

# Job Description and Person Specification

**Working in partnership**

The Royal Wolverhampton NHS Trust  
Walsall Healthcare NHS Trust



Care Colleagues  
Collaboration Communities

## Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

## Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



<b>Care</b>	Excel in the delivery of <b>Care</b>	
<b>Colleagues</b>	Support our <b>Colleagues</b>	
<b>Collaboration</b>	Effective <b>Collaboration</b>	
<b>Communities</b>	Improve the health and wellbeing of our <b>Communities</b>	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

# Job Description

## 1. Job Details

<b>Job Title:</b>	Higher Level Pharmacist – Aseptic and Cancer Services
<b>Band:</b>	AFC Band 7+EDC
<b>Reports to (Title):</b>	Senior Pharmacist – Aseptic Services
<b>Trust Website:</b>	<a href="http://www.royalwolverhampton.nhs.uk">www.royalwolverhampton.nhs.uk</a>
<b>Directorate:</b>	Therapies and Pharmacy Group
<b>Department / Ward:</b>	Pharmacy
<b>JD Number:</b>	5034
<b>DBS Check Required</b>	<ul style="list-style-type: none"><li>• Standard DBS</li></ul>

## 2. Job Summary

- Act as an authorised pharmacist in the provision of a pharmaceutical aseptic service.
- Work with the Assistant Director of Pharmacy and other senior pharmacists in aseptic services to lead the delivery of a specialist pharmacy service to all wards and departments within the Oncology and Haematology Directorate.
- To deliver pharmaceutical services to patients requiring parenteral nutrition support and Systemic anti cancer treatments (SACT)
- Provide professional pharmaceutical services, including reviewing prescriptions, and clinical pharmacy services to designated wards/departments
- Supervise/provide professional support to junior pharmacists/ pharmacy technicians, students and support staff

## 3. Main Duties and Responsibilities

1. To deliver a comprehensive and consistently high quality aseptic and clinical pharmacy service to the oncology/haematology directorate in order to improve the quality of patient care, and to promote evidence based, cost-effective prescribing, in line with departmental procedures.
2. To act as an authorised pharmacist in the provision of a pharmaceutical aseptic service
3. To clinically verify and final release aseptic products including treatments for cancer patients, parenteral nutrition bags and other CIVAS products
4. As a member of the adult nutrition team, to actively provide specialist clinical pharmacy advice to medical staff on the prescribing and formulation of parenteral nutrition.
5. To be on the delegation logs for clinical trials supported by the pharmacy aseptic unit.
6. Provide professional guidance to junior pharmacists, technicians and students working within the area of speciality.
7. Contribute effectively to patient care as part of the multidisciplinary team, by attending ward rounds or other appropriate meetings, to make pro-active interventions in individual patients' therapy and to provide information on drug related issues.



8. Promote optimal and appropriate drug use and high quality prescribing practice through: implementation of the Joint formulary, medicines management and antimicrobial prescribing initiatives; promotion of key prescribing messages; assisting in the development of prescribing guidelines and care pathways; assisting in the development of essential shared care guidelines and participating in multidisciplinary staff training.
9. To participate in the internal monitoring systems to measure clinical input on the wards and provide such information as may be required. This will include intervention monitoring and antibiotic point prevalence data collection.
10. To investigate pharmaceutical problems arising from use of medicinal products and participate in and encourage medical staff in adverse drug reaction reporting
11. Assist other Senior Pharmacists providing pharmaceutical advice at Directorate level.
12. Be supported to train and work as an Independent Prescriber as required according to Trust Policies and within an identified scope of practice
13. To maintain an up to date knowledge of developments in medical and pharmaceutical practice, as part of their own continuing professional development

