JOB DESCRIPTION

DIVISION OF DIAGNOSTIC AND TREATMENT SERVICES

DIRECTORATE OF PHARMACY

POST TITLE **Senior Pharmacist -** Clinical Trials

BAND 8a

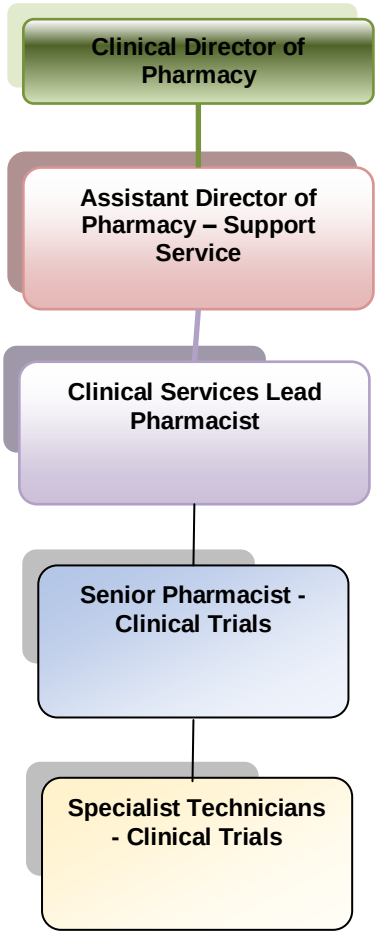
DIVISION **Diagnostic and Clinical Service Division**

BASE ELHT

REPORTS TO Assistant Director of Pharmacy - Support Services/ Clinical Services Lead Pharmacist - MEC and CIC

RESPONSIBLE TO: Clinical Director of Pharmacy

ORGANISATION CHART



JOB SUMMARY

The post holder will

- ❖ Provide professional leadership in developing the clinical trials service for clinical and chemotherapy areas in accordance with the objectives set by the Research and Development Department, the Clinical Services Lead and Assistant Director of Pharmacy
- ❖ Be responsible for the clinical trial and clinical pharmacy service providing direct support and supervision to members of the pharmacy team to ensure a high quality, efficient patient centred pharmacy service
- ❖ Deputise for the Assistant Director of Pharmacy and Clinical Service Lead Pharmacist as delegated and as designated in their absence
- ❖ Act as a role model in the field of clinical trials and clinical pharmacy and ensure the service is managed in accordance with relevant professional, ethical, legal and locally agreed policies, procedures, guidelines and standards
- ❖ Provide specialist expertise and support to ensure that clinical trials are set up and conducted in accordance with Good Clinical Practice (GCP), Good Manufacturing Practice (GMP) and all relevant medicines regulations and ethical requirements
- ❖ Work collaboratively with the pharmacy chemotherapy and aseptic team to ensure the services are integrated in delivering aseptically prepared clinical trials
- ❖ Work collaboratively with the pharmacy dispensary lead and clinical trial technicians to ensure the service is integrated in delivering clinical trials
- ❖ Lead in designing clinical trial pathways and guidelines and work collaboratively with other pharmacists and multidisciplinary staff groups across the Network involved in the delivery of the clinical trial service and clinical pharmacy service
- ❖ Liaise closely with Trust research staff, the R&D department; Greater Manchester Research Network (GMRN) and Topic Specific Network (TSN), to ensure the pharmacy directorate supports local and national research initiatives
- ❖ Provide a consistently high level of pharmaceutical service in line with corporate objectives and government initiatives
- ❖ Support the development of agreed policies and procedures for safe medicines use, both within the department and Trust wide
- ❖ Support the development of the governance and medicines risk management agenda
- ❖ Work closely with other senior staff in the department to ensure the delivery of an integrated pharmacy service
- ❖ Lead on the provision of clinical training and supervision of pharmacy staff, support the implementation of a technician led service
- ❖ Audit, monitor and develop medicines management in line with Pharmacy Directorate strategy and objectives

MAIN DUTIES

Clinical Trials

- Act as an expert and provide specialist advice and help to the Medical Team and other Trust personnel on current and new legislation relating to pharmacy and clinical trials involving medicines and ensuring compliance with ELHT policies and clinical governance arrangements.
- Personally deliver a high-level clinical pharmacy commitment to the clinical specialities and clinical trials service, looking at future developments of the service.
- Dispense and document clinical trial medicines and ensure that appropriate records are maintained.

