



# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Lead Pharmacist Cancer Services – Oncology
<b>Band</b>	Band 8a
<b>Hours</b>	1.0 wte
<b>Department</b>	Pharmacy
<b>Division</b>	CCS
<b>Location / Hospital Site</b>	Worthing
<b>Responsible to</b>	Pharmacist Team Leader Cancer Services
<b>Accountable to</b>	Chief Pharmacist
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Adult and Children
<b>DBS Workforce</b>	Adult and Children

## Role Summary

To lead the pharmacy oncology service at Worthing Hospital and provide expert clinical knowledge to a wide variety of healthcare professionals. To provide training to the pharmacy cancer services team ensuring the health and safety of staff and patients.

To advise on the medicines management aspects of clinical governance in relation to cancer services, and to ensure that medicines management and clinical pharmacy services are developed to meet the needs of this Trust and national drivers.

To lead the specialist clinical pharmacy and advisory service for cancer services; provide expert advice on pharmaceutical matters within this specialist clinical area, lead and develop clinical audit and undertake risk management.

To horizon scan for new chemotherapy agents and provide financial reports on the cost implications for high-cost oncology drugs to the Trust.

To manage policies, SOPs and guidelines in relation to cancer medicines usage and administration, for use within the trust.

This lead specialist post is responsible for organising, planning, developing and delivering a safe, efficient and effective specialist clinical pharmacy and advisory service to the oncology cancer services directorate at Worthing Hospital.

This post is responsible for supervising the Rotational Pharmacists, Pre-Registration Pharmacists, Technician Team Manager, Senior Pharmacy Technician and the Pharmacy Technician(s) Aseptic Services – Worthing Hospital.

This specific post involves working within the clinical pharmacy team and cancer teams within the trust to provide specialist clinical advice to cancer teams and patients. The role will also involve some cover of our aseptic unit within the pharmacy department at Worthing Hospital, which comprises of 12 permanent staff plus rotational staff.

The aseptic department at present provides chemotherapy for the trust, which for the Worthing site is largely given on the medical day case unit (MDCU), a haemato-medical ward and for children on the paediatric wards. We currently manufacture around 1500 items per month at Worthing, which includes a number of items we provide for clinical trials being run within the trust. This post also incorporates a clinical pharmacy role to the Trust's haemato-medical ward comprising of 30 beds and training of rotational pharmacists.

## **Key Working Relationships**

To work closely with the Lead Pharmacist Preparative Services, Pharmacist Team Leader Cancer Services, Lead Pharmacists for Aseptic Services. Lead Pharmacist for Cancer Services, Chemocare, the Senior Pharmacist, Aseptic Services, the Technician Team Manager Aseptic Services, the Rotational Pharmacists, the Palliative Care Pharmacist, the Senior Pharmacy Technician and Pharmacy Technician(s), Aseptic Services – Worthing and the wider pharmacy teams working across the Trust.

To develop and maintain good communications with all medical staff, nursing staff and other healthcare professionals working in the cancer services directorate at Worthing Hospital.

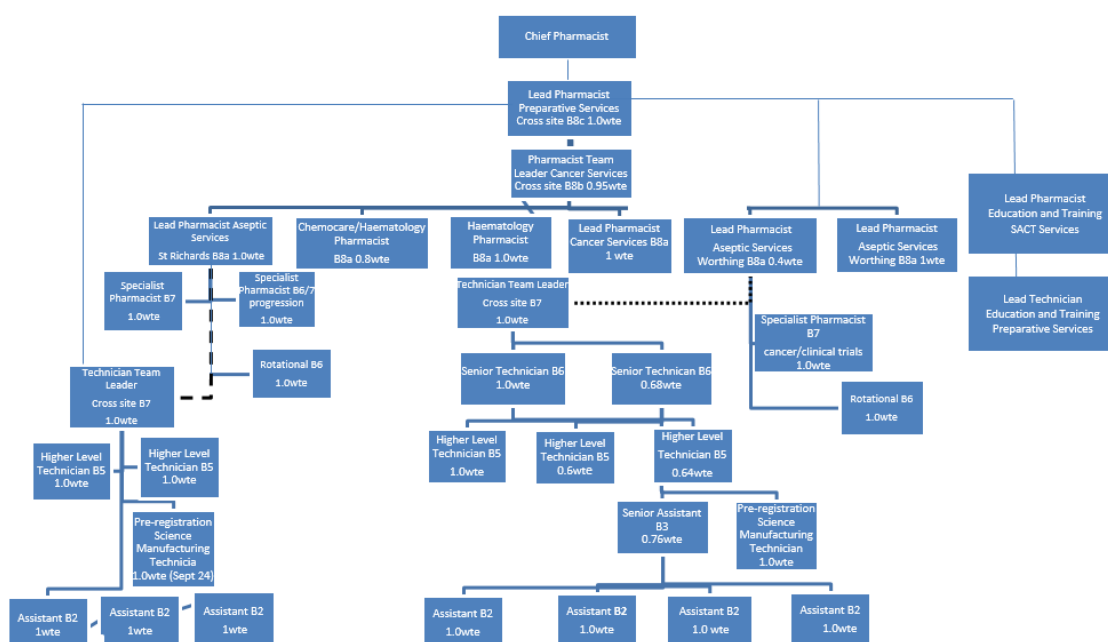
To maintain a close working relationship with the Lead Pharmacist Cancer Services – St. Richards Hospital.

