NHS Grampian

# SECTION 1

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| JOB IDENTIFICATION | Must be completed |
| **Job Title:** | North Cancer Alliance (NCA) Lead Pharmacist |
| **Department(s):** | North Cancer Alliance (NCA) |
| **Location:** | Summerfield House |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 8B |
| **Salary:** | £53,2941 - £62,259 per annum |
| **Contract:** | Permanent |
| **Job reference:** | CE004638 |

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|  | **Job Purpose**  To lead and support the development of Regional Governance processes for cancer medicines which will establish the place of existing and new cancer medicines within the North of Scotland (NoS) with the aim of minimising variance in practice and ensuring equitable and evidence based delivery of Systemic Anti-Cancer Therapy (SACT) across all boards and in line the other regions and boards across Scotland.  **Objectives:**  To support regional implementation of national cancer strategy to ensure safety and consistency in the delivery of cancer services.  To lead and coordinate SACT external audits developed by Healthcare Improvement Scotland (HIS) in accordance with CEL 30 (2012) including Board and site assessments, on a rolling basis.  To contribute, via regional Tumour-Specific Pathway Boards to the development and agreement of regional Clinical Management Guidelines (CMGs), particularly with respect to the inclusion of SACT regimens.  To represent the NoS in national cancer groups, provide co-ordination support to the North SACT Governance Group including mortality review at regional level.    To lead (Chair) the North SACT Lead Pharmacists Group and the North SACT Delivery Group and ensure that they are delivering within their Terms of Reference.  To provide a clinical commitment in a patient facing setting (0.1-0.2WTE) within the North of Scotland, this will be in a ward or clinic setting and will provide pharmaceutical care to a specified patient group within cancer services. |
|  | **3. ORGANISATIONAL POSITION**  The North Cancer Alliance (NCA) is a collaborationbetween the six NHS Boards in the North of Scotland which aim to significantly improve outcomes for patients with cancer. The NCA provides strategic focus and vision by taking a regional approach across the three cancer centres hosted by NHS Grampian, NHS Highland and NHS Tayside, which also provide cancer services to NHS Orkney, NHS Shetland and NHS Western Isles. The NCA serves a population base of 1.4 million which represents 26% of Scotland’s total population.  Designated Director of Pharmacy or Deputy  Regional Cancer Network Manager (NCA) (Line manager)  **This post**  Lead Cancer and SACT pharmacists in Boards  Regional Network Clinical Director (NCA)  Line management  Accountability |