- Provide a quality, GCP compliant service, delivering a clinical trial dispensing service in a timely manner to all service users.
- Be accountable for the development of the clinical pharmacy and clinical trial service, acting as a role model.
- Create spreadsheets and monitoring drug expenditure and reimbursement for clinical trials.
- Work as part of the team to ensure appropriate funding arrangements are in place for clinical trials.
- Provide education and training in all aspects of clinical research to pharmacy staff and other Trust personnel.
- Attend and contribute to research and development educational meetings and other meetings as required.
- Work with members of the clinical pharmacy service, finance staff, research and development team and appropriate representatives from clinical trial sponsors.
- Communicate with patients regarding the supply of their medicines, highlighting any issues with the research and development clinical teams.
- Work independently to write standard operating procedures (SOPs) for the pharmacy and clinical trials and monitor compliance with the SOPs.
- Work with pharmacists involved in clinical trials regionally and nationally to share best practice and promote consistent approach to medicines management.
- Undertake root cause analysis of errors and ensure corrective and preventative (CAPA) measures and action plans are completed to ensure the pharmacy department and research and development department learn from errors.
- Report relevant adverse medicine reactions to the MHRA.

Leadership, Service Policy, Planning, and Evaluation

- Support the Clinical Director of Pharmacy in the provision of a high quality, cost effective and efficient, patient centred clinical pharmacy service to all wards and departments within the Trust.
- Deputise for the Clinical Services Lead Pharmacist and Assistant Director of Pharmacy as delegated and/or as designated in their absence and appropriately represent the department at relevant meetings.
- Lead the development, implementation and evaluation of policy and strategy for all aspects of the pharmacy clinical service.
- Participate in the development and implementation of the Pharmacy Business and Strategic plans.
- Identify and evaluate extended roles for support staff and areas for service improvements in line with the modernisation agenda, local and national initiatives, professional development and changes in legislation.
- Identify opportunities for further developments in pharmacy services.
- Contribute to the management and planning of the pharmacy service in conjunction with the Senior Pharmacy team.
- Provide professional leadership and motivate and inspire other staff inside and outside of pharmacy and act as a role model.
- Work independently to write standard operating procedures (SOPs) for the pharmacy and clinical trials and monitor compliance with the SOPs.
- Manage staff according to Trust personnel procedures such as review sickness management, grievance and disciplinary when required.
- Represent ELHT on Regional Groups.
- Promote continued development of extended roles for clinical pharmacists and clinical pharmacy technicians in line with agreed departmental objectives.

- Ensure the clinical technician team develops, contributes to, helps to evaluate or promotes the development and maintenance of Trust wide medicines management policies, procedures and protocols.
- Support the preparation of business cases for resources.
- Support the recruitment and retention of pharmacy staff.
- Contribute to and support the development and implementation of IT solutions to improve the quality of medicines management e.g. EPR and electronic prescribing, intranet formulary and IV guide, unlicensed medicines and the risk assessment process.

Clinical Pharmacy & Medicines Risk Management

- Support the development of pharmacy clinical services as set by national initiatives such as the Royal Pharmaceutical Society's Hospital Pharmacy Standards, relevant guidance from the National Institute for Health & Care Excellence, the 'Carter Report', and such that services perform well in external audits such as those by the Care Quality Commission.
- Answer highly complex medicine related information and give advice to medical, nursing and other healthcare staff on drug related issues including prescription review, medicines reconciliation and home planning. Demonstrate clinical reasoning and judgement when required.
- Provide pharmaceutical care to patients recently admitted who may have multiple and complex conditions and review prescriptions, reconcile medicines and identify and resolve issues.
- Advise all medical and nursing staff and other healthcare staff on the safety and storage of medicines and to ensure that safe and secure systems are in place in accordance with current legislation.
- Promote best practice related to medicines management in the Trust.
- Promote evidence-based prescribing and challenge inappropriate prescribing.
- Ensure therapeutic drug monitoring for specific high-risk drugs providing individualised dosing information.
- Support the Refer-to-Pharmacy system ensuring all eligible patients are referred to their community pharmacist and/or to the medicines support team.
- Work with key staff in both primary and secondary care to promote evidence-based treatments and ensure high quality prescribing and cost-effective use of medicines.
- Support the implementation of, promote and contribute to the Joint Formulary across Primary and Secondary Care and be fully versed with the local medicines formulary, support adherence to Trust Antimicrobial Policy as well as other clinical protocols within the Trust.
- Contribute to bulletins and guidelines which incorporate prescribing issues across the Primary and Secondary Care Interface.
- Support and provide advice on Patient Group Directions for various professional groups across the Trust.
- Assess the prevailing demands on the work of the section, in conjunction with any transport deadlines, and to decide the order in which tasks are undertaken, with the aim of ensuring optimum service delivery to patients and healthcare staff.
- Dispense prescriptions, including in-patient, out-patient, discharge and unlicensed Educate and counsel patients on the safe and effective use of their medicines.
- Identify patient's pharmaceutical care needs i.e. non-compliance with medication, the need for medication aid, the need for verbal and/or written patient information regarding medication.
- Check, receive and dispense controlled drugs in accordance with standard operating procedures, ensuring that accurate records are maintained.

