



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Senior Pharmacist, Cancer Services
Band	Band 7
Hours	37.5 hours per week (1.0wte). There is a requirement to work late night, weekends, and bank holidays on a rota basis.
Department	Pharmacy
Division	CSS
Location / Hospital Site	St Richard's
Responsible to	Lead Pharmacists, Cancer Services
Accountable to	Supervising Rotational Band 6 Pharmacists and Pre-registration Pharmacists rotating within aseptic department
DBS Level	DBS- Enhanced
DBS Barring	Adults and Children
DBS Workforce	Adults and Children

Role Summary

To support and maintain the work of the Aseptic Services Section of the Pharmacy, which provides all injectable chemotherapy treatments in a ready to use form. To work closely with the Technician Team Leader – Aseptic Services to ensure that a safe and efficient service is provided.

To provide specialist clinical pharmacy service to all cancer patients undergoing chemotherapy within the Trust and to liaise with the Lead Pharmacists, Cancer Services in respect of this when necessary.

To supervise the Rotational Pharmacists, Pre-registration Pharmacists, Senior Pharmacy Technician, and the Pharmacy Technician(s) Aseptic Services –Worthing Hospital.

To provide a comprehensive pharmacy service to the patients of University Hospitals Sussex NHS Foundation Trust and Sussex Partnership NHS Foundation Trust including units at Worthing, Chichester, Hove, Langleigh Green, and Eastbourne localities. Also to provide the pharmacy service to other local healthcare providers against negotiated contracts including, local hospices.

Services consist of provision of medicines, clinical services, aseptic preparation, medicines information, community services, drug purchasing and formulary, education and training and providing related drug usage and financial information. In addition, the Pharmacy provides a quality control service, including medical gas testing and temperature mapping to a variety of customers over a wide area of the country.

Key Working Relationships

Associate Head of Pharmacy –Operations

Pharmacist Team Leader – Cancer Services

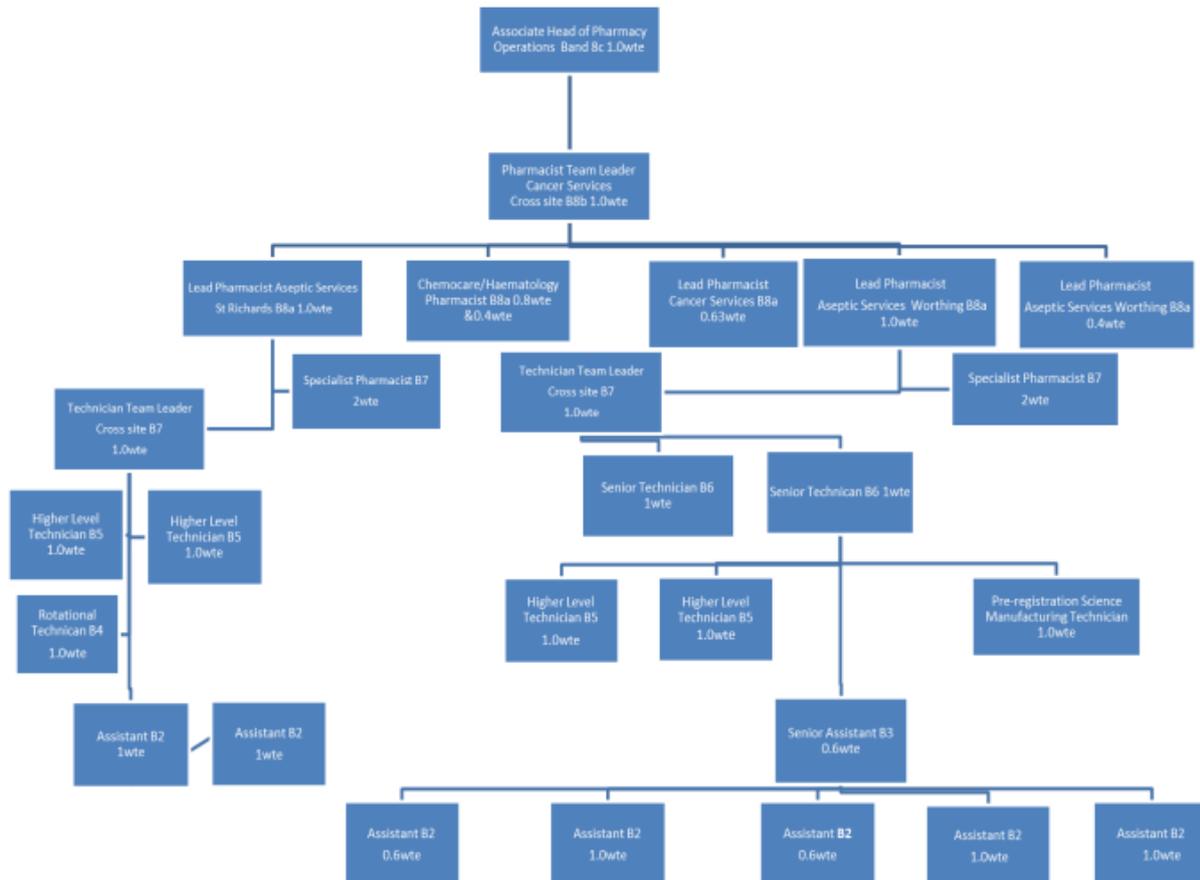
Lead Cancer Services Pharmacist and aseptic teams.

