

### Job Description

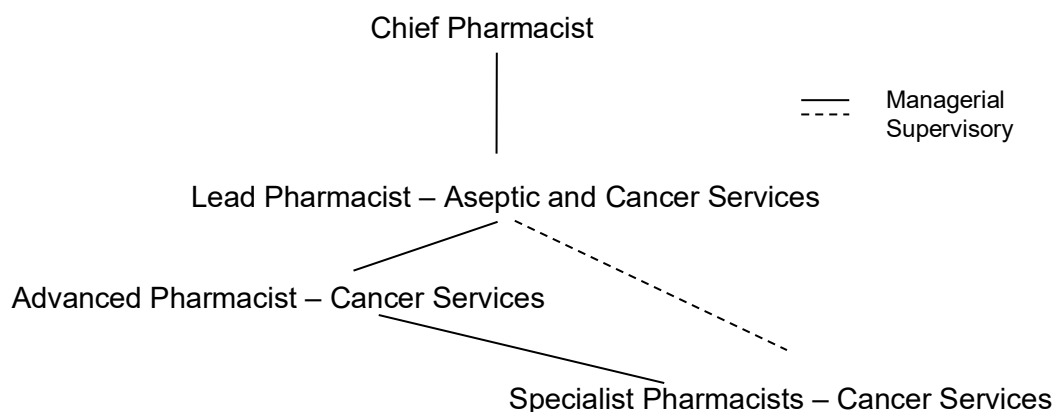
Job Ref:	24-032
Job Title:	Advanced Pharmacist – Cancer Services
Grade:	Band 8a
Hours:	Full Time (37.5hrs)
Department:	Pharmacy Directorate
Location:	Eastbourne District General Hospital
Accountable to:	Chief Pharmacist
Reports to:	Lead Pharmacist- Aseptic and Cancer Services

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Budget / Delegated Budget managed : N/A Authorised signatory for: N/A  Other financial responsibility: Careful use of Trust resources
Staff	Staff (wte): 1
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation  Specialist systems: Chemocare and Ascribe pharmacy systems

Job purpose	<ol style="list-style-type: none"> <li>1. To support and deputise for the Lead Pharmacist, Aseptic and Cancer Services in the provision of a safe, effective and efficient clinical pharmacy service to oncology and haematology services at ESHT, in accordance with local and national standards and strategy.</li> <li>2. To contribute to, deliver, develop and evaluate clinical pharmacy services and medicines optimisation to the oncology and haematology services at ESHT in order to ensure safe, clinically effective and cost-efficient use of medicines.</li> <li>3. To have delegated responsibility for specific aspects of cancer services as agreed with the Lead Pharmacist such as, to develop and oversee the clinical pharmacy service and medicines optimisation to ESHT Infusion Suite.</li> </ol>
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	<p>4. To provide specialised professional and technical education and training to the wider MDT to enable the day units/ward to meet high standards of patient care and safety. Also providing a framework for the safe, efficient and cost-effective use of medicine resources within cancer services, by the provision of education and training, procedures, policies and guidelines, and medicines usage information to achieve high standards of medicines related aspects of patient care.</p> <p>5. To be an active member of ESHT pharmacy department and within cancer services ensuring continuous two-way exchange of information to maintain high standards of medicines use within the Trust.</p>
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### Department Structure



Communications and Working Relationships		
With Whom:	Frequency	Purpose
Lead Pharmacist – Aseptic and Cancer Services	As required	Management supervision, work planning, advice and support. To receive managerial and professional advice, guidance regarding work programme and application of the role. To discuss and provide advice regarding the current and future of pharmacy cancer services.

