

Job Description

Job Title:	Lead Pharmacist for Cancer Services
Job Band:	Band 8a (37.5 hrs)
Department:	Pharmacy
Responsible to:	Principal Pharmacist - Cancer Services

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



Job Summary

The post holder has key responsibility for leading the clinical provision to clinical Oncology and Haematology Services.

The post holder will lead, provide and develop the clinical pharmacy service for patients requiring systemic anticancer therapies within the Haematology and Oncology Division.

The post holder will work as a Pharmacist Independent Prescriber and undertake patient reviews in the Haematology/Oncology Outpatient Clinics.

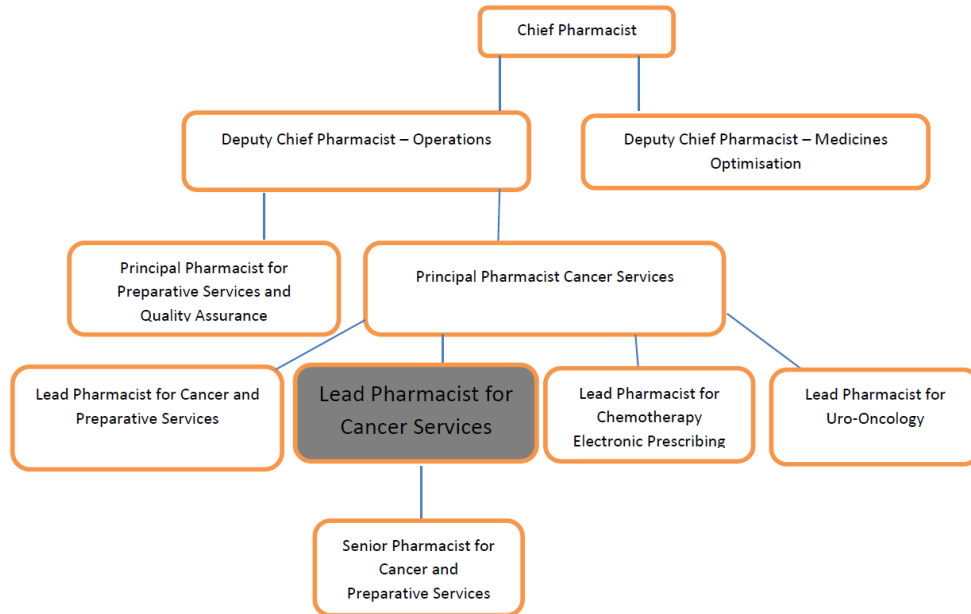
The post holder will provide day to day preparative services support to the aseptic unit and cytotoxic reconstitution services across the Trust, will be an Authorised Pharmacist when supervising the day-to-day preparation of products and release for use in accordance with national and local standards of Good Manufacturing Practice (GMP).

The post holder will deputise for the Principal Pharmacist Cancer Services and the Principal Pharmacist Preparative Services and Quality Assurance as required.

The post holder will participate in the provision of a comprehensive pharmaceutical service to The Dudley Group NHS Foundation Trust and to those organisations with whom the Trust has a contract for supply of pharmaceutical services.

Structure Chart





Principal Duties & Responsibilities



KEY RESPONSIBILITIES

Clinical:

- To lead in the development of systemic anticancer treatment policies, procedures and guidelines aimed at improving the effectiveness, safety & efficiency of clinical oncology, haematology and pharmacy services.
- To assist the Principal Pharmacist – Cancer Services to improve standards and quality in the provision of clinical pharmacy services to cancer patients.
- To work as a non-medical prescriber within cancer services and prescribe medication for patients as required within the designated scope of practice, adhering to the Trust and National Guidelines/Framework and Policies.
- To provide clinical pharmacy services on selected wards and departments.
- To work with medical & nursing staff to establish agreement and co-operation in the prescribing and supply of all pharmaceutical products.
- To assist with the build & validation of new chemotherapy protocols using the Cancer Electronic Prescribing System.
- To screen and check systemic anticancer / chemotherapy prescriptions, ensuring their clinical and pharmaceutical appropriateness of prescribing, preparation and administration.
- To ensure standards for clinically screening of all prescriptions for aseptic dispensing and oral products are being adhered to.
- Promote awareness of and monitor compliance with the Trust Drugs and Therapeutics Committee and cancer network drug therapy decisions.
- Is a member of the Cancer Services multidisciplinary team.
- To establish links with other Oncology/Haematology Pharmacists to benchmark medicines use and promote good networking practices.
- To undertake membership/representation within appropriate clinical forums (at local & national level).
- Assist medical staff to adjust their prescribing patterns in line with the trust Medicines Management Policy.
- Ensure that staff are aware of the current contents of the formulary assists medical staff to adjust prescribing practices in line with the evidence base & formulary requirements
- To liaise with the Oncology and Haematology teams regarding chemotherapy treatments, and provide advice and clinical support as required.
- Is involved in patient counseling when necessary.
- Report and encourage others to report adverse drug reactions.
- Ensure services provided are patient focused.
- Ensure that the Chief Pharmacist is made aware of any circumstances that would, or may, mitigate against safe standards of clinical practice.
- To analyse new local, regional and national initiatives and documents relevant to chemotherapy / clinical haematology and oncology and identify responses to them. To share these proposals with the Senior Pharmacy Management Team and any relevant interested Trust group outside of Pharmacy. To plan and implement actions.



