NHS
University Hospitals of North Midlands
NHS Trust

Job Description and Person Specification

PROUD TO CARE

Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk

Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.

Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Women's, Children's & Clinical Support Services

Job Title: Advanced Specialist Pharmacist with responsibility for Cancer Clinical Trials

Band: 8a

Location: Work base Cancer Centre Pharmacy, Royal Stoke University Hospital with cross site working at County Hospital

Hours: Average of 37.5 hours/week across a 7 day working rota (with a maximum weekend commitment of 1 in 4)

Managerially accountable to: Principal Pharmacist- Technical Services, Cancer and Research

Professionally accountable to: Clinical Director of Pharmacy

Role Summary

This post is split Clinical Trials 60:40 Cancer services

Clinical Trials

- **Be the lead pharmacist and subject matter expert for managing the pharmaceutical aspects of cancer clinical trials within UHNM**
- **Work closely with UHMN Research and Innovation Directorate and other stakeholders to ensure the safe, effective delivery of Cancer Clinical trials across the Integrated Care Board (ICB)**
- **Co-ordinate delivery of cancer clinical trials across UHNM in accordance with current UK Clinical Trials Regulations and all updates, Good Clinical practice (GCP), Good Manufacturing Practice (GMP), Good Distribution Practice (GDP) guidelines and departmental procedures, ensuring provision of a high quality service**
- **Manage the cancer clinical trials team and ensure all relevant staff are trained in the delivery of clinical trials**
- **Work with the non-cancer clinical trials team to ensure standardisation of processes**
- **Ensure that all relevant information relating to cancer clinical trials are incorporatred into electronic prescribing and medicine administration (EPMA) systems in place across across UHNM**

Cancer Services

- **Be an advanced specialist pharmacist delivering a comprehensive and consistently high quality clinical pharmacy service and medicines management service to cancer patients.**
- **Work with the Team Leader and Senior Pharmacists for Oncology and Haematology Services to ensure that the UHNM service specification for the division is achieved.**
- **Clinically screen SACT prescriptions according to locally agreed standards, following a period of competency based training in line with The British Oncology Pharmacy Association standards to Level 2 or Level 3 of the SACT Passport.**
- **Provide a patient focused high level clinical pharmacy service to the Cancer speciality, including out-patient clinic sessions.**
- **Undertake further education to become a non-medical prescriber (NMP) as service demands require. Once qualified, to practice as an independent prescriber as required.**
- **Support the management of Compassionate use, Early Access Medicnes Schemes, Project Orbis, Free of Charge schemes and specialst medicines within cancer services where appropriate**

Key Areas/Tasks

- To be highly specialist pharmacist leading all pharmaceutical aspects of cancer clinical trials with key stakeholders internal and external to the Trust
- To be responsible for the provision of advice on the pharmaceutical aspects of cancer clinical trials. This includes:
  - Specialist capacity and capability review
  - Feasibility
  - Financial
  - Medicines management
  - Compliance with legislation
  - Risk assessment
  - Amendments
- To liaise with Clinical Trial Sponsors and hospital staff involved in clinical trials to ensure that all clinical trial protocols are practical and safe for pharmacy to participate in.
- To authorise Standard Operating Procedures relating to clinical trials and ensure all pharmacy staff involved in trials understand and follow the procedures.
- Manage the cancer clinical trials team and ensure all relevant staff are trained in the delivery of clinical trials
- To ensure all documentation relating to clinical trials is completed by the appropriately trained staff
- To be the pharmacy representative at multidisciplinary meetings on clinical trials including:
  Trial Management Group meetings for Sponsored studies
  Clinical Trial Pharmacy Meetings
  Regional / National Pharmacy Clinical Trials Meetings
- Act as a role model for all pharmacy staff and pharmaceutical aspects of clinical trials. This involves mentoring staff when required
- To work closely with Principal Pharmacist Technical Services, Cancer and Research to contribute forward planning of resources to support clinical trials
- Be the Pharmacy lead for audits performed internally and externally by pharmacy, sponsor-led or regulatory bodies and develop action plans as a result
- To ensure compliance with all legislation and national and local guidelines relating to clinical trials
- To assess and manage the pharmacy workload, clinical governance and drug related financial implications of clinical trials and lead on action plans relating to Cancer Clinical Trials
- To ensure all appropriate fees are recovered from sponsors accurately and in a timely manner
- To identify new prescribing practices that may result from discontinuing clinical trials which may impact on prescribing budget (Horizon scanning).
- Actively support and advise on the UHNM Research and Innovation Strategy
- Provide advice and information on clinical trials issues to Principal Pharmacist Technical Services, Cancer and Research and attends relevant meetings with the Research and Innovation Directorate for communication, performance, problem solving and forward planning. This includes trial management group meetings for sponsored trials
- To address issues and manage the whole process of Medicines Management relating to cancer clinical trials medicines within UHNM and develop appropriate guidelines and recommendations for use within pharmacy and other relevant directorate's
- To ensure that UHNM complies with GCP with regard to pharmaceutical aspects of clinical trials
- To comply with the legal and other requirements related to the purchase, supply, use and safe custody and destruction of drugs within the pharmacy and all other areas of UHNM
- To advise on safe and appropriate storage of clinical trials materials within the pharmacy and other relevant clinical areas where appropriate
- Communicate complex information to patients and carers regarding their medication with respect to administration and toxicities.