To network nationally with other pharmacists working in cancer services.

To maintain good communications with all patients, their carers and relatives.

To liaise with other health professionals and their staff as the need arises.

## Structure Chart



## Main Duties and Responsibilities

## Communication

- To develop a positive and creative liaison with all cancer services staff and appropriate external organisations.
- To work closely with other lead specialists in other localities and nationally for pharmacy services to cancer services to develop best practice.
- To liaise with the Royal Marsden Hospital, Great Ormond Street and Southampton Hospital in relation to shared-care protocols for paediatric oncology patients.
- To provide clinical support and supervision to the other aseptic services pharmacists and pharmacy technicians within the Trust as necessary.

## Service Delivery and Improvement

- To lead the specialist clinical pharmacy and advisory service for oncology cancer services; provide expert advice on pharmaceutical matters within this clinical area, lead on clinical audit developments and be accountable for own actions where guidance and legislation is ambiguous.
- To attend identified cancer clinics, ward rounds and other clinical case review sessions where the post holder will be expected to deliver and communicate highly complex drug information within this specialist area to consultants, other prescribers, non-medical health care professionals, patients, relatives and carers. Within this multidisciplinary context it is likely that the information given will be challenged and the post holder will be expected to make clinical judgements where

information is lacking or where ambiguity around clinical diagnosis or trust policy or guidance exists.

- To convey highly complex drug information in a timely manner to vulnerable patients, and on occasions carers, that will require frequent adjustment of how the information is portrayed to ensure concordance of treatment plans.
- To make clinical judgements where information is lacking or where ambiguity around clinical diagnosis or trust policy exists.
- To act as a non-medical prescriber for the Trust, managing and prescribing treatment for a specific patient caseload within cancer services. To comply and abide at all times by the restrictions and regulations, and Trust policies and procedures, applicable to this role. To meet the designated clinical supervision and minimum attendance requirements at the non-medical prescribing group for the Trust, ensuring that practices are kept up to date in the management of the conditions for which medicines are prescribed. To maintain registration with the GPhC and provide evidence of successful completion of a specific education programme(s) in order to fulfil the role of supplementary/independent prescriber, holding appropriate entry on the GPhC Register as needed.
- To aid planning and scheduling of patients by MDCU, giving adequate time frames for the aseptics unit to manufacture chemotherapy.
- To review and maintain all clinical policies, SOPs and guidelines relevant to use and administration of cancer medicines within the trust.
- To comply with and promote all policies, procedures and official directives pertaining to the post and to promote the highest standards of professional practice and safe working procedures.
- To act as representation for Pharmacy services at Cancer Board monthly and any other relevant governance meetings
- To lead on clinical cost improvement programme savings within cancer and delivery of CQUINs
- To ensure appropriate funding is in place prior to treatment administration for cancer medicines.
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## **People Management and Development**

- To supervise the Rotational Pharmacists, Pre-Registration Pharmacists, Technician Team Manager, Senior Pharmacy Technician and the Pharmacy Technician(s) Aseptic Services – Worthing Hospital.
- To train healthcare staff in areas appropriate to the medicines management needs of this service. To organise, plan and participate in the education and training of staff, patient and carer groups.
- To organise, plan and deliver specialist training on medicines issues to staff within cancer services at Worthing Hospital, as requested.
- To provide in service education and training to pharmacy staff of Western Sussex Hospitals NHS Trust when required.
- To maintain personal and professional development in order to make the optimum contribution to the pharmacy service.

- To supervise the training of pre-registration pharmacists working in the Worthing Pharmacy team.
- To undertake such training as is required to ensure knowledge and skills are contemporary and pertinent to the post.
- To act as a tutor for the pharmacy postgraduate diploma as required by the pharmacy department.
- To represent the Pharmacy Department at external cancer meetings, the haematology multi-disciplinary team meetings and the Chemotherapy group
- To lead the clinical pharmacy service to the cancer services directorate at Worthing Hospital.
- To be the lead specialist for pharmacy services to cancer services, to implement and follow national guidance and legislation and to be accountable for own actions where guidance and legislation is ambiguous.

