

## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	Specialist Clinical Pharmacist – Breast Cancer Band 8a with EDC
<b>Department / Ward:</b>	Pharmacy
<b>Division:</b>	Cancer Networked Services
<b>Base:</b>	Pharmacy Dept, The Christie NHS Foundation Trust

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### ORGANISATIONAL ARRANGEMENTS

<b>Accountable to:</b>	<ol style="list-style-type: none"><li>1. Director of Pharmacy</li><li>2. Lead operations pharmacist</li><li>3. Principal Pharmacist for Clinical Services</li><li>4. Advanced Specialist Breast Cancer Pharmacist</li></ol>
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<b>Other accountabilities to:</b>	<ol style="list-style-type: none"><li>1. Disease group chair</li><li>2. Aseptic / Clinical trials manager.</li></ol>
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<b>Professionally responsible for:</b>	<ol style="list-style-type: none"><li>1. Clinical supervision of pharmacists, pre-registration pharmacists, technicians and students on wards and dispensaries.</li><li>2. Clinical training of pharmacists, pre-registration pharmacists, technicians and students on wards and dispensaries.</li></ol>
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### JOB PURPOSE

To deliver and evaluate clinical pharmacy services to breast cancer patients.

To supervise and prescribe Systemic Anti-Cancer Therapies and supportive treatments for patients being treated for breast cancer.

To develop and maintain highly specialist knowledge in medicines used within the Trust especially in relation to the designated cancer disease group.

To promote the safe, efficient and cost effective use of medicine resources to the designated cancer disease group by the provision of education and training, procedures, policies and guidelines, and medicine usage information.



To contribute to the wider clinical pharmacy service for patients being treated across all disease groups.

Although the pharmacy service is based at The Christie Hospital main site, postholders may be required to work at any location across the Greater Manchester and Cheshire Cancer Network. The Trust has a flexible working policy and, subject to service commitments, it may also be possible to support an element of working from home.

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### **DUTIES AND RESPONSIBILITIES**

- To provide specialist clinical pharmacy services to the designated cancer disease group in accordance with all departmental, Trust and national standards, procedures and policies. To be responsible for the direct delivery and development of an out-patient clinical practice, or within the day case setting within the Trust or at Trust peripheral locations. To work closely with and provide pharmaceutical advice to medical staff, other members of the multi-disciplinary team and patients.
- To work as an independent prescriber within the designated disease group working alongside the relevant consultants.
- To develop contributions to pharmacist led clinic streams e.g oral SACT delivery models, if appropriate to the designated disease group in line with service improvements.
- To audit and evaluate pharmacist led clinic streams / pharmacist prescribing within the designated disease group as appropriate for service evaluation and improvement.
- To develop and maintain drug protocols and treatment guidelines both within the clinical pharmacy service and the designated cancer disease group. Reviewing evidence-based guidelines and protocols in conjunction with fellow healthcare professionals, in order to advance the safe, clinical effective and cost efficient use of medicines for patients.
- To produce shared care protocols where appropriate and to attend at meetings with primary care representatives, where relevant
- To attend and contribute to meetings relevant to the designated disease group as appropriate.
- To liaise with the Director of Pharmacy, and the lead designated cancer disease group consultants, to forecast drug expenditure and to identify or any changes in prescribing practices that may potentially impact on the drugs budget (drug forecasting)
- Gain an understanding of the principle and practice of the Trust's budgeting system and support the management of drug expenditure by clinicians and senior managers
- Represent the pharmacy service at appropriate clinical unit and divisional meetings on request
- To monitor and interpret published evidence and computer reports of drug usage, to use this data to report to the lead clinicians and Director of Pharmacy, implementing



agreed policies aimed at improving patient outcomes and containing drug expenditure

- To provide evaluated pharmaceutical information to the Drugs and Therapeutic Committee as requested
- To support the development of the Electronic Prescribing process across the Trust.
- To support the designated cancer disease group through the development and implementation of electronic prescribing for out patients and in patients.
- To support prescribing at the individual patient level, contributing to the optimisation of patients' drug therapy with due consideration to risk/benefit issues.
- To provide pharmaceutical care, contributing to the multi-professional team through ward pharmacy services and attendance on appropriate clinician's ward rounds and meetings.
- Facilitate effective communication about relevant pharmacy issues to clinicians and senior managers and the identification of opportunities for development of pharmacy services to match identified services and care needs.
- To demonstrate awareness and commitment to the Trust's Clinical Governance Plan
- In conjunction with the Principal Pharmacist in Clinical Services, to establish processes for the setting of standards of care, identifying the risks involved and implement changes that need to occur to achieve these.
- To undertake clinical audit and practice research as part of the multi-disciplinary audit process within the designated disease group and clinical pharmacy service.
- To participate in research opportunities internal or external to the Trust in collaboration with disease group or university faculties.
- To identify and report any systemic or preventable errors associated with medicines within the Network Services division and facilitate learning.

