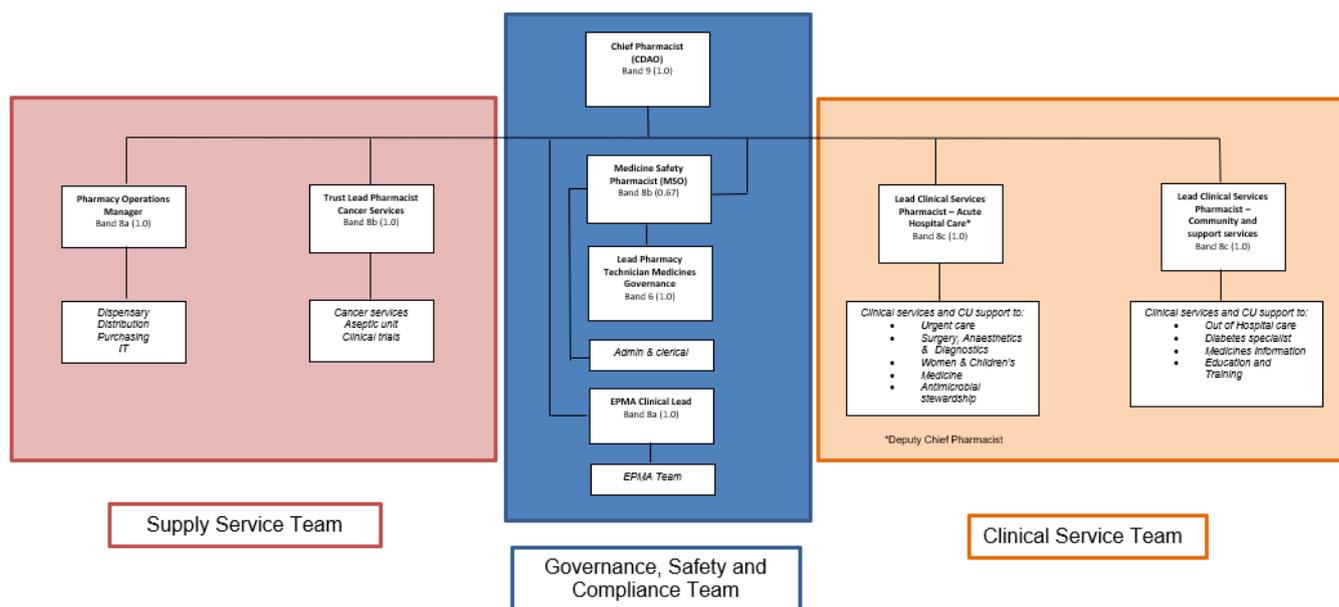

Job Ref:	22-309
Job Title:	Lead Aseptic and Cancer Services Pharmacist
Grade:	8b
Hours:	37.5 per week
Department:	Pharmacy
Location:	Cross Site
Accountable to:	Chief Pharmacist
Reports to:	Chief Pharmacist
Responsible for:	Acting as the Accountable (Responsible) Pharmacist for the pharmacy aseptic services units (CPUs).
Dimensions:	<p>Budget: £742k</p> <p>Staff: Line management of the Lead Technician for Aseptic Services</p> <p>The day to day clinical supervision and management of Cancer Services Pharmacist(s), Clinical Trials pharmacists, rotational Pharmacists, pre-registration trainees working within aseptic and cancer services</p>
Job purpose:	<p>The Lead Pharmacist for Cancer Services is responsible for all aspects of the services within the aseptic preparation units of ESHT. The duties of the Accountable (Responsible) Pharmacist include the approval of all systems of work and documentation used in the unit. This person is also an authorised pharmacist.</p> <p>This specialist pharmacist post is also responsible for providing oversight of the clinical pharmacy service and direct clinical unit level support to the areas within the specialist medicine clinical unit for cancer services.</p>

Department Structure

ESHT Pharmacy Services Management Structure – 2022



Communications and Working Relationships

With Whom:	Frequency:	Purpose:
All staff within the cytotoxic preparation unit	Daily	To discuss/plan the daily and weekly patient workload for cytotoxic therapy and to communicate any issues relating to the final product regarding accuracy and safety.
Lead Technician Aseptic Services	Monthly 1:1 / as required	To provide line management support and guidance. To discuss medium/longer term workload issues and developments/changes within the Chemotherapy service. To support the unit during, and in response to, inspection or external review.