- Accept responsibility for Controlled Drug Management as delegated by the Accountable Officer in line with trust policy and procedure.
- Arrange, chair and prepare the agenda (as necessary) for section meetings.
- Participate in departmental meetings as appropriate.
- Practice as a Non-Medical Independent Prescriber within a specified area of competence as dictated by Pharmacy Directorate NMP strategy.
- Undertake the role of Responsible Pharmacist in accordance with the General Pharmaceutical Council requirements.
- Participate in other areas of clinical pharmacy practice in order to ensure a broad base of pharmaceutical knowledge.
- Maintain competency and perform departmental session cover to the dispensaries, aseptic, medicines information and wards in the absence of other pharmacists if requested.
- Maintain comprehensive documentation and records according to legal and departmental requirements.
- Clinically check all prescriptions for safety and efficacy, ensuring no drug interactions, appropriate route of administration and course lengths of treatment.
- Work across traditional boundaries e.g. primary/secondary care/external providers.
- Work closely with pharmacy section heads to ensure that pharmacy services are delivered in an integrated and cost-efficient manner.
- Provide high quality patient education on medicines use. This includes formal presentations to large patient groups as well as individualised information.
- Communicate complex drug or medicine related information to patients and carers, tailoring the information to the recipient's specific needs. The patients may have language difficulties, physical or mental disabilities.

Clinical Governance

- Uphold the principles of Clinical Governance within the Trust.
- Support the delivery of the pharmacy clinical governance agenda e.g. initiatives to reduce medication related risk and implement agreed strategies, work closely with the Clinical Governance and Risk Co-ordinators.
- Identify medication errors and report in line with Trust Risk Management Policy.
- Support the investigation of medicines errors, incidents and complaints for the Pharmacy, other service users and link these to Risk Management systems.
- Support the investigation of incidents regarding medicines and actively identify methods of working to reduce risk.
- Monitor safe systems of work and produce department risk assessments and action plans.
- Ensure that all staff consciously reviews errors, complaints and incidents/near misses, as well as successes to improve performance and the level of customer care.
- Undertake root cause analysis of errors and develop action plans to ensure the pharmacy department and research and development department learn from errors.
- Report relevant adverse medicine reactions to the MHRA.
- Act on Drug Alerts ensuring that appropriate advice is given to staff, patients and carers.

TRAINING AND DEVELOPMENT

- Undertake, comment and perform in accordance with the pharmacy structure; Personal Development Reviews (PDRs) and the development of Personal Development Plans (PDPs) for staff.
- Identify own training needs and maintain portfolio of practice.
- Contribute to education and training of pharmacy, medical and nursing staff as appropriate. This includes regular educational sessions for clinicians and nurses and induction training as required.
- Attend and contribute to research and development educational meetings and other meetings as required.
- Represent ELHT on regional groups and contribute to National working groups,
- Identify training needs of pharmacists and pharmacy technicians and assistants in order to undertake their roles in effective medicines management and pharmacy service delivery.
- As required, act as a tutor or mentor for staff undertaking postgraduate studies e.g. certificate in clinical pharmacy, Diploma, MSc students undertaking projects within pharmacy services, pre-registration pharmacists.
- Support and promote structured Continuing Professional Development for technicians.
- Support competency-based training to clinical pharmacy staff; pharmacists and technicians.

Audit, Research and Development

- Support pharmacy involvement in medicines related clinical audit.
- Demonstrate an approach towards pharmacy practice and evaluate systems to ensure best practice is in operation and to maintain a continuous improvement cycle.
- Take part in and support audits and practice research within the Pharmacy Directorate.
- To provide expert medicines management support for trial medicines and audit effects of new treatment and practices.
- Plans, organises, evaluates and completes clinical audits and research, working autonomously under the management of the Assistant Director of Pharmacy.
- Lead on development implementation and monitoring of action plans based upon the above.
- Support directorate quality audits and implement corrective action where appropriate.

Professional responsibilities

- Act as an Ambassador for the Trust.
- Oversee standards of behaviour and customer care so that patients, visitors and staff have a positive impression, feel confident in the professionalism of staff and feel that they are respected.
- Comply with the General Pharmaceutical Council (GPhC) codes of conduct.
- Participate in relevant education and training and continuing professional development (CPD) activities as appropriate to ensure professional development and the concept of lifelong learning.
- Ensure that personal actions and conduct comply with Trust safety policies, procedures and guidelines.
- Promote the equality, diversity and rights of patients, visitors and colleagues.

