

# JOB DESCRIPTION

| JOB DETAILS                   |                                               |
|-------------------------------|-----------------------------------------------|
| <b>Job Title</b>              | Senior Clinical Pharmacist Cancer Services    |
| <b>Reports to</b>             | Cancer Services Directorate Pharmacist        |
| <b>Band</b>                   | Band 7                                        |
| <b>Department/Directorate</b> | Pharmacy / Clinical Services/Support Services |

| JOB PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <ul style="list-style-type: none"> <li>To provide a clinical pharmacy service to Yeo, Yarty and Cherrybrook wards and to provide clinical support to core hospital services ensuring consistently safe, clinically effective and cost-efficient use of medicines.</li> <li>To develop skills and knowledge in cancer services pharmacy through exposure to a variety of specialist practice areas. Core knowledge and skills will be enhanced, whilst gaining management and leadership experience.</li> <li>To participate in the department rota to ensure a pharmacy service is provided efficiently over 7 days including 'on-call' commitment, weekend and late duty.</li> </ul> |

| KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <ul style="list-style-type: none"> <li>To participate in the provision of clinical services within cancer services and core pharmacy services as part of a structured programme working under the guidance of senior colleagues but accountable for own professional actions.</li> <li>To provide pharmaceutical care to patients in cancer services.</li> <li>To clinical verify prescriptions for systemic anti-cancer therapy (SACT), including clinical trials, according to relevant competencies.</li> <li>Responsible for ensuring that legal and statutory requirements in relation to medicines are met and for ensuring the delivery of pharmaceutical care to patients meets national and local standards.</li> <li>To assist the lead/senior pharmacists and pharmacy technicians in the effective delivery of aseptic services</li> <li>To participate in investigation of medication -related incidents and implementation of related learning or change in practise</li> <li>Act as an independent prescriber within an agreed area of competence or undertake an independent prescribing course in an area agreed with senior pharmacy staff and utilise these skills once obtained.</li> <li>Carry out duties in the dispensary (as part of weekend, on-call and late duty commitment) to ensure that medicines are provided in a safe and timely fashion for patients.</li> <li>To participate in relevant education, post graduate qualification, in house training, competence assessment and development to ensure effective and safe delivery of pharmacy services.</li> </ul> |

## KEY WORKING RELATIONSHIPS

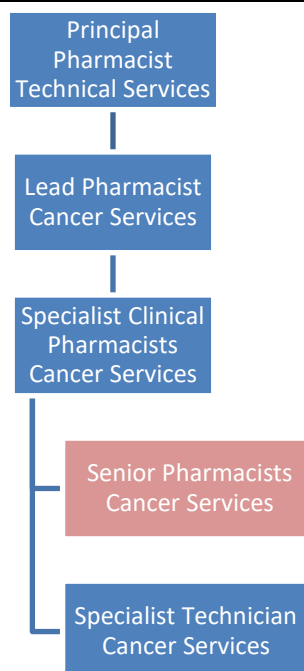
The post holder is required to deal effectively with staff of all levels within cancer services and throughout the wider Trust as and when they encounter on a day to day basis.

In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

| Internal to the Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | External to the Trust                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Chief Pharmacist</li><li>• Lead Cancer Services Pharmacist</li><li>• Specialist Clinical Pharmacists- Cancer Services</li><li>• Specialist Technician – Cancer Services</li><li>• Principal Pharmacist Technical Services</li><li>• Clinical Trials Pharmacy Manager</li><li>• Clinical Trials Pharmacists and Technicians</li><li>• Clinical Pharmacy Manager</li><li>• Lead Pharmacist Medication Safety &amp; Governance</li><li>• Band 6 Pharmacists</li><li>• Technical services pharmacy staff (registered and non-registered)</li><li>• Dispensary Manager</li><li>• Dispensary pharmacy staff (registered and non-registered)</li><li>• Medicines Management Technicians</li><li>• Nursing Staff</li><li>• Medical Staff</li><li>• Non-registered staff e.g. Discharge Co-ordinators, administrative staff</li></ul> | <ul style="list-style-type: none"><li>• Staff from partner organisations (e.g. Devon Partnership Trust, Hospice, other acute hospitals)</li><li>• RDUH outpatient Pharmacists and pharmacy staff (registered and non-registered)</li><li>• Homecare service providers</li><li>• GP practices</li><li>• Primary Care Networks</li><li>• Community Pharmacies</li></ul> |