Specialist Cancer Service Pharmacists and Rotational Pharmacists in Aseptic Services	Monthly 1:1 / as required	To provide line management support and guidance. To discuss medium/longer term workload issues and developments/changes within the Chemotherapy service. To support the unit during, and in response to, inspection or external review.
Haematologists, Medical Oncologists, Paediatricians, Specialist Nurses and any other relevant HCP's.	Daily and as required	To provide and receive highly complex information relating to patient specific chemotherapy. To provide highly specialised advice on their appropriate use.
Anaesthetists Medical team Nursing staff	Daily / as required Daily / as required Daily / as required	To engage and liaise with on medicine policy and provide specialist advice on the safe, efficient and cost-effective use of medicines within clinical areas
Pharmacy staff	Daily / as required	To work with other pharmacy staff working in all clinical areas to implement or
		delegate quality and governance work streams and liaise with on an operational basis to provide a clinical pharmacy service to a designated clinical area To act as line manager for direct reports and a mentor for non-direct reports
Patients	Daily / as required	To provide specialist care to patients in the defined clinical units.
Lead Clinical Unit Pharmacists	Medicines Safety Group and Pharmacy Governance Meetings	Provide a direct link from pharmacy into the clinical unit management team to promote medicines optimisation, escalate patient safety concerns and provide assurance to the clinical unit team on medicines management issues.
Chief Pharmacist	Monthly 1:1 / as required	Management supervision, work planning, advice and support.

Key Duties and Responsibilities

Aseptic Services Accountable (Responsible) Pharmacist

The Lead Pharmacist for Cancer Services is responsible for all aspects of the services within the aseptic preparation units of ESHT. The duties of the Accountable (Responsible) Pharmacist include the approval of all systems of work and documentation used in the unit. This person is also an authorised pharmacist.

Operational role involves:

- Ensuring the development and approval of the quality system for the aseptic preparation of chemotherapy within the CPUs of ESHT in line with the principles of Good Manufacturing Practice (GMP) and Good Clinical Practice (GCP).
- Ensuring all aspects of the quality system are defined within SOPs and that exceptions are appropriately recorded and escalated as required under the principles of GMP and NHS Standards for exemption 10 unlicensed manufacturing units.
- Ensuring, through personal control with respect to pharmacist staff (authorised pharmacists) and appropriate delegation through technical staff, that training is to an appropriate standard to undertake activities as required within the aseptic preparation of medicinal products.
- Undertaking assurance checks as specified by the quality system to ensure that aseptically prepared products are being made under conditions that are within the defined limits of safe operation.
- Periodically reviewing training records to ensure that staff are maintaining competence and are operating to the current quality system.
- Ensuring changes to the defined quality system are disseminated and acknowledged by staff working within the aseptic units.
- Liaising with and escalating issues if necessary of any unauthorised or unsafe practice to the Aseptic Services Technician Team Managers, Quality Assurance Manager, Clinical Pharmacy Manager, External Quality Assurance Advisors, Chief Pharmacist, Clinical Unit Leads, Executive or External Agencies for advice and help in resolution.
- Ensuring the final product of aseptically prepared items, both personally released and released by others, meet those standards as defined by the quality system.
- Ensuring that adequate processes are in place to prevent clinical incidents related to the mishandling of cancer chemotherapy such as fatalities related to Intrathecal chemotherapy.
- Ensuring, through the liaison with the Chief Pharmacist and others outside of pharmacy, that there is an adequate capacity plan for aseptic preparation within the Trust and there is an appropriate escalation plan for when those limits are breached. The purpose of which is to ensure that aseptic preparation is maintained within a safe operating environment.
- Fully contribute to developing a Trust strategy for aseptic services within the Trust.