General

- Participate in the weekend service, and Bank Holiday service on a rota basis.
- Participate in the out-of-hours service on a rota basis if required.
- Maintain satisfactory personal performance and professional standards and to achieve, where possible, agreed objectives described in the Annual Staff Appraisal system undertaken by the line manager.
- Be aware of and apply relevant legislation such as Health and Safety at Work Act, COSHH, Medicines Act, GMP etc.
- Uphold and comply with the Standing Orders and Standing Financial Instructions of ELHT.

Nothing omitted or written here shall absolve the post holder from at all times ensuring that correct, professional techniques, ethics, attitudes and procedures are maintained by his or herself or the staff for whom he/she is responsible.

To undertake any other relevant duties, as may be required by the Clinical Director of Pharmacy.

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection polices and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder.

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care"*:-

Values:-

Respecting the individual
Putting patients and customers first
Promoting positive change
Acting with integrity
Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

Understand the world we live in and deal with it
We are clinically led and management supported
Support departments support the front line
Everything is delivered by and through Divisions
Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
Quality is our organising principle – driving quality up and cost down is not mutually exclusive
We deliver what we say we need to.

Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME: **.....**
(PRINT)

SIGNED: **……..**

DATE: **…….……**

PERSON SPECIFICATION

JOB TITLE

Knowledge, Experience and Training required for the Post	**Essential at Recruitment** √	**Desirable/ Developed within the Role** √	**Measured By** **A – Application** **I – Interview** **P – Presentation** **T - Test**
Qualifications Give details of what qualifications are required at what level for the job Essential or desirable	MPharm Degree (4 years) or equivalent Member General Pharmaceutical Council (GPhC) Postgraduate clinical diploma (or equivalent clinical experience)	Leadership qualification or relevant specialist qualification Good Clinical Trial Practice Certificate Independent prescribing qualification	Application form Certificates and registration check
Experience Give details of previous experience required specifying a time period Essential or desirable	Advanced practice in one or more relevant areas Experience of leading pharmacy services in primary or secondary care Experience of managing change Experience of developing and implementing standard operating procedures(SOP) Advanced clinical pharmacy experience and practice Supervisory management of a team and experience of delivering training/assessing staff Ability to deal with complex clinical issues and manage unpredictable workloads Reports to committees Multidisciplinary working with medical and nursing staff	Advanced practice in Clinical Trials	Application form and interview
Knowledge and Skills .	Understanding of local and national NHS and Pharmaceutical Policy Understanding of medicines		Application form and interview

	legislation and guidance i.e. Medicines Act, Misuse of Drugs Act, Safe and Secure Handling of Medicines, Medicine Guidance Notes, MHRA Alerts General knowledge of good dispensing/distribution/manufacturing/clinical trial practice Understanding of clinical and risk management guidance as applied to Medicines Management Broad range of understanding of clinical practice and knowledge of medical conditions General knowledge of NHS developments including primary and secondary care Understanding of clinical governance principles Knowledge of external agencies concerned with patient safety Good verbal and written communication Report writing skills Courteous with all customers both internal and external including members of the public and other healthcare professionals Able to communicate highly complex information of a clinical nature Ability to influence senior pharmacy and hospital staff and other people		
Personal Attributes Describe any personal attributes required e.g. organisation skills, flexible, team worker, initiative, etc. Essential or desirable	Has vision and imagination, initiative, creativity, able to see beyond barriers Supportive and motivational Can balance strong leadership and working within		Application form and interview

	a team Prioritises and meets deadlines Mature in approach and has professional credibility Able to be seen as a role model – reliable fair and balanced Facilitation and negotiating skills Flexible Systematic approach Energetic and can enthuse, 'can-do' approach Calm under pressure Thrives on change Excellent numeric and verbal skills		
Other Any other requirements e.g. car driver Essential or desirable	Flexibility in working hours Has advanced keyboard skills	Clean driving licence	Interview

EFFORT FACTORS

PHYSICAL EFFORT

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
Moving and handling of medicines	Occasionally	Short periods(minutes)	Up to 20kg	Trolleys

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
No	Every shift Weekly Monthly Less Often	Less than 20 mins On each occasion More than 20 mins On each occasion	

MENTAL EFFORT

Are there any duties requiring particular concentration?	How Often?	For How Long?
Ability to deal with conflicting demands and changing circumstances	Daily	Duration of shift
Are there any duties of an unpredictable nature?	How Often?	For How Long?
Handling unknown clinical trials material	Every 6months	One off for each trail

EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
Complaints, staff issues, medicine errrors	Direct	Frequent

WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?	How Often?
Exposure to cytotoxic medicines, odours from aseptic	Daily