### **General Duties**

- To assist and participate in the development, implementation and management of training initiatives and competency frameworks within the clinical pharmacy service.
- Together with colleagues to be involved in the maintenance of cost-effective and efficient pharmacy services and to participate in their regular review and development.
- To participate in clinical audit or practice research as required.
- To represent pharmacy and act as a link person at relevant meetings and conferences
- To provide education and training to pharmacy, medical and nursing staff.
- To act as a mentor / role model to junior pharmacists and undertake regular appraisals.
- To participate in the clinical training of pharmacists, pre-registration pharmacists and pharmacy technicians.
- To actively participate in the clinical pharmacy ward service rota to all patients within the Trust as required
- To be responsible for the clinical screening/review of chemotherapy prescriptions for designated patient groups, including clinical trial prescriptions and to clinically screen/ review in-patient and outpatient prescriptions.
- To check and supply medication to and for patients, including clinical trials and to counsel patients or medical or nursing staff on their correct use.





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- To participate in prescription clinical screening and final product checking rotas.
- To give advice on the storage, administration and therapeutic use of drugs to patients, medical / nursing staff and other colleagues. To provide written information as necessary.
- To follow local, Trust and National guidelines for safe medicines practice.
- To contribute to the revision of the Trust's drug formulary.
- To identify own training needs.
- Maintain a CPD portfolio.
- To participate in weekend and Bank Holiday rotas and additional out of hours duties as required to meet the needs of the service.
- To undertake any other duties consistent with the nature of the post as requested by the Pharmacy Managers and the Trust.

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**Date Prepared:** 26.4.24

**Review date:** 27.03.24

**Prepared By:** Suzanne Frank

**Reviewed by:** Sue Stent

**Agreed By:**

**Employee's Name and Signature:**

**Date:**

**Manager's Name and Signature:**

**Date:**

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**Person Specification**

**Job Title**

**Specialist clinical pharmacist – Breast Cancer: Band 8a with EDC**

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Vocational Masters Degree or equivalent in Pharmacy</li> <li>• Membership of General Pharmaceutical Council</li> <li>• Post Graduate Diploma in Clinical Pharmacy or equivalent.</li> <li>• Independent prescribing qualification or working towards</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Member of relevant national specialist pharmacist group</li> </ul>	Certificates  Application form or portfolio
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant post registration experience within hospital within oncology</li> <li>• Financial awareness and drug budgets</li> <li>• Providing medicines information and advice</li> <li>• Screening/ reviewing prescriptions including systemic anticancer therapy.</li> <li>• Training or teaching pharmacy/nursing/medical staff</li> <li>• Experience of multidisciplinary team working</li> </ul>	<ul style="list-style-type: none"> <li>• Audit work</li> <li>• Research</li> </ul>	Application Form Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal and written</li> <li>• Good presentation skills</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Self motivating</li> <li>• Ability to work under pressure, highly organised, work to deadlines</li> <li>• Ability to manage and implement change</li> <li>• Ability to influence and negotiate with medical, nursing and pharmacy staff</li> <li>• IT literate</li> <li>• Training skills. Ability to train and act as mentor to other members of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Project implementation.</li> </ul>	Application Form Interview References





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<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>NHS Long Term Plan, NICE, funding arrangements</li><li>Sound medicines and clinical knowledge. Cost effective use of medicines and medicines management</li><li>National intrathecal guidance</li></ul>		Application Form Interview References
<b>VALUES</b>	<ul style="list-style-type: none"><li>Ability to demonstrate the organisational values and behaviours</li></ul>		Application Form Interview References
<b>OTHER</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"><li>On call duties.</li><li>Flexible working hours if required</li><li>Bank holiday working</li></ul>	<ul style="list-style-type: none"><li>Driving licence.</li></ul>	Application Form Interview Document Check

**Date Prepared:** 26/4/24

**Prepared By:** Suzanne Frank

**Date Reviewed:** 27.03.24

**Reviewed by:** Sue Stent

**Agreed by: Employee**

**Agreed By: Manager**

**Date Agreed:**

**Date Agreed:**



**GENERAL STATEMENTS:**

**RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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**RECORDS MANAGEMENT/DATA PROTECTION**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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**HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

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**CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

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**TRUST POLICIES**

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The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

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### **EQUALITY, DIVERSITY AND INCLUSION**

The Christie NHS Foundation Trust is committed to advancing equality, diversity and inclusion for all our patients, other service users and staff. We want to ensure that everyone who works at the Christie or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Trust's equality, diversity, inclusion and human rights policies. You should value others and treat everyone you come into contact with at work with fairness, dignity and respect at all times and uphold their human and other rights.

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### **INFECTION CONTROL**

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with the best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI

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### **ENVIRONMENTAL SUSTAINABILITY**

All employees of the Trust have a responsibility to ensure they have an awareness of environmental sustainability issues which affect the Trust and to contribute to the achievement of the reduction of the Trust's environmental and energy performance footprint e.g. (but not limited to) the use of energy consumed in workspaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.