- Contribute to the strategic planning and forward development of Cancer Services and Pharmacy Technical Services.
- Develop working relationships with other Trusts within the Cancer Alliance and beyond to facilitate best practice and continuity of care for patients.
- Works with the Pharmacist Team Leader – Clinical governance to address all clinical governance and risk management issues and initiatives relating to the use of medicines within the Speciality. This includes preparation for Care Quality Commission inspections and any remedial action plan implementation.
- Contribute effectively to patient care as part of the multidisciplinary team, by attending ward round or other appropriate meetings, in order to make pro-active interventions in individual patient's therapy and to provide information on drug related issues.
- Proactively support the antimicrobial and antifungal stewardship agenda within the Trust via implementation of guidelines, undertaking audits and recommended actions and initiatives to minimise consumption and resistance patterns.
- To comply with the legal and other requirements related to the purchase, supply, use, safe custody and destruction of drugs within the pharmacy and in all other areas of the hospital.
- Undertake project work, financial reporting and development of CIPs to support the Advanced Specialist Pharmacists as required.
- Identify new prescribing practices (horizon scanning) and be involved in obtaining and assuring the correct funding arrangements are in place for cancer patients including the cancer drugs fund (CDF), individual funding requests (IFRs), early access to medicine schemes (EAMS).
- Support with the implementation of CQUINS, DQIP and any other NHS-E initiatives
- Review, monitor and evaluate complex drug usage and expenditure data on a regular basis and identify, highlight and help address any trends to the Team Leader – Cancer Services
- In conjunction with the Advanced Clinical Pharmacist Commissioning and Best Value Medicines & Procurement and Commissioning team assist on issues related to the procurement of medicines for Cancer Services e.g. availability and suitability of generic products or biosimilars.
- Contribute to the Business Planning process for the Pharmacy Directorate.
- To provide professional and legal supervision in the dispensary as allocated. This includes acting as Responsible Pharmacist, clinical screening of prescription charts from wards and clinics and the dispensing and final accuracy checking of dispensed items (including controlled drugs) for inpatient and outpatient use
- Works as an independent prescriber where need identified within role. This activity must comply with the Trust Scope of Practice for Pharmacist Independent Prescribers (PIPs).
- Use all electronic systems relating to pharmacy and clinical trials management including EPMA. Use e-mail, internet sources and specialised databases to help keep knowledge up to date to anser medicines related questions
- To handle Systemic Anti-Cancer Treatments (SACT) as part of dispensing processes as per Ensures original work is disseminated through publication in peer-reviewed journals
- To participate in appropriate rotas, this may be necessary for the efficient running of the service including weekend and Bank Holiday working.
- Be aware of and work within all Trust Policies and Procedures as required whilst undertaking all aspects of duties.
- Is professionally responsible for his/her own actions.
- Acts as a line manager for Cancer Clinical Trials Team and Band 6 and 7 pharmacists as required. This includes undertaking their Appraisal and personnel development plan (with formal 6 month review) including identification of individual development and training needs, HR management including regular 1:1 meetings sickness, annual leave, maternity/paternity leave, disciplinary/capability management.
- Provides day to day clinical supervision and development of any staff working within cancer clinical trials, monitors progress and acts to address performance issues identified.