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- To be an ambassador for the Trust's Pharmacy Department and the Pharmacy Preparative Service in particular when coming into contact with key senior figures within the Trust, and with external agencies, organisations and official bodies.

Preparative Services:

- To assist the Principal Pharmacist – Preparative Services & QA to improve standards and quality in the Pharmacy Aseptic Unit and act as a professional deputy to the Accountable Pharmacist as necessary.
- Day to day provision of preparative services including the implementation and monitoring of standard operating procedures for the provision of services and performance monitoring.
- To work with the Senior Pharmacy Technicians to prioritise workload and practical day-to-day aspects of the service.
- To supervise the day to day work of the band 7 and resident pharmacists.
- To liaise with the Oncology and Haematology teams regarding chemotherapy treatments, and provide advice and clinical support as required.
- To be fully aware of the processes to accurately and consistently produce high quality sterile chemotherapy, total parenteral nutrition and miscellaneous aseptic products.
- To be competent to, dispense and issue intrathecal chemotherapy injections according to Trust and National Guidance
- To be competent to conduct all pre and in-process checks for all products dispensed in the Pharmacy Aseptic Unit
- To be competent to conduct final release checks on all products dispensed in the Aseptic Unit.
- To be involved in the running of clinical trials within the Aseptic Unit.
- To assist in the Quality Assurance program for the Aseptic Unit.
- To ensure staff follow the departmental environmental monitoring procedure including physical testing, use of microbiological monitoring, and intervene when problems arise or when results are outside of specified limits.
- To maintain accurate documentation/records for all training and production processes.
- To safely handle hazardous materials e.g. cytotoxics, vaccines, biological and sharps, according to Trust policies without increasing the risk to them or others.
- To ensure staff are appropriately trained, ensuring compliance to all legal and best practices standards and local SOPs. This may include developing stand-alone training packages.

Technical:

- To be competent to use the ChemoCare electronic prescribing system, Clini-Chemo and Pharmacy JAC system for transactions as required.
- To support the provision of the clinical and technical aspects of aseptic dispensing within the preparative services unit at Russells Hall Hospital which provides a cytotoxic reconstitution service, a TPN service and a limited IV additive service.



- To support the provision of advice concerning all other extemporaneous services in The Dudley Group NHS Foundation Trust.

Budget management:

- Supports the Principal Pharmacist - Cancer Services and the Principal Pharmacist – Preparative Services in forward planning and development of the service through horizon scanning and communication of developments to the wider Cancer Services Team.
- Manages and monitors the budgetary impact of the introduction and maintenance of new systemic anticancer treatments and supportive therapies.
- To screen and check systemic anticancer / chemotherapy prescriptions, according to NICE TAGs and the Cancer Drugs Fund (CDF)
- Suggests initiatives resulting in cost-effective use of resources, resulting in improved patient care, and more efficient service.
- Monitors ward issues & stock levels with regard to safety, security and economy.
- Identifies possible cost reduction and/or efficiency initiatives in medicines usage without adversely affecting the quality of the service provided.
- Manages the CDF quarterly audit reports
- Contributes to preparative services Key Performance Indicators (KPI's)
- Is an authorised signatory, as a pharmacist, for drug orders as defined in the DGH Standing Financial Instructions.