Technician Team Leader – Aseptic Services

Pharmacy Technician(s) Aseptic Services

Medical staff, nursing staff and other healthcare professionals working in the cancer services directorate at Worthing Hospital or St Richard's Hospital
 Patients and their relatives/carers
 Pharmacists within the former Central South Coast Cancer Network

Structure Chart



Main Duties and Responsibilities Communication

To undertake specific duties agreed with the Lead Pharmacist Cancer Services in line with the grade and scope of the post.

During periods of absence of the Lead Pharmacist, to deputise as the Accountable and Responsible Pharmacist for all work carried out under section 10 of the Medicines Act within the Pharmacy Aseptic Unit.

To assist the Lead Pharmacist in responding appropriately to external regional QC inspections, detailing actions undertaken to comply with their recommendations; in conjunction with the Technician Team Leader – Aseptic Services.

To supervise the Rotational Pharmacists, Pre-registration Pharmacists, Senior Pharmacy Technician, and the Pharmacy Technician(s) Aseptic Services, ensuring that acts and duties are carried out in accordance with agreed procedures, local policies, and official directives.

To develop a positive and creative liaison with all cancer services staff and appropriate external organisations.

To provide and respond to requests from all grades of 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 consultant wards rounds, multi-disciplinary team meetings and case conferences as and when necessary, in absence of the Lead Pharmacist Cancer Services.

To work closely with other lead specialists in other localities and nationally for pharmacy services to cancer services to develop best practice.

To provide clinical support and supervision to the other aseptic services pharmacists and pharmacy technicians within the Trust as necessary.

To assist in the supervision and direction, where appropriate, of other pharmacy staff.

Service Delivery and Improvement

To help develop and deliver a safe, efficient, and effective pharmaceutical aseptic service to the cancer services directorate at Worthing Hospital or St Richards Hospital. This includes ensuring that facilities meet the standards assessed by external audits under the direction of EL (97)52 by the Department of Health.

In conjunction with the Lead Pharmacist and the Technician Team Leader – Aseptic Services, deploy staff available to prepare all required aseptic preparations and to assist in the production process when necessary. Workload must be prioritised to ensure minimum patient waits and maximum convenience to medical and nursing staff.

To final check chemotherapy in the aseptic unit and be the authorised pharmacist when required.

To participate in local rota arrangements for covering on call (if included), late clinics and weekend and Bank Holiday duties.

To attend such courses, study days and meetings that are mandatory for all staff and others considered relevant to the post.

To act as the Responsible Pharmacist for the dispensary services as required.

To ensure that the clinical areas within the cancer services division receive an appropriate clinical pharmacy service.

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 use electronic prescribing (Aria at St Richards) for all oncology and haematology prescriptions and assist in the checking of proformas.

To change chemotherapy doses in line with recognised guidelines agreed by clinicians within the Trust and the former Cancer Networks, for example, dose banding guidelines.

To assist the Lead Pharmacist in the development and updating of all relevant University Hospitals Sussex NHS foundation Trust Standard Operating Procedures (SOPs) and former Sussex Cancer Network policies, procedures and systems relating to the use of medicines within this service.

To assist in the delivery of the medicines management agenda in relation to cancer services at UHSx, 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 ensure the pharmacy cancer services are in line with any government initiatives.

To carry out risk assessments as required and implement safeguards or actions to ensure that systems in place promote health and well-being to all users and prevent harm and minimise the risk of medicine diversion.

To continuously ensure appropriate funding of chemotherapy i.e. via Cancer Drugs Fund (CDF), NICE guidelines and IFR requests.

To contribute to annual contributions towards Cost Improvement Programme or other efficiency or savings programmes.

To undertake audits as directed by the Lead Pharmacist by which the quality and effectiveness of pharmacy services to cancer services can be measured.

To attend courses, study days and meetings that are mandatory for all staff and others considered relevant to the post and its development.

People Management and Development

To ensure the training of all staff within aseptic services to be competent in the preparation of all aseptic preparations. In relation to rotational pharmacists, to supervise in all aspects of the production process until competence has been demonstrated in their clinical knowledge in relation to screening oncology and haematology prescriptions.