- Provides specialist training to all levels of pharmacy staff on cancer clinical trials to ensure they are appropriately trained and carrying out the necessary function to support clinical trials within pharmacy
- Delivers education and training on cancer clinical trials to prescribers, nursing staff and undergraduate medical students via induction programmes, specialist teaching sessions and e-learning. This may include participating in the input into the corporate induction programme.
- Participates in activities related to the recruitment of staff within cancer clinical trials
- Where required acts as a co-ordinator or tutor on the Keele University Clinical Pharmacy Diploma course. This includes undertaking the student's annual personnel development plan (with formal 6 month review) including identification of individual development and training needs.
- Where required acts as a Trainee Pharmacist tutor ensuring that all competencies are achieved and the person is suitable for registration with the GPhC.
- Educates all prescribers, particularly junior medical staff, on cost-effective prescribing, safe use of medicines and clinical guidelines relating to the use of medicines.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.
- To comply with the code of Ethics and Standards of the General Pharmaceutical Council
- To comply with the Continuing Professional Development requirements as required by he General Pharmaceutical Council

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability

Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future'* with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Band 8a Advanced Specialist Pharmacist – Cancer Clinical Trials
Person Specification

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	Masters degree in Pharmacy (MPharm) or equivalent	✓		A
	Registered with General Pharmaceutical Council (GPhC)	✓		A
	Postgraduate Clinical Pharmacy Diploma / MSc or equivalent Qualification	✓		A
	Independent Prescriber with appropriate annotation on GPhC register or willing to undertake where there is an identified clinical need	✓		A
	Commitment and evidence of professional updating and formal continuous professional development (CPD)	✓		A
	Member of the RPS		✓	A
	Member of British Oncology Pharmacy Association.		✓	A
	Good Clinical Practice (GCP) Certification		✓	A

	Formal management and / or leadership qualification		✓	A
Knowledge, Skills, Training and Experience	Comprehensive experience as a clinical pharmacist practitioner including a solid grounding in a broad range of clinical specialties.	✓		A
	Clinical pharmacy experience within chemotherapy/Cancer services and an enthusiasm to develop this	✓		A
	Experience working with clinical trials and knowledge of the regulations relating to them	✓		A
	Computer literate and able to use Windows applications including Microsoft Word, Excel, Teams and internet	✓		A
	Evidence of involvement in pharmacy practice research and/or audit	✓		A
	Experience of managing a team Management experience and / or experience of undertaking appraisals	✓		A
	Experience of directorate pharmacy services and / or writing drug usage reports		✓	A
	Evidence of involvement in writing of Guidelines and SOPs		✓	A

	High standard of oral and written (including report writing) communication skills with attention to detail	✓		
	Able to demonstrate good leadership skills	✓		
	Confidence in being able to discuss clinical guidelines and patient management plans with senior clinicians and provide clinical challenge as required	✓		
	Demonstrates advanced level of clinical reasoning and judgement	✓		
	Able to influence senior clinicians and managers in the resolution of difficult and / or ambiguous problems.	✓		
	Good organisational and time management skills and meeting set targets and deadlines	✓		
	IT skills and knowledge of the digital medicines agenda.	✓		
	Good knowledge of the medicines safety, risk management and governance agenda and it's application to the clinical role	✓		
	Good knowledge of evidence based medicine, formulary			

	application / management processes and drug use evaluation Methodical with effective organisational skills in the workplace including prioritisation of workload to meet deadlines. Interest in expanding knowledge and self-development including networking within the speciality Good analytical, evaluative and problem solving skills Able to contribute to the strategic planning and further development of clinical pharmacy services to the Directorate Knowledge of directorate pharmacy services Sound knowledge of national clinical guidelines (e.g. N.I.C.E.) relating to specialty for pharmacy practice	✓ ✓ ✓ ✓ ✓		
Personal Qualities	Professional behaviour and credibility Ability to demonstrate Trust values	✓ ✓ ✓		

	Enthusiasm and commitment to the specialist role			
	Enthusiasm to developing innovative approaches to service delivery and quality improvements	✓		
	Patient focused with a strong commitment to providing a high quality care and a positive experience	✓		
	Positive attitude to change processes and service transformation	✓		
	Ability to work unsupervised and alone	✓		
	Ability to work under pressure	✓		
	Ability to work as part of a team	✓		
	Ability to adapt to agile working across sites and from a remote location including home. This includes unsocial hours, weekend and bank holiday working	✓		
	Able to proactively support the Trust's staff engagement and well-being agenda	✓		
	Pleasant manner and sociable behaviour	✓		

	Honest and trustworthy and able to maintain strict confidentiality at all times	✓		
	Must have ability to travel between sites and to relevant meetings outside of the Trust	✓		
	Ability to adhere to policies, procedures and standards	✓		