People management:

- Supervise on a day-to-day basis technicians, technical officers, student technicians and pre-registration graduates providing technical services.
- To ensure that all Trust policies are complied with, brought to the attention of all staff and are readily and easily accessible.
- Develops and maintains good internal communications within the department.
- Ensures that all dispensing and other procedures comply with statutory requirements; additionally, any local policies or guidance which may be relevant.
- To ensure that the capability, conduct and performance of every member of staff, within their responsibility, are constantly assessed and appropriate action taken to address shortfalls and to ensure that issues are resolved.
- To support the Principal Pharmacist in meeting pharmacy service development plans by setting objectives and developmental reviews for line reportees, including:
 - Conducting regular appraisals
 - Performance management of staff
 - Work allocation / delegation of daily tasks and responsibilities
 - Monitoring of staff sickness
 - Contribute to skill mixing to enable service development
 - Supports recruitment and induction of new staff
- Be line manager to junior pharmacists and senior technicians within Preparative Services team, providing management guidance and leadership across the broader



pharmacy agenda, including performance management, day to day supervision, handling disciplinary, grievance, sickness and other employment related issues.

Research & Audit:

- Is responsible for the pharmaceutical input relating to the supply of aseptically prepared clinical trials undertaken within the organisation including negotiation on funding, correct preparation, supply and reconciliation of records.
- Be involved in the writing of formal written protocols for the pharmaceutical aspects of all cancer and preparative services related clinical trials.
- Maintain appropriate audit and feedback tools for the evaluation and development of preparative services in partnership with service users.
- Presents results of audit and research at pharmacy or multi-disciplinary forums and support other team members in this, at meeting or through publications.

Administrative/Clerical responsibilities:

- Implement & be involved in the regular review of standard operating procedures, policies & guidelines for the activities undertaken within the technical services department in line with regional Quality Assurance / Quality Control advice.
- To undertake any other duties, required by the Chief Pharmacist appropriate to the grade and relevant to the post.
- To maintain staff and patient confidentiality at all times

Risk Management:

- Where necessary advises the Trust staff on the safe & effective use of cytotoxic and other aseptically prepared drugs.
- Ensures that all work within the preparation unit complies with the requirements of the "The Guide to Good Manufacturing Practice" and Good Clinical Practice where appropriate.
- Ensures that the local implementation of national guidance on the prescribing, supply and administration of Intrathecal chemotherapy is followed at all times.
- To develop and implement Standard Operating Procedures for all aspects of the pharmaceutical and operational activities of the Cancer and Preparative Service in line with all relevant international, national, regional, network and local legislation, policies procedures and guidelines.
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Training:

- Coordinates the education, training and support to Trust pharmacists on the provision of chemotherapy and preparative services.
- Produces & maintains an accreditation training package for all oncology pharmacists to ensure adequately trained pharmacists available to cover aspects of haematology and oncology service provision.



- Prepares & delivers educational content to medical, nursing & other allied health professionals and patients on the pharmaceutical aspects of cancer care chemotherapy related health and safety and aseptic dispensing.
- Supports the design, implementation & monitoring of compliance with training procedures for staff working within the preparative services department.
- Monitors the effectiveness of training through audit and error monitoring

Professional Responsibilities:

- To ensure that the appropriate work procedures are adhered to.
- To ensure that all work is performed in accordance with accepted good pharmaceutical practice.
- To ensure compliance with all local and statutory requirements relating to pharmaceutical matters, and standards.
- To provide advice on the correct storage of aseptically dispensed drugs within wards and departments.
- To ensure that the Chief Pharmacist is promptly notified of any errors, or irregularities arising in respect of pharmaceutical matters.
- Complies with the General Pharmaceutical Council Code of Ethics for Pharmacists.

Personal Development:

- The post holder will be expected to keep professionally updated at all times and also actively aware of Trust wide issues and trends.
- The post holder will have a personal professional development plan and identify training needs as required by the Chief Pharmacist.
- To have responsibility for ensuring a personal commitment to maintaining a high quality of service to patients by continual development or practice in the light of research evidence and by audit against clinically relevant standards.
- Undertakes AT LEAST the minimum Continuing Professional Development (CPD) required by the General Pharmaceutical Council.
- Provides evidence of CPD activities during the annual appraisal.

General Information:

- There may also be a requirement to undertake other similar duties as part of this post, in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.
- This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of The Dudley Group of Hospitals Trust.

Organisational Values

The post holder will:



Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.



Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

Prepared by:	Georgia Malesi
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