## ORGANISATIONAL CHART



## FREEDOM TO ACT

Accountable for own professional actions: guided by national protocols, legislation and local formulary such as NICE Guidance, GPhC Standards for pharmacy professionals, BOPA standards for the Pharmacy Verification of Cancer Medicines, the Cancer Drugs Fund and the Devon joint formulary

To work autonomously within trust medicines management policy to provide specialist pharmacy services.

## COMMUNICATION/RELATIONSHIP SKILLS

Frequently communicates and receives complex and sensitive medicines related information to/from prescribers, clinicians, other health and social care colleagues, patients and carers. Patients may have barriers to understanding such as language difficulties, physical or mental disabilities (e.g. elderly or frail patients)

Communication methods will include verbal, written and electronic.

Liaise with and support other pharmacy professional colleagues within the Trust and external organisations as required for role

Communicate advice regarding medication storage with wards staff and registered professionals.

Liaise with medical, nursing and RDUH outpatient Pharmacy staff on the availability of medicinal products.

Communicate with ward non-registered staff to facilitate patient discharge from hospital.

Communication skills may include persuasion, negotiation, empathy and providing reassurance eg communicating with patients to explain how to take new medicines or providing reassurance regarding medication side effects and drug interactions

## ANALYTICAL/JUDGEMENTAL SKILLS

Demonstrate a range of analytical and judgemental skills which require review of complex facts and information or situations which require analysis, interpretation and comparison of a range of available options to inform clinical decisions.

Clinical skills for analysing SACT prescriptions, clinical trial protocols, drug charts and patient information in order to provide advice on medicines, dosages, production requirements and medicines information  
Therapeutic drug monitoring for specific drugs with a narrow therapeutic window to ensure safe and effective therapy.

Respond to a wide variety of complex medicines information enquiries.

Provide advice and respond to queries with respect to the availability and funding of SACT.

Ensure adherence to medicines legislation, trust policies and accurate record keeping.

Use appropriate clinical and professional judgement skills to review medication using problem solving skills to determine the most appropriate course of action and make appropriate clinical recommendations to healthcare professionals

Develop and apply knowledge of Good Manufacturing Practice when working in aseptics

Monitor and influence the practice of other healthcare providers, including medical staff, to ensure that prescribing and medicines use is safe and effective for patients.  
 Assist senior clinical Pharmacists with producing relevant drug use and expenditure reports.  
 Ensure controlled drugs are prescribed, supplied and dispensed in accordance with the Misuse of Drugs Act 1971.  
 Clinical and accuracy checking of prescriptions.

#### **PLANNING/ORGANISATIONAL SKILLS**

Plans own workload to ensure high priority patients or issues are dealt with first e.g. prescription verification and medication supplies for high risk drugs, stem cell procedures, medications reconciliation. Frequent management and prioritising of own workload to tight deadlines and ensuring urgent work is completed within relevant timescales to provide high standards of patient care and to support efficient workflow through the Technical Services unit and patient flow through Cherrybrook day case  
 Provide support for effective discharge planning and processes including authorisation of discharge prescriptions, ensuring appropriate medication supplies available, organising medication compliance aids and discharge medicines referral service.  
 Ensure availability for urgent requests for advice or pharmaceutical services throughout the working day.  
 Respond to unexpected and unpredictable request from other hospital staff.  
 Support the implementation of medicines management issues identified from national and local guidelines and initiatives  
 Plan and carry out controlled drug medication destruction in line with legislation, professional standards and Trust Policy.

#### **PATIENT/CLIENT CARE**

Provide highly specialist clinical pharmacy services and advice which contributes to direct patient care e.g. medicines information, verifies SACT prescriptions, reviews prescriptions, dispenses and supplies drugs for and to patients; provides advice to patients, prescribers on doses, possible side effects and SACT funding undertakes risk management and ensures compliance with medicines legislation.  
 Dispensing and supervision of others in dispensing (by manipulation and reconstitution).  
 Checking patients' own drugs for suitability to reuse to ensure safe and effective therapy.  
 Completing medicines reconciliations for patients and communicating any discrepancies appropriately to the appropriate healthcare professional  
 Take an active role in reporting of medication errors and near misses in line with Trust policy.  
 Provide advice to patients on how to take their medicines and potential side effects to ensure safe and effective therapy.  
 Prescribes within area of competence (one prescribing qualification achieved)  
 Educate patients on their drug therapy to ensure compliance.