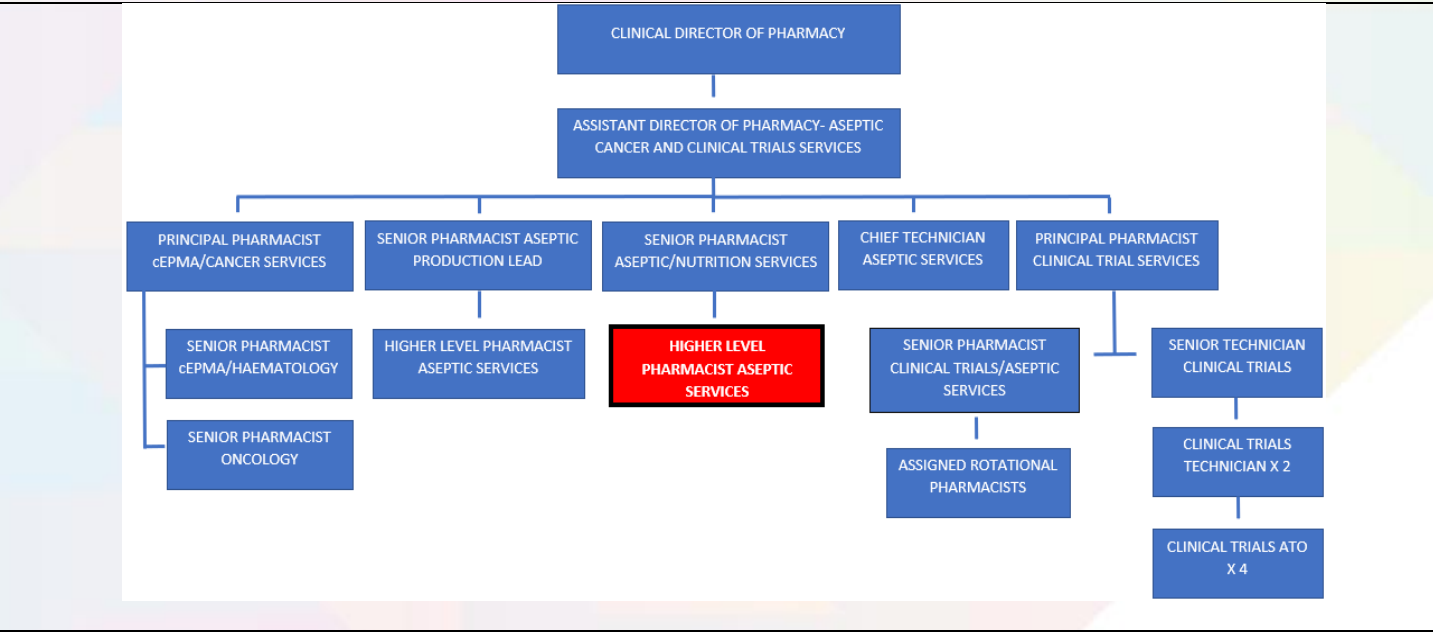
#### **EDUCATIONAL – SUPERVISION, TEACHING AND RESEARCH**

1. To participate in the training programme schedules for rotational pharmacists, pre-registration students, vocational undergraduates, and new staff and student technicians.
2. To participate in local training initiatives to meet CPD requirements in accord with departmental training strategy.
3. Educate all prescribers, on cost-effective prescribing, safe use of medicines and clinical guidelines relating to the use of medicines.
4. Update and implement existing drug-related guidelines and provide support in the implementation of NICE guidelines as required in order to optimise patient care.
5. Contribute to the review and development of existing treatment guidelines and policies within the oncology and haematology directorate in order to promote safe and evidence based patient care
6. Be able to identify areas in which service developments and/or improvements can be made and propose strategies with which these developments can be achieved.
7. To develop/provide lectures, tutorials and other teaching sessions for medical, nursing and pharmaceutical staff on medicines related issues and clinical trials.
8. To Participate in multidisciplinary audits.

## **GENERAL OBLIGATIONS**

1. To ensure that all work the post holder is involved with accords with clinical governance criteria in relation to aspects such as clinical risk management, adherence to the Duthie Report and concordance with appropriate Trust policies or guidelines.
2. To participate in the provision of extended hours of service, including early and evening working, Saturdays and Sundays and bank holidays, according to formal rota arrangements.
3. To participate in the provision of an out of hours on call pharmaceutical service, according to formal rota arrangements
4. To report any suspected or observed defects in drugs, medicinal products and equipment to a Senior Pharmacist.
5. To be familiar with, and maintain, safe standards of work and adequate records of all processes.
6. To have due regard for, and to conform at all times with, the Standards for Conduct, Ethics and Performance 2012 as set out by the General Pharmaceutical Council.
7. To have due regard for, and to conform at all times with, directives and circulars associated with the provision of pharmaceutical services, including the Medicines Act, the Duthie Report, relevant Controls Assurance requirements and associated Trust policies and procedures.
8. To have due regard for all statutory guidance applicable to the pharmacy, including Health and Safety at Work, Manual Handling and the Control of Substances Hazardous to Health (COSHH).
9. To maintain at all times the rules relating to patient confidentiality.
10. To have due regard for the Trust policies on discrimination

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

### **Infection Prevention**

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

### **Equal Opportunities Policy**

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

### **Data Protection**

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

### **Customer Care**

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.