Specialist Medicine Oncology and Haematology role includes:

- Ensuring that medicines are used in a safe, efficient and cost effective way by implementing policies on rational medicine use to maximise value for money and patient benefit.
- Ensuring the clinical unit operates within the relevant legislation with respect to medicines use in cancer services.
- Identifying areas of good clinical practice and areas where there needs to be improvement on cost and quality in medicine use within the defined clinical unit.

- Engage and liaise with clinicians to develop policy and protocols for rational and cost-effective medicine use with the support of the Clinical Lead(s).
- Providing information to internal and external committees on medicines use and development opportunities such as new drugs to the APC.
- Dealing with challenges around medicine use on behalf of the clinical unit from commissioners and other external agencies such as the CQC.
- Implementing developed policies and protocols within the defined clinical units.
- Implementing and delegating quality and cost-saving work streams.
- Working closely with medical staff, nurses and other pharmacy staff to ensure maximum compliance and governance with medicine policies and quality / cost-saving work streams.
- Providing highly specialist clinical support to medical staff, nursing staff and pharmacy staff working in the defined clinical unit areas.
- Analysing medicine usage within the clinical areas that fall within the defined clinical unit.
- Ensuring that governance arrangements and cost measurement processes are defined to ensure that improvements are implemented and measured.
- Leading on clinical pharmacy activities within the defined clinical units to ensure compliance with identified improvements.
- Providing reports on activity, progress and problems routinely to the Clinical Leads and clinical unit business team to ensure clinicians remain focused and engaged on medicine usage.
- Leading medication audits and clinical pharmacy research projects within Cancer Services, Oncology and Haematology.
- Providing day to day supervisory managerial support to other pharmacist posts.

Clinical Role

- To act as or work towards becoming an independent prescriber as the services progress.
- Advising the Chief Pharmacist and Cancer Lead Consultants on the future requirements of the Cancer Pharmacy Service in response to national/local guidance and outcome of peer review.
- Providing highly specialist pharmacy services in oncology, haematology and cancer services to patients, medical, nursing and other Health Care Professionals.
- Providing highly specialist haematology and oncology clinical pharmacy advice to nursing, medical and other staff in relation to haematology and oncology drug regimes chemotherapy treatments.
- Providing an opinion of treatment options where clinical information is lacking.
- Providing specialised haematology and oncology clinical pharmacist advice to patients ensuring they are aware of their prescribed medicines, the therapeutic effect, side effects and to provide counselling and discuss compliance.
- Monitoring and reviewing individual patient prescriptions to ensure safe appropriate prescribing.
- Using a patient focused approach to work up pharmaceutical care plans for patients under their care and under the care of others.
- Liaise with Trust lead pharmacists, lead clinical unit pharmacists and other pharmacy colleagues to ensure that pharmaceutical care plans are implemented and that problems are identified, prioritised and resolved in a timely manner.
- Providing specialised education and training in oncology and haematology to pharmacy and other Trust staff.
- Acting as Trust Lead Cancer Services Pharmacist as required by the cancer peer review group:

1. Responding to requirements identified by the peer review group

2. Ensuring documentation and procedures are in place as required by the peer review group
 3. Identifying the list of responsibilities for the designated and authorised pharmacists
 4. Ensuring the competency of designated and authorised pharmacists
- Acting as a lead for and being responsible for the clinical supervision of the clinical pharmacy aspect of the cancer service.
 - Leading the designated cancer services pharmacist(s) in terms of performance; competency; workload; and professional development.
 - Providing professional support to colleagues and advise the clinical pharmacy manager on cancer services issues.
 - Attending relevant consultant-led multidisciplinary clinical rounds to provide and receive complex information regarding the management of individual patients, inputting highly specialised pharmaceutical knowledge to support decision making.
 - Support the Chief Pharmacist in meeting the requirements for Pharmacy oversight of medical gas system and use within the Trust.