Lead Clinical Trial Pharmacist	As required	To discuss all aspects of the provision of cancer clinical trials
Specialist Pharmacists – Cancer services	As required	To provide managerial and professional support and supervise day-to-day activities
Medical and Nursing Staff – Conquest Hospital and Eastbourne DGH	Daily/as required	To provide expert advice and information relating to prescribing issues which may include providing and receiving complex and/or sensitive information. To provide a clinical pharmacy service to the ESHT Infusion Suite.
All staff within the aseptic Unit (Conquest)	As required	To discuss/plan the daily workload for cytotoxic therapy. To communicate any issues relating to the final product regarding accuracy and safety
NMP Lead	Annually	Review personal scope of practice and the scope of practice of other NMP practitioners working within medicine.
Service Managers and Clinical Leads	Daily / as required	To engage and liaise with on medicine policy and provide strategic and specialist advice on the safe, efficient and cost-effective use of medicines within the cancer services directorate
Haematologists/, Medical Oncologists, Paediatricians, Specialist nurses and any other relevant HCPs.	Daily / as required	To provide and receive complex information relating to specific chemotherapy. To provide highly specialised advice on their appropriate use.
Patients	Daily or as required	To obtain information from and provide information to patients regarding their existing and new medication. To provide a clinical pharmacist service
Staff from other departments e.g. SALTs, Dieticians	Daily / as required	To provide specialist clinical advice relating to medicine use. To discuss prescribing issues which may include providing and

		receiving complex and/or sensitive information
Pharmacy staff	Weekly	To receive information to support work programme. To discuss issues relating to the service. To attend pharmacy huddles and weekly communication meetings within the pharmacy department
Cancer network/regional colleagues	Monthly	To receive/provide specialist information to inform discussions regarding current and future cancer management.
Divisional Management Teams [governance meetings]	Monthly Divisional governance meeting / as required	Provide a direct link from pharmacy into the Divisional management team to promote medicines optimisation, escalate patient safety concerns and provide assurance to the Divisional teams on medicines management issues.

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## Key Duties and Responsibilities

### 1. Clinical Cancer Services

- 1.1 To provide a specialised haematology and oncology clinical pharmacy service to inpatient, outpatient and day-case patients, carers, specialist medical and nursing staff, and other relevant HCPs providing services to cancer patients.
- 1.2 To assess and analyse oral and injectable cytotoxic prescriptions for accuracy, including complex dosage calculations, appropriateness and safety in accordance with local and national procedures, raising prescribing discrepancies with the prescriber.
- 1.3 To be accredited in the appropriate aspects of handling intrathecal chemotherapy e.g. screening, issuing etc. within the recommendations of current legislation and trust policies.
- 1.4 As the authorised pharmacist, perform a final product check on items manufactured under Section 10 Exemption of the Medicines Act, prior to issue for the patient.
- 1.5 To provide specialised haematology and oncology clinical pharmacist advice to patients ensuring they are aware of their prescribed medicines, the therapeutic effect, the side effects and to provide counselling and discuss compliance.
- 1.6 To attend the haematology consultant-led multidisciplinary clinical rounds to provide and receive complex information regarding the management of individual patients, inputting highly specialised pharmaceutical knowledge to support decision making.

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- 1.7 To take responsibility for the effective use of the network computerised chemotherapy prescribing system across cancer services for all injectable and oral chemotherapy at ward and day case level. To take responsibility for training and providing support to the users of the computerised chemotherapy prescribing system.
  - 1.8 To develop, maintain, and review cancer systemic anticancer treatment (SACT) and supportive care drug protocols defined by the local network and multidisciplinary teams. This includes prescribing protocols and medicine administration guidelines. To contribute to the seamless care of shared-care chemotherapy patients when transferred between allied hospitals and healthcare settings.
  - 1.9 To contribute to the development of the Trust cancer and pharmacy information systems (e.g. intranet of reference material) in accordance with agreed objectives with the Lead Pharmacist.
  - 1.10 To facilitate the implementation of relevant local, network and national standards including service guidelines and technology appraisals produced by the National Institute for Health and Care Excellence (NICE) and NHSE policies.
  - 1.11 To monitor and interpret published evidence in order to implement agreed policies aimed at improving treatment outcome.
  - 1.12 To interpret published data on new drugs affecting cancer services across the Trust and, in conjunction with medical staff, prepare drug evaluations prior to application to the Medicines Optimisation Group.
  - 1.13 To develop and implement clinical governance strategies within cancer services.
  - 1.14 To attend and contribute to SACT governance meetings, SACT steering group meetings and risk management meetings, as appropriate.