## **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

## **Smoking Policy**

The Trust provides a smoke-free work environment.

## **Confidentiality**

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

## **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

## NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

## Criminal Records

DBS required:

This role is an 'exempt position'. This means it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When appointing to an exempt position we are legally permitted to obtain a standard or enhanced check through the Disclosure and Barring Service (known as a DBS check). Any request for such a check must comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Exceptions Order) and/or the Police Act 1997 (as amended). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

DBS not required:

This role is a non-exempt position. This means it is covered by the provisions outlined in the Rehabilitation of Offenders Act 1974. In such cases, we are only permitted to obtain a basic disclosure through the Disclosure and Barring Service (DBS). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

## Sustainability and Net Zero

The Royal Wolverhampton NHS Trust is committed to sustainability and to reducing the environmental impact of its operational activities whilst supporting the NHS aim to sustainable healthcare delivery and becoming a Net Zero Carbon organisation. As a public funded organisation, we have an obligation to operate in a way that impacts the communities we serve in a positive manner. The Trust is committed to ensuring effective and efficient use of resources to support building healthy and resilient communities. All employees are expected to support the Trust sustainability commitment, the

implementation of the Trust Green Plan and other initiatives to reduce its carbon emissions to achieve net zero by 2045.

**Think twice before printing!**

# AfC Person Specification

*This document describes the qualities required for a post-holder that are not captured by the JD.*

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
<b>Qualifications</b> <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i>	Master's degree in Pharmacy (MPharm) or equivalent	E	AF
	Registered member of the General Pharmaceutical Council	E	AF
	Membership of the Royal Pharmaceutical Society of Great Britain	D	AF
	Evidence of formal postgraduate training in clinical pharmacy/ or equivalent qualification in aseptic services or working towards a formal postgraduate diploma or equivalent	D	AF
<b>Experience / Skills</b> <i>(Type and level of experience required to fulfil duties).</i>	Post registration hospital pharmacy experience	D	AF
	Experience in Pharmacy aseptic services	D	AF
	Able to demonstrate a wider understanding of pharmacy practice and the workings of the NHS.	D	AF/I
	Good broad clinical knowledge	E	AF
	Computer literate, particularly word processing and internet searching.	E	AF
	Accuracy and attention to detail, particularly when dispensing prescriptions.	E	AF/I

<b>Communication Skills</b> <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	Able to communicate effectively face to face with patients.	E	AF/I
	Able to communicate effectively with a range of health professionals at junior and senior level.	E	AF/I
	Strong persuasive and influencing skills	D	AF/I
	Good verbal and written communication skills	D	AF/I
<b>Working Environment &amp; Conditions</b>	Able to work 37.5 hours per week	E	AF/I
	Able to work in a clean room environment.	E	AF/I
	Able to work in a ward environment with daily contact with patients.	E	AF/I
	Able to concentrate when dispensing/reviewing prescriptions and cope with interruptions without loss of accuracy	E	AF/I
	Able to work under pressure	E	AF/I
	Ability to deal with unpredictable workload and deadlines	E	AF/I
<b>Flexibility</b> <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently).</i>	Able to work extended hours of service, including early and evening working, Saturdays and Sundays and bank holidays, according to formal rota arrangements.	E	AF/I
	Able to participate in the provision of an out of hours on call pharmaceutical service, according to formal rota arrangements.	E	AF/I
<b>Other</b> <i>(Any other key issues not recorded elsewhere in JD or person spec).</i>	Positive and enthusiastic	E	I
	Team player	E	AF/I
	Able to plan organise and delegate appropriately and efficiently.	E	AF/I
	Resilient, confident and assertive.	E	I



I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				