#### **POLICY/SERVICE DEVELOPMENT**

Work to defined policies and procedures.  
 Implement pharmacy and medicines-related policies and procedures within the ward and department areas e.g. Medicines Management Policy.  
 Propose and implement changes to medicines-related policies and procedures within area of clinical responsibility which may impact on wider Trust service.  
 Comment on proposed changes to policies and current practices/reviews protocols.

#### **FINANCIAL/PHYSICAL RESOURCES**

Responsible for securing the department (including medicines stock) at the end of day as appropriate.  
 Key holder for pharmacy department for on-call duties (opening up and locking department at start and end of day as required).

#### **HUMAN RESOURCES**

Regularly undertakes supervision of junior pharmacy staff, technicians, foundation pharmacists, undergraduates and students within the pharmacy department and on wards as appropriate.  
 Frequent contribution to education and training e.g. foundation pharmacists, pharmacist peer colleagues, junior staff, specialist nurses and other members of the multidisciplinary team.

#### **INFORMATION RESOURCES**

Records personally generated medicines-related information e.g. medicines reconciliation information, summarises drugs information, prescribing advice and recommendations  
 Inputs patient related data into Trust ePMA system and Trust SACT prescribing system (Beacon).

#### **RESEARCH AND DEVELOPMENT**

Participate in research, surveys or audit as required for role

#### **PHYSICAL SKILLS**

High level of accuracy and skill required for handling and dispensing of particular medicines (e.g. cytotoxic medicines).

#### **PHYSICAL EFFORT**

Frequent requirement for light physical effort for several short periods e.g. working on wards, walking to and from wards.

Occasional requirement to travel to other Trust locations to provide clinical pharmacy service

#### **MENTAL EFFORT**

Frequent requirement for concentration where work pattern is unpredictable e.g. verifying SACT prescriptions, reviewing and checking prescriptions, performing calculations and on call requirements. May be interrupted by urgent requests for advice e.g. responding to bleep and phone calls, interruptions from colleagues while working on wards.

#### **EMOTIONAL EFFORT**

Frequent direct exposure to distressing or emotional circumstances e.g. work with terminally ill, distressed patients.

#### **WORKING CONDITIONS**

Occasional exposure to unpleasant working conditions e.g. aggressive behaviour of patients, clients, relatives, carers.

Occasional exposure to smells from aseptic or cytotoxic production.

#### **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infections.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

#### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

#### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

|                  |                                   |
|------------------|-----------------------------------|
| <b>Job Title</b> | Senior Pharmacist Cancer Services |
|------------------|-----------------------------------|