## **2. Clinical Trials, Research and Development**

- 2.1 To support the Lead Pharmacist for Clinical Trials in co-ordinating Phase III and IV clinical trials, adhering to good practice guidance.
- 2.2 To maintain good communication with the local clinical trials team - the investigators and their support staff during the course of a clinical trial and with trial organisers in sponsoring organisations, as necessary.
- 2.3 To help ensure all necessary documentation is included in the pharmacy study files (including aseptic trials) and retained in accordance with the relevant standard.
- 2.4 To promote the pharmacy clinical trials service both within the Trust and externally.
- 2.5 To critically engage in research activity, adhering to good research practice guidance, so that evidence-based strategies are developed and applied to enhance quality, safety, productivity and value for money.
- 2.6 Develop audit programmes to review service provision and with the aim to improve medicine use and prescribing practice.
- 2.7 Support the cancer services division on the creation and delivery of action plans and strategies to deliver improvements as a result of audit activity.
- 2.8 Analyse, interpret and disseminate complex data to support decision making.
- 2.9 Actively participate in practice and clinical research to increase the pool of evidence to support and influence national strategies and programmes for pharmacy.

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### 3. Clinical Services

- 3.1 To practice in compliance with the General Pharmaceutical Council code of professional conduct within scope of practice, being responsible and accountable for own decisions, actions and omissions.
- 3.2 To demonstrate a critical understanding of broadened level of responsibility and autonomy and within the limits of own competence and professional scope of practice, including when working with complexity, risk, uncertainty and incomplete information.
- 3.3 To act on professional judgment about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence, and openness to change.
- 3.4 To work as part of the wider healthcare team demonstrating advanced level competencies in line with the Royal Pharmaceutical Society's (RPS) Faculty Advanced Clinical Framework (APF) at advanced level.
- 3.5 To provide a clinical pharmacy service to allocated wards to ensure that medicines prescribed are safe, economic and appropriate to individual patient needs. This includes:
  - checking and documenting patients individual drug histories
  - supporting and reviewing prescribing and administration practice
  - providing specialist advice and information to health professionals and patients
  - actively contribute to ward-based service development initiatives in line with the service priorities to improve capacity, workflow and patient experience
- 3.6 To monitor and review individual patient prescriptions to ensure safe appropriate prescribing. This includes analysing prescriptions in relation to:
  - medicines prescribed
  - dosage
  - administration
  - therapeutic efficacy
  - the presence of any clinically significant drug interactions
  - possible side effects
- 3.7 Provide specialist advice to nursing, medical and other staff accordingly and to address any identified problems.
- 3.8 To provide specialist clinical pharmacy advice to patients ensuring they are aware of their prescribed medicines, their therapeutic effect, possible side effects.
- 3.9 To develop and provide a clinical pharmacy service to the ESHT Infusion Suite to include
  - Screening of prescriptions from specialties which include rheumatology, gastroenterology, dermatology, neurology and respiratory medicine. Medicines will include immunoglobulins, monoclonal antibodies, various iron preparations, as well as other specialist infusions.
  - Ensuring the appropriate funding is in place for high-cost medicines, prior to dispensing. Raising any clinical and funding queries with the clinical teams.
  - Establish a clinical pharmacy presence in the infusion suite team as well as the wider multidisciplinary team.