As a clinical pharmacist

- Provide clinical pharmacy service to inpatients; with the aim of ensuring patients receive drug therapy that is correct, safe and effective for their particular condition.
- This includes clinical screening of the patient's drug prescription and administration charts:
 1. Assess medication dosages, frequency, and route and identify drug interactions.
 2. Match the prescribed medication to the patient's medical history and presenting symptoms obtained from the patient's medical notes, patients and relatives and nursing staff or doctors (This involves supporting the technicians in taking the patients' drug history on admission).
 3. Check for drug allergies.
 4. Ensure appropriate monitoring of drug therapy (e.g., checking blood results or blood pressure monitoring).
 5. Ensure that prescriptions are written appropriately.
 6. Annotate the charts with any additional information to aid drug administration.

Recommend if:

1. Drugs should be stopped, dosages changed or a new drug prescribed to ensure patients receive the correct medication for their medical condition.
 2. Additional monitoring is required (e.g. monitoring renal functions, drug plasma levels or INR).
 3. Changes or addition of drugs in line with current guidelines (e.g. NICE).
- Recording clinical pharmacy recommendations in patients' medical notes if needed and follow these up.
 - Attend local multi-disciplinary patient discharge or case meetings when deemed necessary.
 - Counsel patients on their drug regimen and identify ways of managing this in view of patients' (and relatives) ability to understand this either due to language, mental or physical disabilities.
 - Support the development of pharmacy services ensuring that patients' pharmaceutical needs are formally assessed and referred as necessary for

- further input from the local community pharmacy.
- The role may involve undertaking domiciliary visits to review patients' medication.
- Assist with audit activities focusing on improving medicine management services for patients or focus on prescribing of drugs or conditions to ensure best practice is delivered and to effect change.
- Be aware of infection control issues when providing the pharmacy services to wards and clinics and ensure current procedures are followed to protect patients, other staff and self.

Authorised Pharmacist

- Ensuring cytotoxic prescriptions are assessed for accuracy, appropriateness and safety prior to preparation.
- Performing final product checks on oral and injectable (including intrathecal) cytotoxic products for accuracy prior to issue for the patient.
- Providing highly specialised pharmacist knowledge to the development of the local delivery plan for cancer services.
- Developing, updating and implementing pharmacy directorate policies and procedures relating to the provision of specialist pharmacy cancer services, and input to the development and updating of documentation which supports the Trust's Cancer Services.
- Providing information to support the annual budget setting process for cancer pharmaceuticals. Provides information as required regarding drug expenditure on cancer services, including advising on efficient use of resource.
- Regularly participating in and support the clinical audit, practice research and clinical trials programme for cancer services.

Clinical Education and Training and Personnel Management

- Provide strong leadership and management, ensuring that responsibilities and decision making are delegated appropriately, and that all staff are aware of their roles and responsibilities and deliver effectively.
- Line manage direct reports to include performance management, appraisals, regular one to one's, job planning (objective/target setting), personal development plans and attendance monitoring.
- Undertake coaching of staff to improve performance.
- Undertake and manage formal Trust HR policies e.g. disciplinary, sickness, grievance etc.
- Be responsible for ensuring robust recruitment process of staff that adhere to Trust policies including review of roles/responsibilities, preparing/agreeing adverts, short listing, chairing interview panels and selecting staff.
- Approve for use all training and on the job skills accreditations relevant to area of responsibility.
- Ensure all staff are fully compliant with statutory and mandatory training.
- Ensure pharmacy-delivered training for pharmacy and other staff is in place.
- Manage staff resources ensuring that safe levels of staffing or workload are in place at all times including the engagement of temporary staff.
- To appropriately manage difficult and ambiguous problems.
- To support process in other sections of pharmacy by undertaking formal investigations (such as HR).
- To be a member of the senior pharmacy team.
- Participate fully in communication within Clinical Units and with other stakeholders and partners such as the CCG or Adult Social Care.
- Ensure that all tasks and procedures are fully documented (and accessible by others) and that cross cover arrangements are maintained so that all tasks can be completed in the absence of the post holder, whether planned or unplanned.