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Essential                                      | Desirable             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------|
| <b>QUALIFICATION/ SPECIAL TRAINING .</b><br>Master's Degree in Pharmacy<br>Registration with the General Pharmaceutical Council<br>Commitment to study for post graduate prescribing qualification (if not already achieved)<br>Post graduate qualification in pharmacy practice or equivalent experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | E<br>E<br>E<br>E                               |                       |
| <b>KNOWLEDGE/SKILLS</b><br>Understanding of hospital pharmacy systems<br>Knowledge of clinical pharmacy practice<br>Knowledge of cancer services pharmacy practice<br>Knowledge of dispensary working<br>Knowledge of aseptic services<br>Knowledge of medicines information service<br>Knowledge of the principles of GMP<br>Good written and verbal communication skills<br>Ability to interpret information and provide advice<br>Awareness of own limitations and when to refer to others for advice<br>Dispensing and accuracy checking skills<br>Good keyboard skills and familiar with routine office software packages e.g. word, Excel, PowerPoint                                                                                                                                                                                                                | E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E | D<br>D<br>D<br>D<br>D |
| <b>EXPERIENCE</b><br>Previous pharmacy dispensary experience<br>Previous hospital pharmacy experience<br>Previous clinical pharmacy experience<br>Previous experience in cancer services pharmacy<br>Previous experience with electronic chemotherapy prescribing system(s)<br>Previous experience in key core hospital pharmacy services<br>Previous experience prioritising work of self and others<br>Experience of working in a multidisciplinary team                                                                                                                                                                                                                                                                                                                                                                                                                 | E<br>E<br>E<br>E<br>E                          | D<br>D<br>D<br>D      |
| <b>PERSONAL ATTRIBUTES</b><br>Able to work as a team member.<br>Able to participate in flexible working, weekends and on call<br>Commitment to improving the quality of care for patients<br>Commitment to Continuous Professional Development<br>Responds positively to service deadlines<br>Able to plan and manage own workload<br>Possesses good verbal and written communication skills<br>Display an understanding of and ability to deal with patient confidential and sensitive information on a daily basis<br>Ability to communicate complex medication issues to patient and carers in order that they can understand and make best use of their medicines<br>Demonstrate understanding and ability to communicate and deal with all patients and/or carers some of whom may have language, sensory or learning difficulties, or who may be dying or distressed | E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E      |                       |
| <b>OTHER REQUIREMENTS</b><br>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | E                                              |                       |

|                                                           |   |  |
|-----------------------------------------------------------|---|--|
| Ability to travel to other Trust locations                | E |  |
| Ability to travel in order to participate in on call rota | E |  |

|                                                                                        |   | FREQUENCY<br>(Rare/ Occasional/<br>Moderate/ Frequent) |   |   |   |
|----------------------------------------------------------------------------------------|---|--------------------------------------------------------|---|---|---|
| WORKING CONDITIONS/HAZARDS                                                             |   | R                                                      | O | M | F |
| <b>Hazards/ Risks requiring Immunisation Screening</b>                                 |   |                                                        |   |   |   |
| Laboratory specimens                                                                   | N |                                                        |   |   |   |
| Contact with patients                                                                  | Y |                                                        |   |   |   |
| Exposure Prone Procedures                                                              | N |                                                        |   |   |   |
| Blood/body fluids                                                                      | N |                                                        |   |   |   |
| Laboratory specimens                                                                   | N |                                                        |   |   |   |
| <b>Hazard/Risks requiring Respiratory Health Surveillance</b>                          |   |                                                        |   |   |   |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |                                                        |   |   |   |
| Respiratory sensitisers (e.g. isocyanates)                                             | N |                                                        |   |   |   |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)                | N |                                                        |   |   |   |
| Animals                                                                                | N |                                                        |   |   |   |
| Cytotoxic drugs                                                                        | Y |                                                        |   | ✓ |   |
| <b>Risks requiring Other Health Surveillance</b>                                       |   |                                                        |   |   |   |
| Radiation (>6mSv)                                                                      | N |                                                        |   |   |   |
| Laser (Class 3R, 3B, 4)                                                                | N |                                                        |   |   |   |
| Dusty environment (>4mg/m3)                                                            | N |                                                        |   |   |   |
| Noise (over 80dBA)                                                                     | N |                                                        |   |   |   |
| Hand held vibration tools (=>2.5 m/s2)                                                 | N |                                                        |   |   |   |
| <b>Other General Hazards/ Risks</b>                                                    |   |                                                        |   |   |   |
| VDU use ( > 1 hour daily)                                                              | Y |                                                        |   |   | ✓ |
| Heavy manual handling (>10kg)                                                          | N |                                                        |   |   |   |
| Driving                                                                                | Y |                                                        | ✓ |   |   |
| Food handling                                                                          | N |                                                        |   |   |   |
| Night working                                                                          | Y |                                                        | ✓ |   |   |
| Electrical work                                                                        | N |                                                        |   |   |   |
| Physical Effort                                                                        | Y |                                                        | ✓ |   |   |
| Mental Effort                                                                          | Y |                                                        |   |   | ✓ |
| Emotional Effort                                                                       | Y |                                                        |   | ✓ |   |
| Working in isolation                                                                   | Y |                                                        | ✓ |   |   |
| Challenging behaviour                                                                  | Y |                                                        | ✓ |   |   |