinical governance and risk co-ordinators.

Identify patient's pharmaceutical care needs i.e., non-compliance with chemotherapy medication, the need for medication aid, the need for verbal and/or written patient information regarding chemotherapy medication.

Support adherence to the Antimicrobial Policy, the Joint Formulary across primary and secondary care as well as other clinical protocols.

Accept responsibility for controlled drug management as delegated by the Accountable Officer in line with trust policy and procedure.

Check, receive and dispense controlled drugs in accordance with standard operating procedures.

Interpret and apply information retrieved from patients notes using the trust electronic patient record systems i.e millennium and iQemo.

Report relevant adverse medicine reactions to the Medicines and Healthcare products Regulatory Agency (MHRA).

Provide workload data as agreed with the Clinical Director of Pharmacy.

Support the preparation of business cases for resources.

Support the recruitment and selection of pharmacy staff.

Manage staff according to trust personnel procedures such as sickness management, grievance and disciplinary when required.

Actively arrange, chair, and participate in pharmacy team meetings.

To participate in the introduction and development of new aseptic products including product lifecycle system, validation activities, formulation and stability testing, workforce training and development, product quality review as required.

To attend technical service operational meeting, monthly quality meeting and team meeting in technical service.

Ensure finished products are released within a timely manner

Review stability information to progress new products development and periodic contract changes

Writing electronic documentation as required by the Lead Pharmacist

To investigate problems arising from the use of unlicensed products and assist in developing new method of preparation and delivery.

To liaise with senior staff to ensure adherence to current legislation and standards.
To help improve provision of unlicensed medicines within the Trust in accordance with the national and corporate priorities to ensure safe clinically effective and cost-effective use of these medicine.

To investigate and analyse deviations occurring within the aseptic unit and chemotherapy unit including determination of any corrective and preventive action.

Be responsible for ensuring quality standards are delivered to training of all QA staff and liaises with members of staff responsible for delivering this training.

To take part in Internal/External audit process. This includes audits by Regional QA under direct instructions of the Principal Pharmacist and Lead Pharmacist.

To communicate with all technical service staff to ensure understanding and compliance with Departmental Procedures and Protocols in accordance with Quality Assurance.

Communication may be on an individual basis or to the whole team to deliver team briefs or to the whole team to deliver team briefs or during training sessions.

To discuss with Principal pharmacist, Lead Pharmacists, Lead Technician, and senior technician quality assurance issues that may affect the aseptically prepared product.

To motivate and inspire others.

To work collaboratively with colleagues and other healthcare professionals

To review, analyse assess, and interpret data from all aspect of the quality system and then, in conjunction with the management team, decide on any necessary action, devising action plans (with timescales) ensuring corrective actions is effective.

To ensure safe and efficient working practices in the delivery of aseptically prepared products to patients

To ensure aseptically prepared products are prepared, stored, and transported in compliance with written procedures and specifications and are subject to and comply with appropriate Quality Assurance measures.

Medicines Risk Management and Governance

Support the delivery of the pharmacy clinical governance agenda e.g. initiatives to reduce medication related risk and implement agreed strategies, work closely with the Clinical Governance and Risk Co-ordinators.

Support the investigation of medicines errors, incidents and complaints for the Pharmacy, other service users and link these to Risk Management systems.

Report relevant adverse medicine reactions to the MHRA.

Act on Drug Alerts ensuring that appropriate advice is given to staff, patients and carers.

Represent ELHT on regional groups and contribute to National working groups to influence policy as required.

Support directorate quality audits and implement corrective action where appropriate.

Ensure that all staff consciously reviews errors, complaints and incidents/near misses, as well as successes to improve performance and the level of customer care.

Monitor safe systems of work and produce department risk assessments and action plans.

Support the development of agreed policies and procedures for safe medicines use, both within the department and Trust wide.

Support the delivery of the pharmacy clinical governance agenda e.g., initiatives to reduce medication related risk and implement agreed strategies.

Assist the Principal Pharmacist Technical Service in the implementation of any new legislation referring to Technical Services.

Support the Principal Pharmacist Technical Service in ensuring all documentation, worksheets, shelf lives and other relevant product information is reviewed and updated in the light of new supporting data.

Support the Aseptic Services Manager in ensuring appropriate action is taken to meet key requirements and recommendations of audits conducted by Regional Quality Assurance (RQA).

Report clinical incidents, undertake pharmacy error reporting and intervention monitoring to ensure the Technical Services Unit complies with the Clinical Governance Risk Management Strategy.

Support the investigation of incidents and complaints in the pharmacy, other service users and link these to risk management systems.

Be involved in undertaking root cause analysis and ensure corrective and preventative actions (CAPA) are put in place.

Support the trust response to Patient Safety Alerts involving medicines or medicine management.

Support directorate quality audits and implement corrective action where appropriate.

Ensure all staff consciously review errors, complaints, and incidents/near misses, as well as successes to improve performance and the level of customer care.

To demonstrate expert technical pharmaceutical knowledge

To assist in the implementation and development of new products and services.