### **Patient Care Delivery**

- To lead the development and delivery of the medicines management agenda in relation to cancer services at Worthing Hospital, identifying and managing areas of risk and providing particular support for clinical governance and control assurance to meet the needs of this Trust. To undertake medicines reconciliation, assess patient's own drugs, train staff of various disciplines, ensure discharge planning and facilitate self-administration schemes in line with Trust policy.
- To lead on developing a pharmacy advice service to cancer patients and raising the profile of pharmacy amongst cancer patients.
- To provide and respond to requests from staff, patients, and carers within cancer services for pharmaceutical advice and information and provide a first line medicines information service. To provide written advice as requested, delegating where appropriate to the Medicines Information department.
- To participate in local rota arrangements for covering on call (if included), late clinics and weekend and Bank Holiday duties.
- To act as the Responsible Pharmacist for the dispensary services as required.
- To attend such courses, study days and meetings that are mandatory for all staff and others considered relevant to the post.

### **Learning and Development**

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due

to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.

- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

## Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

## Equality, Diversity and Inclusion

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, race, disability, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

All staff have a duty to report any behaviours which contravene this to their managers.

## Workplace and Environmental Factors

<b>Physical</b>	Extended periods of standing/sitting
<b>Emotional</b>	Working with cancer patients
<b>Mental</b>	Time pressures
<b>Working Conditions</b>	Desk, ward and Aseptic Suite



## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/ Qualifications	Degree in Pharmacy at a British School of Pharmacy, or recognised equivalent	AF	Non-medical prescriber	AF
	A UK registered pharmacist (Member of the General Pharmaceutical Council - Great Britain) with significant experience on the register, working in hospital pharmacy.		Member of specialist interest groups e.g., BOPA (British Oncology Pharmacy Association).	
Skills	A post graduate diploma in clinical pharmacy	AF/I		AF/I
	Conversant and competent with information technology and associated tools, e.g., Microsoft Word and Excel.		Experience in managing CQUIN targets and reporting.	
	Use of a pharmacy computer systems		Experience in undertaking research and development including audits.	
	Knowledge of Wellsky pharmacy computer system			
People Management and Development	Evidence of having undertaken own development to improve understanding of equalities issue	AF/I	Experience in tutoring a student studying for a post graduate qualification.	AF/I
	Experience in managing or supervising staff		Knowledge of Chemocare (e-prescribing) system	
	Experience of working with different healthcare professions and managers across the wider healthcare economy			
	Excellent written and verbal skills for communicating with pharmacy team members,			

	<p>public and other healthcare professionals.</p> <p>Ability to establish effective working relationships.</p> <p>Able to recognise and overcome barriers to understanding e.g., language, deaf, learning difficulties.</p> <p>Demonstrate the ability to work well as a team member.</p> <p>Demonstrate empathy towards patient group.</p> <p>Experience in training of other staff</p> <p>Able to identify own development/training needs.</p>			
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).	<b>I</b>		
<b>Specific Requirements</b>	<p>Experience in carrying out Medicines Information queries, providing both verbal and written specialist advice.</p> <p>Demonstrate initiative and problem-solving skills.</p> <p>Ability to demonstrate attention to detail, accuracy and numeracy/ calculation skills.</p> <p>Ability to analyse drug charts and patient information in a specialist field, providing advice where information is lacking, and medical opinion differs.</p> <p>Understanding of COSHH for handling of hazardous Pharmaceuticals.</p>	<b>AF/I</b>		
<b>Freedom to Act</b>	Experience of managing unpredictable work patterns, and to effectively manage situations where concentration on prescription reviews, policy documents, national guidance is	<b>AF/I</b>	Can demonstrate an understanding of the key stakeholders the post is likely to be supporting and how they will be expected to support them.	<b>AF/I</b>

	<p>frequently interrupted for advice.</p> <p>Experience in providing both written and verbal information on complex drug usage.</p> <p>Effective team player</p> <p>Ability to cope frequently with distressed patients.</p> <p>Ability to work independently.</p> <p>Good motivation and enthusiasm</p> <p>Being calm and adaptable</p> <p>Being able to work within team and trust guidelines.</p> <p>Ability to prioritise and manage own workload.</p> <p>Effective organisation and time management skills</p> <p>Ability to exercise own initiative within specialist area of cancer services.</p> <p>Ability to work alone or in a team.</p> <p>Ability to plan/ organise new/future services.</p> <p>Effective negotiating skills</p>			
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