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- Work with lead pharmacists of other divisions in managing high-cost medication.
- 3.10 Understand the processes around commissioning of high-cost medicines
- 3.11 To monitor medicines use within the clinical areas. This includes recording of significant clinical interventions and risk management including:
- Participation in investigating clinical incidents
  - Recording significant clinical incidents/near misses
  - Ensuring compliance with medicines legislation and local policies
  - Facilitating medicines use audits within the specialist clinical area
- 3.12 To use available information to influence prescribers and ensure the most cost-effective choice of therapy.
- 3.13 To contribute to the monitoring of safe, effective and economic use of medicines within cancer services in accordance with national and local guidelines, working with the Lead Pharmacist.
- 3.14 To participate in implementation of new medicines, commissioning policies, compassionate use schemes, reviews of medicines for formulary applications, Medicines Information Leaflets and as part of Patient Group Directions relevant to the directorate.
- 3.15 To participate in ward rounds, clinical meetings or out-patient clinics as appropriate in order to provide advanced pharmaceutical advice to prescribers and other health care professionals.
- 3.16 To contribute to the development, implementation and monitoring of protocols for medicines, including chemotherapy protocols and related supportive guidelines, high cost, high use and high-risk medicines, in response to clinical and business needs of the Trust and Directorate, ensuring these are integrated across the Trust as appropriate.
- 3.17 To provide financial information that is accurate and identifies trends.
- 3.18 To liaise with external agencies to ensure safe, timely and appropriate supply to patients e.g. Healthcare at Home etc, where appropriate
- 3.19 To tutor rotational clinical pharmacists undertaking the Diploma in Clinical Pharmacy and to tutor other pharmacists and pre-registration students in the clinical area. To act as a role model and mentor for clinical pharmacy, particularly within the cancer pharmacy team.
- 3.20 To contribute to local, national and international specialist interest groups and conferences/meetings.
- 3.21 To become a non-medical prescriber as appropriate and when registered with the GPhC, to prescribe within the Trust's policy for Non-medical Prescribing
- 3.22 With the rest of the members of the clinical pharmacy team to support the strategic developments of the service e.g. electronic prescribing, improved discharge processes, accredited technician checking etc.
- 3.23 Actively contribute to the planning and efficient co-ordination of clinical pharmacy initiatives including discharge planning, prescribing protocols, pharmacists on consultant ward rounds etc.

#### **4. Leadership and Management**

- 4.1 Be a line manager to direct reports as indicated on the organisational chart, taking responsibility for appraisal, performance management, absence management and health and well-being.

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- 4.2 To demonstrate leadership, resilience and determination, managing situations that are unfamiliar, complex or unpredictable and seeking to build confidence in others.
  - 4.3 To continually develop practice in response to changing population health need, engaging in horizon scanning for future developments within cancer services.
  - 4.4 Develop a team of clinical pharmacists to provide pharmacy expertise and resilience within cancer services.
  - 4.5 To liaise with the Education and Training Lead Pharmacist to ensure the organisation of training for trainee pharmacists and rotational pharmacists during their rotation to cancer services.
  - 4.6 Deputise for the Lead Pharmacist, Aseptic and Cancer Services at e.g. Pharmacy or Directorate Meetings in the absence of or at the request of the Lead Pharmacist or Chief pharmacist.
  - 4.7 To actively engage in peer review to inform on own and other's practice, formulating and implementing strategies to act on learning and make improvements.
  - 4.8 To actively contribute to the relevant service quality meetings to support the practice, service redesign solutions and service improvements in response to patient feedback, evaluation and need, working across boundaries and broadening sphere of influence.

## **5. Facilitated Learning**

- 5.1 Develop and supervise training programmes for pharmacist career pathways.
- 5.2 Work with the cancer services multidisciplinary team to support training and development in medicines use / optimisation.
- 5.3 Support the cancer services directorate by providing expertise into their incident investigation processes around medicines incidents.
- 5.4 Respond on behalf of the pharmacy cancer services team in response to investigations and complaints regarding pharmacy service provision within the cancer services directorate.
- 5.5 Disseminate lessons learnt regarding medicines incidents with the cancer services directorate.
- 5.6 Provide expert support to the incident investigation and root cause analysis processes within the cancer services directorate.
- 5.7 Disseminate lessons learnt regarding medicines safety incidents across the cancer services directorate.

## **6. Education**

- 6.1 To engage in self-directed learning, critically reflecting to maximise clinical skills and knowledge, as well as own potential to lead and develop both care and services.
- 6.2 Advocate for and contribute to a culture of organisational learning to inspire future and existing staff.
- 6.3 To support the wider team to build capacity and capability through work-based and inter-professional learning, and the application of learning to practice.
- 6.4 To act as role model, educatory, supervisor, coach and mentor, seeking to instil and develop the confidence of others.
- 6.5 To lead on training new and junior staff within the cancer pharmacy team.