- Plan and prioritise own workload and that of the team(s) liaising with others as necessary to ensure high quality of service at all times, making effective use of capacity and capability of the team, balancing patient related and professional demands, ensuring that these remain in accordance with service needs.
- Encourage sharing of good practice and innovation in the spirit of a collaborative approach within pharmacy and the wider Trust.
- To help assess and evaluate the practice and development of staff not directly managed.
- To provide professional support, guidance and assessment to University of Brighton pharmacy undergraduates during their clinical placement at ESHT in accordance with the University's specification as appropriate.
- To work towards and complete recognised HEKSS accreditation in practice supervision.
- If eligible undertake the role of diploma mentor (Practice Supervisor), pre-registration tutor and Educational Supervisor.
- Fully participate in the appraisal process, taking personal responsibility for own appraisal timetable and documentation, setting personal objectives, taking responsibility for own appraisal timetable and documentation, setting personal objectives with the Chief Pharmacist based upon the needs of the service.
- To be responsible for identifying, maintaining and developing own professional development, clinical knowledge and skills relevant to the area of work including maintaining CPD as required by the GPhC to make the optimum contribution to the pharmacy service.
- Produce and keep up to date an annual personal training and development plan (PDP), which meets professional CPD and service requirements.
- This is to be achieved by maintaining clinical skills and regular updating by self-directed learning and attendance at courses that contribute to personal and service development and to ensure that personal PDP requirements are met.

Other Duties

- Providing additional pharmacist support to other areas as directed by the Deputy Chief or Chief Pharmacist
 - Participating in the out-of-hours, weekend and bank holiday service as required
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Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

PERSON SPECIFICATION

Job Title: Lead Aseptic and Cancer Services Pharmacist	Grade: Band 8b
Department: Pharmacy	Date: August 2022

*Assessed by: A= Application I= Interview R= References T= Testing

Minimum Criteria	*	Desirable Criteria	*
Qualifications / Training			
BSc (Pharmacy) / BPharm / MPharm	A	Formal management training or qualification	A
GPhC (Vocational Masters degree in Pharmacy (4yrs) and 1 years pre-registration training and experience)	A	Additional MSc in Pharmaceutical Technology and Quality Assurance or equivalent experience of Good Manufacturing Practice	A
Diploma / Msc in Clinical Pharmacy or pharmacy practice or other equivalent post-graduate qualification	I		
Demonstrable formal training in aseptic services (such as the Bath or Leeds courses)	A		
A minimum of 3 years experience of working within an aseptic or manufacturing environment	A		
CPD portfolio that demonstrates an ongoing commitment to personal development	I		
Experience			
1 year pre-registration training and experience	A	Experience of working with clinicians and a proven track record for influencing change within a directorate or CCG role	A/I
Substantial post registration experience in a specialist post within cancer services or associated specialty.	A	Previous experience in mentoring and training pharmacy staff	I
Experience as a pharmacist working in aseptic services at a specialist or deputy	A/I	Has previous Line management experience	A

level. Experience in utilising information technology within the workplace including inputting, retrieving information and producing reports Knowledge of Microsoft Office – including Word, Excel and Outlook	I A/I	Experience of Chemotherapy prescribing systems	A
Skills / Knowledge / Abilities Has extensive knowledge of GMP as defined by the requirements of the responsible pharmacist role. Demonstrates an understanding of the role and the responsibility as identified within the job description Demonstrates knowledge of current practice and policy relating to pharmacy and targets within the NHS Demonstrates an ability to plan, prioritise and organise own workload, to work under pressure and act with autonomy whilst retaining a sense of own capabilities and escalate when necessary Demonstrates good communication skills, verbal and written Demonstrates an ability to analyse and interpret data Demonstrates knowledge and understanding of safe pharmacy practice including Medicines legislation and professional code of ethics Demonstrates an understanding of risk management Demonstrates the ability to lead and work within a multi-disciplinary team Demonstrates an understanding of the needs of patients with relation to the provision of information on safe effective medicines use Demonstrates a practical understanding of injectable and infusion preparation to fulfil the role of the responsible pharmacist.	I I I A/I I I I I A/I	Has experience of CQUINs and QuIPP Knowledge of medical gas systems and clinical use	I AI

Other			
Ability to travel across sites	I	Full Driving License	A
Reliable work record	I		
Satisfactory Criminal Records Bureau check	T		
Required to participate in the on call/weekend/bank holiday service	I		
Evidence that behavior reflects Trust values	AIR		

Managers Signature _____

Date

Postholders Signature

Date