To deal with difficult, complicated, and ambiguous problems.

To make decisions with limited information

To demonstrate a whole system patient focused approach.

Training and Development

Undertake, comment, and perform in accordance with the pharmacy structure; Personal Development Reviews (PDRs) and the development of Personal Development Plans (PDPs) for staff.

Attend annual update and training sessions relating to the prescribing, preparation, and supply of intrathecal cytotoxic chemotherapy and to ensure legislation relating to this is adhered to.

Contribute to education and training pharmacy staff and for medical and nursing staff as appropriate. This may include educational sessions for clinicians and nurses.

Identify own training needs and maintain portfolio of practice.

As required act as a tutor or mentor for staff undertaking postgraduate studies e.g., certificate in clinical pharmacy, Diploma, MSc students undertaking projects within pharmacy services, pre-registration pharmacists.

Support structured Continuing Professional Development for technicians.
Contribute to the development and delivery of the Technical Services training programme for all staff groups within pharmacy Technical Service.

Support competency-based training to clinical pharmacy staff; pharmacists and technicians.

Propose changes to staff training programmes for technical service.

To assist in the development and integration of the quality management system.

To assist in the development of Policies and update Protocols in relation to technical service.

Undertake, comment and perform in accordance with the pharmacy structure; Personal Development Reviews (PDRs) and the development of Personal Development Plans (PDPs) for staff.

Contribute to education and training pharmacy staff and for medical and nursing staff as appropriate. This includes regular educational sessions for clinicians and nurses and induction training as required.

Identify own training needs and maintain portfolio of practice.

Attend annual update training sessions relating to the prescribing, preparation and supply of intrathecal cytotoxic chemotherapy and to ensure all legislation relating to this is adhered to.

Attend and contribute to educational meetings and other meetings as required.

Support Continuing Professional Development competency-based training to clinical pharmacy staff; pharmacists and technicians.

Pharmacy Practice

Undertake the role of Responsible Pharmacist in accordance with the General Pharmaceutical Council requirements.

Participate in other areas of clinical pharmacy practice in order to ensure a broad base of pharmaceutical knowledge.

Clinically check prescriptions for safety and efficacy, manage any drug interactions, and ensure the appropriate route of administration and course lengths of treatment are specified.

Dispense prescriptions if required in accordance with Good Dispensing Practice.

Maintain the security of the department especially whilst working alone.

The post holder will be confident and supported in the use of Personal Protective Equipment (PPE) such as: gloves, fitted face mask and clean room clothing.

Ensure products, components and consumables are sourced appropriately, considering cost quality implication, delivery time and reliabilities.

Technical Services premises and equipment are properly serviced and maintained.

Activities in the Technical Services Units are regularly reviewed to ensure increasing safety, efficiency, productivity, and the means of effecting savings where possible.

To organise repairs and maintenance to equipment and buildings.

To always maintain security of the Technical Service and Pharmacy Department.

To ensure the safe and secure handling of medicinal products.

Supervise and participate in all pharmacy duties, including reception, answering the telephone, answering queries and collecting prescription fees.

Undertake the role of Responsible Pharmacist in accordance with the General Pharmaceutical Society requirements.

Counsel patients to ensure they gain maximum benefit from their medicines.

Participate in dispensing services including clinical and final accuracy checking of prescriptions/ order for inpatients, outpatients, unlicensed medicines and patients being discharged in accordance with local standards, policies and safe systems of work.

Participate in the Pharmacy weekend service, and Bank Holiday service on a rota basis.

Participate in the out-of-hours service on a rota basis if required to do so (late nights provision).

Undertake the role of Responsible Pharmacist in accordance with the General Pharmaceutical Council requirements if required (out-patient pharmacy is out-sourced).

Professionally accountable and responsible for maintaining a high standard of work.

Participate in other areas of clinical pharmacy practice in order to ensure a broad base of pharmaceutical knowledge.

Maintain satisfactory personal performance and professional standards and to achieve, where possible, agreed objectives described in the Annual Staff Appraisal system undertaken by your line manager.

Provide a consistently high level of pharmaceutical service in line with corporate objectives and government initiatives.

Support adherence to Trust Antimicrobial Policy as well as other clinical protocols within the Trust.

Accept responsibility for Controlled Drug Management as delegated by the Accountable Officer in line with trust policy and procedure.

Organisational Responsibilities

Act as an Ambassador for the Trust.

Oversee standards of behaviour and customer care so that patients, visitors and staff have a positive impression, feel confident in the professionalism of staff and feel that they are respected.

Comply with the GPhC codes of conduct.

Ensure that personal actions and conduct comply with Trust safety policies, procedures and guidelines.

Promote the equality, diversity and rights of patients, visitors and colleagues.

Uphold the principles of Clinical Governance within the Trust.

Be aware of and apply relevant legislation such as Health and Safety at Work Act, COSHH, Medicines Act, GMP etc.

Uphold and comply with the Standing Orders and Standing Financial Instructions of ELHT.

To undertake any other relevant duties, as may be required by the Clinical Director of Pharmacy.