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## **7. Financial**

- 7.1 Support the Lead Pharmacist for Aseptic and Cancer Services to analyse medicine usage and medicines expenditure for Cancer Services.
- 7.2 Work with the Pharmacy Finance manager and Pharmacy Information Analyst to respond to high-cost drug challenges from specialist commissioning groups.
- 7.3 Identify areas of good clinical practice and areas where there needs to be improvement on cost.
- 7.4 Engage and liaise with clinicians and service managers to develop policy and protocols for the cancer services directorate.
- 7.5 Support attainment of medicines-related CQUIN targets.
- 7.6 Support the NICE/Pharmacoeconomics pharmacy team with horizon scanning and other requirements associated with high-cost drugs and specialist commissioning.

## **8. Other duties**

- 8.1 Deputise for the Lead Pharmacist – Aseptic and Cancer Services as the need arises.
- 8.2 Participate in weekend working, late duty, bank holiday and out of hours services as necessary.
- 8.3 Have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- 8.4 Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- 8.5 Work in accordance with the Trust's Equal Opportunities policy to eliminate unlawful discrimination in relation to employment and service delivery.
- 8.6 Promote at all times equal opportunities for staff and patients in accordance with East Sussex Healthcare NHS Trust policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.
- 8.7 All registrants are responsible for maintaining professional registration with the GPhC and successfully completing all the requirements of validation. Failure to be registered, to maintain registration, or loss of registration will be treated as a breach of the terms and conditions of employment.
- 8.8 Ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes.

### **General Duties & Responsibilities applicable to all job descriptions**

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

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### **Working Environment:**

This post demands that you work with cytotoxic, carcinogenic and mutagenic substances in a controlled environment.

Occasional exposure to fumes from Alcohol-based substances.

Daily use of VDU

### **Statement**

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the post holder receives satisfactory clearance from the Disclosure and Barring Service.

**PERSON SPECIFICATION**

Job Title: Advanced Pharmacist – Cancer Services	Grade: Band 8a
Department: Pharmacy Directorate	Date: January 2024

\*Assessed by: A= Application I= Interview R= References T= Testing

Minimum Criteria	*	Desirable Criteria	*
<u>Qualifications</u>			
Master of Pharmacy (MPharm) or equivalent recognised qualification	AI	Specialist qualification in cancer therapy or equivalent knowledge	A
GPhC registration	AI	Knowledge of GMP	A
(Vocational Masters degree in Pharmacy (4yrs) and 1 years pre-registration training and experience)	AI		
A minimum of 2 years experience of working as a specialist pharmacist	AI		
CPD portfolio that demonstrates an ongoing commitment to personal development	AI		
Diploma / Msc in Clinical Pharmacy or pharmacy practice or other equivalent post-graduate qualification (2 years post-graduate training above original Masters level qualification)	AI		
Qualified Independent Prescriber or willing to undertake training	AI		
<u>Experience</u>			
1 year pre-registration training and experience	AI	Has experience in policy, procedure development.	A/I
Substantial post registration experience in a specialist post within Cancer and or Aseptic Services	AI	Experience in managing the pharmaceutical element of clinical trials.	A/I
Experience in utilising information technology within the workplace including inputting, retrieving information and producing reports	AI	Previous experience in mentoring and training pharmacy staff	AI
		Has previous Line management experience	AI
<u>Skills / Knowledge / Abilities</u>			AI

Demonstrates an understanding of the role as identified within the role description.	AI	Demonstrates knowledge in current practices and trends in cancer chemotherapy.	
Demonstrates good communication skills and the ability to handle highly sensitive information.	AI	Demonstrates knowledge of risk factors associated with the prescribing and preparation of cytotoxic therapy.	AI
Demonstrates the ability to prioritise own workload and work to targets and deadlines.	AI	Demonstrates an understanding of aseptic procedures in the in the preparation of cytotoxic therapy	AI
Demonstrates an ability to analyse and interpret prescriptions for safety and appropriateness.	AI		
Demonstrates knowledge and understanding of safe pharmacy practice including Medicines legislation and professional code of ethics.	AI		
Demonstrates the ability to work within a team.	AI		
Demonstrates an understanding of the needs of patients with relation to the provision of information on safe effective medicines use.	AI		
<u>Other</u> Reliable work record	AIR		
DBS clearance if applicable	T		
Evidence that personal behaviour reflects Trust Values	AIR		

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Managers Signature

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Date

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Postholders Signature

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Date