To supervise the training of pre-registration pharmacists working in the Pharmacy team.

To assist as and when necessary, in the in-service education and training of staff within the pharmacy and in the Trusts as a whole.

If required to act as an accredited Diploma tutor as required by the pharmacy department.

To assist in the development and implementation of a final checking test for rotational pharmacists during their rotations within the aseptic services. To monitor, encourage and support the development of rotational pharmacists in this area on an ongoing basis, with consideration to individual experience and developmental needs.

To convey 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 ensure compliance with any cancer service clinical trials and to ensure necessary paperwork requirements are continually updated.

To ensure compliance with formulary processes as determined by the Trusts' Medicines Optimisation Committee for medicines issued from UHSx.

To support the Lead Pharmacist in the delivery of a clinical pharmacy and advisory service for cancer services; provide expert advice on pharmaceutical matters within this clinical area, undertake clinical audit and be accountable for own actions where guidance and legislation is ambiguous.

To assist the Lead Pharmacist Cancer Services in investigating and recording drug errors in relation to cancer services where necessary.

To maintain personal and professional development in order to make the optimum contribution to the pharmacy service.

To be a specialist pharmacist to the cancer services directorate, to implement and follow national guidance and legislation and to be accountable for own actions where guidance and legislation is ambiguous.

To participate in local rota arrangements for covering on-call (if included), late clinics and weekend and Bank Holiday duties.

Patient Care Delivery

To ensure pharmacy aseptic services provided are patient focussed and to create a culture of customer care.

To monitor chemotherapy regimens and clinically check prescriptions prior to their production and to resolve any pharmaceutical issues arising from cancer treatments.

To ensure chemotherapy agents are manufactured in concordance with medicines legislation, the “Guide to Good Manufacturing Practice” and regional QC standards.

To communicate key information to patients regarding chemotherapy in an outpatient and inpatient setting.

To maintain appropriate systems of record keeping and retention according to the needs of the service especially inputting prescription data on to the Trust pharmacy computer system, the maintenance of patient pharmacy records, medicines information enquiries, and non-UHSx trust policies and protocols. To ensure a full audit trail is in place to trace all products made within the aseptic unit if necessary.

To liaise with the Royal Marsden Hospital, Great Ormond Street and Southampton Hospital in relation to shared-care protocols for paediatric oncology patients.

To assist clinicians in the development of clinical guidelines and practices for specialist areas.

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

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

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

Workplace and Environmental Factors

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

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	Registered member of the General Pharmaceutical Council	AF Application form (AF) Selection interview (I) Assessment (A)	Member of specialist interest groups e.g. BOPA (British Oncology Pharmacy Association).	AF Application form (AF) Selection interview (I) Assessment (A)
Experience/Qualifications	Degree in Pharmacy from a UK School of Pharmacy or equivalent, as recognised by the General Pharmaceutical Council	AF	Further post-graduate qualification in Clinical Pharmacy at certificate level or higher.	AF
Skills	Significant experience in clinical hospital pharmacy Excellent written and oral communication skills. Ability to work individually and as part of a team. Ability to act with confidence and take responsibility for actions. Effective negotiating skills	AF	Working as a pharmacist within the field of cancer services Experience in training of other staff	AF

	<p>Ability to demonstrate attention to detail, accuracy, and numeracy/calculation skills.</p> <p>Demonstrate initiative and problem-solving skills.</p> <p>Effective organisation and time management skills</p> <p>Experience of managing unpredictable work patterns and to effectively manage situations.</p> <p>Keeps good records.</p> <p>Caring and compassionate</p> <p>Responsible for own actions and those of relevant others.</p> <p>Demonstrate empathy towards patient group.</p> <p>Evidence of having undertaken own development to improve understanding of equalities issues</p>			
People Management and Development	Teaching and tutoring experience	AF, I	Staff management experience	AF, I
Specific Requirements	<p>Awareness of financial aspects of chemotherapy funding</p> <p>Experience of checking the work of others</p> <p>Holds a valid UK driving licence and able to drive.</p> <p>Good use of computer keyboard</p> <p>Excellent IT skills and knowledge</p> <p>Involvement / contribution to research projects</p>	AF	<p>Previous knowledge and skills gained from completion of a rotation within the aseptic unit.</p> <p>Teaching experience</p> <p>Use of Wellsky pharmacy computer system</p> <p>Use of electronic prescribing system</p> <p>Research publication on own or as part of a group/team.</p>	AF, I

	Excellent command of the English language Motivation and enthusiasm			
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).			
Freedom to Act	Able to identify own development/training	AF, I	Experience in undertaking audits	AF, I