Nothing omitted or written here shall absolve the post holder from at all times ensuring that correct, professional techniques, ethics, attitudes and procedures are maintained by his or herself or the staff for whom he/she is responsible.

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively, they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trust's commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder.

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

Respecting the individual

Putting patients and customers first
Promoting positive change
Acting with integrity
Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

Understand the world we live in and deal with it
We are clinically led and management supported
Support departments support the front line
Everything is delivered by and through Divisions
Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
Quality is our organising principle – driving quality up and cost down is not mutually exclusive
We deliver what we say we need to.
Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

JOB TITLE

Knowledge, Experience and Training required for the Post	Essential at Recruitment √	Desirable/ Developed within the Role √	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications Give details of what qualifications are required at what level for the job Essential or desirable	MPharm Degree or equivalent Member General Pharmaceutical Council (GPhC)	Pharmaceutical Technology and Quality Assurance Certificate/ Diploma or equivalent Postgraduate clinical diploma (or equivalent clinical experience) Non-Medical Prescribing Certificate	Application form Certificates and registration check
Experience Give details of previous experience required specifying a time period Essential or desirable	Previous demonstrable practice in one or more relevant areas. Ability to deal with complex clinical issues. Multidisciplinary working with medical and nursing staff Understanding of NHS priorities	Previous demonstrable experience in an aseptic preparation environment Previous demonstrable experience of pharmacy services in primary or secondary care. Experience working within an aseptic environment. Experience of the greater hospital environment. Specialist aseptic services	Application form and interview

		<p>knowledge relating to:</p> <p>Legislation NHS, local and National guidance</p> <p>iQAAPs Audit</p> <p>Experience of writing and developing SOPs</p> <p>Experience of staff training and development</p>	
Knowledge and Skills	<p>Ability to liaise with senior Trust managers.</p> <p>Ability to work on own initiative, under pressure and with excellent time management and organisational skills.</p> <p>Good communication skills, written and verbal, with ability to demonstrate fluency, clarity, and effectiveness at all levels.</p> <p>Good negotiating skills.</p> <p>Can prioritise own workload.</p> <p>Can meet deadlines.</p> <p>Can remain composed and effective in demanding situations.</p> <p>Can reflect and critically analyse own performance.</p> <p>Good computer literacy.</p> <p>Able to identify, prioritise and solve problems.</p> <p>Numerate and literate.</p> <p>Committed to developing and extending pharmacy services.</p>	<p>Previous knowledge of chemotherapy and aseptic service provision</p> <p>Previous Knowledge & experience of QA and QC services and of "Specialist Pharmacy Services" (SPS)</p> <p>Knowledge of the commissioning process for high-cost medicines and of 'Specialised' services.</p> <p>Persuasive and ability to negotiate</p> <p>Conflict resolution</p> <p>Ability and willingness to challenge inappropriate behaviour.</p>	Application form and interview

	<p>Able to critically evaluate evidence.</p> <p>Able to implement change.</p> <p>Able to work effectively with senior medical and trust managerial staff.</p> <p>Ability to deal with difficult situations and staff.</p> <p>Professional awareness</p> <p>Knowledge of pharmacy computer systems.</p> <p>Experience of appraisals</p> <p>Experienced in word processing and spreadsheets.</p>		
<p>Personal Attributes Describe any personal attributes required e.g. organisation skills, flexible, team worker, initiative, etc. Essential or desirable</p>	<p>Has vision and imagination, initiative, creativity, able to see beyond barriers.</p> <p>Supportive and motivational.</p> <p>Can balance strong leadership and working within a team.</p> <p>Prioritises and meets deadlines.</p> <p>Mature in approach and has professional credibility.</p> <p>Able to be seen as a role model – reliable fair and balanced.</p> <p>Flexible.</p> <p>Systematic approach.</p> <p>Calm under pressure.</p> <p>Excellent numeric and verbal skills.</p> <p>To demonstrate expert technical pharmaceutical knowledge</p>		Application form and interview

Other Any other requirements e.g. car driver Essential or desirable	Flexibility in working hours Has advanced keyboard skills Work across sites	Clean driving licence Good Knowledge of Excel	Interview

EFFORT FACTORS

PHYSICAL EFFORT

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
Moving and handling of medicines	occasionally	Short periods (minutes)	Up to 20kg	Trolleys

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
No	Every shift Weekly Monthly Less Often	Less than 20 mins On each occasion More than 20 mins On each occasion	

MENTAL EFFORT

Are there any duties requiring particular concentration?	How Often?	For How Long?
Ability to deal with conflicting demands and changing circumstances	Daily	Duration of shift
Are there any duties of an unpredictable nature?	How Often?	For How Long?
Staff shortage, Drug shortage, Sourcing unlicensed medicines. Aseptic unit failure, excursions and change controls. Handling new drugs.	daily	Two to three hours each day

EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
Complaints, staff issues, medicine errors	Direct	Frequent

WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?	How Often?
Exposure to odours from sprays used, handling biologic and cytotoxic medicines. Having to hot desk to complete desk based duties.	Daily