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| **1** | **Communication and relationship skills**  **Provide and receive highly complex information, barriers to understanding.**  *Communicates highly complex drug or medicine related information to prescribers, clinicians, patients, relatives: patients may have language difficulties, physical or mental disabilities, other professionals may challenge advice.*  **Level 5a**  The post holder will provide clinical leadership and coordinate strategic planning of pharmaceutical care to patients with cancer in acute settings, across the North of Scotland (NoS) cancer network. This will involve discussion with pharmacists, clinicians, senior managers, Area Drug and Therapeutic Committees (ADTCs) across 6 health boards. The post holder will be required to ensure that all the highly complex medicines management information; from formulary/ medicine information to clinical protocols are communicated and agreement is reached across the NCA. There may be barriers to understanding or contention and they will be required to resolve these issues to ensure safe and efficient service delivery and to escalate appropriately via the NCA governance structure where required.  The post holder will be responsible for the regional coordination and development of (SACT) protocols across the six boards supporting safe and effective patient care through addressing unwarranted variation. They will also be required to develop innovative ways of working to support the advancing role of pharmacy teamsand collaborative working on a regional basis.There will be significant data collection and processing which will be audited and disseminated on a regional and individual board basis. This information will be highly complex and sensitive due to the data being collected regionally.  The post holder will need to have excellent interpersonal and communication skills and diplomacy to ensure that information is disseminated to staff at all levels in an appropriate form and will have to deal with conflict of opinion and have the skills to resolve situations where challenges arise. They will also be required to inform, influence and negotiate with all clinicians to ensure the safe and effective use of medicines through the development of robust regional SACT processes which will support the safe, clinically effective and cost effective use of prescribed medicines.  Interactions with patients, families and carers will involve counselling on appropriate medicine use and may be challenging e.g. patients within the cancer service may be coming to terms with a life threatening diagnosis and/ or may be very unwell or terminally ill.  The post holder is expected to foster an ethos of innovation and service development, working collaboratively with pharmacy and the wider multidisciplinary team. They will work across the NCA to support consensus and to coordinate opportunities for shared learning, sharing of best practice and peer review. They will also develop, initiate and coordinate education and training opportunities relating to cancer care for pharmacy staff in the NoS. |
| **2** | Knowledge, training and experience **Advanced theoretical and practicalknowledge.***Professional knowledge acquired through vocational master’s degree in pharmacy (4 years) plus 1 year pre-registration training plus specialist knowledge acquired through diploma level, experience.*  **Level 8a**  The post holder will have a Master’s (or BSc)degreein pharmacy (4 years) plus one year pre-registration training followed by post graduate study to diploma/ MSc level.  The post holder will also ideally have completed the foundation/ vocational training programme and have an independent pharmacist prescribing qualification.  The post holder will have several years of post-graduate experience in clinical/ hospital setting and a wide ranging knowledge of all areas of pharmacy practice and integrated pharmacy services.  The post holder will have experience of working at a senior level in pharmacy ideally including management/ leadership roles.  The post holder will ideally have project management and service improvement experience including change management within complex environments.  The post holder will understand pharmaceutical law, ethics and legislation relating to pharmacy practice and medicine use. Clinical/ medicines knowledge will be up to date and understanding of the operational and strategic issues in all areas of pharmacy practice within the hospital setting is essential. |
| **3** | Analytical and judgemental skills. **Complex/highly complex facts, requiring analysis, interpretation, comparison of options.***Skills for analysing drug, patient information in specialist field to provide advice on medicines, dosages, production issues in areas where information is lacking and professional opinion differs.*  **Level 5**  The post holder will collaborate with lead cancer pharmacists to inform the strategic direction of pharmacy services across the NoS.They will interpret and analyse information using expert pharmaceutical knowledge to ensure the safe and effective use of medicines. The post holder will lead the development of regional SACT protocols for a wide range of complex medicines and treatments. This will involve analysing practices and reaching consensus on medicine use across the six NHS boards. At times there will be conflicting opinions and they will be required to find resolution to ensure safe and effective practice, which may include appropriate escalation via the NoSgovernance structure.  The post holder will interpret complex clinical evidence to ensure that prescribing protocols are safe and appropriate.  The post holder will be required to review complex data from multiple reporting systems, interpret the results and present data to multiple recipients.  The post holder will be able to interpret clinical evidence, patient specific factors and clinical guidelines, and advise on, or prescribe medicines (as an independent practitioner) for individual patients. |
| **4** | Planning and organisational skills **Plan and organise complex activities, requiring formulation, adjustment**. *Plans and organises provision of specialist service, plans and organises research, audit activities.*  It is suggested this factor is a variation at level 4.  **Level 4**  The post holder will ensure that pharmacy services within cancer meet patient needs, national policy (e.g. CEL 30) and the overall aims for cancer services. They will participate in strategic development of cancer services across the region.They will also have responsibility for creating, maintaining and evolving the required complex governance framework across the NoS.  The post holder will be involved in collaboration with the lead cancer pharmacists to help shape the development of pharmacy cancer services across the NoS. They will also help develop and monitor the work plan for the pharmacy cancer network.  They will be required to formulate clear plans and a strategy for regional pharmacy cancer services across the NoS. Due to the complex nature and multi-board inclusion there will be a requirement to be flexible and to adjust plans on a regular basis to suit individual areas.  The post holder will identify service development opportunities, assess impact and develop solutions which will be in line with local and regional policy and will also be responsible for planning and organising their own and influencing others’ workload to meet key objectives and service needs. |
| **5** | Physical Skills **Highly developed physical skills, accuracy important, manipulation of fine tools, materials.** *Skills for preparation of injections and infusions.*  **Level 2**  Standard keyboard skills and IT skills required. |
| **6** | Responsibilities for patient/client care **Provide specialised clinical technical services; highly specialised advice*.****Provides specialised pharmacy service, reviews prescriptions, dispenses and supplies drugs for and to patients in own area of expertise; provides highly specialised advice to medical: other clinical staff, patients on doses: possible side effects of drugs in critical areas; undertakes risk management and ensures compliance with medicines legislation.*  **Level 6bc**  The post holder will be required to provide specialist pharmaceutical care to individual patients within the Acute cancer service. They will be required to provide complex and highly specialist advice on medicines use to the multidisciplinary team and to patients and carers as required. Medicines used in the treatment of cancer patients will oftenbe complex and include high risk SACT. They will also be able to prescribe medicines as an independent practitioner and to work with a considerable degree of autonomy.  They will ensure effective development, management and review of clinical protocols (i.e. those containing drug regimens) to ensure safe and effective medicines use.  The post holder will be responsible for ensuring that medicine governance procedures are in place and adhered to in line with current medicines legislation and NHS policy. |
| **7** | Responsibilities for policy/service development **Proposes changes for own specialist area, impact on other areas**.*Proposes changes for own specialist area, impact on other disciplines.*  It is suggested this factor is a variation at level 4  **Level 4**  The post holder will be responsible for the development of regional SACT protocols in line with CEL(30)2012 to reduce variance and risk. This may involve audit and coordination at a regional level.  They will also be responsible for ensuring that NCA prescribing policies are developed, implemented and communicated appropriately throughout the NoS.  The post holder will also manage and effect change in order to meet strategic priorities, assure service quality and achieve equity of access to cancer medicines across the NoS.  The post holder is required to coordinate the timely responses of lead clinicians, cancer pharmacists, ADTC/ formulary pharmacists and finance representatives across the Tumour Specific Pathway Boards within the NCA to ensure the managed entry of new medicines, including SMC accepted medicines. This will ensure that accepted medicines are placed within Clinical Management Guidelines in a timely manner and that the NCA can demonstrate a single response to the introduction of new medicines across the sixNoS health boards.  They will support the development and timely review of supportive treatment guidelines and policywithin the NCA in conjunction with medical, nursing, pharmacy and AHP staff.  They will work closely with local Area Drug and Therapeutic Committees, formulary groups and risk management/ clinical governance groups to ensure collaboration and effective communication with all stakeholders. |
| **8** | Responsibilities for financial and physical resources **Maintain security of stock/ monitors budgets.***Responsible for security of drugs: supplies/ monitors drugs expenditure for area.*  **level 3c**  The post holder will be able to influence cost effective, safe and rational prescribing of medicines through analysis and interpretation of data. They will be accountable for the provision of expert advice on, and monitoring prescribing quality and efficiency to contribute towards planning on medicines expenditure and budget allocation.  The post holder will be responsible for coordinating information on cancer medicine developments to inform regional planning ‘horizon scanning’. They will work with senior clinicians and managers and develop a regional approach to the managed entry of new cancer medicines and optimising use of existing medicines. The budgetary spend on cancer medicines in the NoS is multimillion pound. |
| **9** | Responsibilities for human resources **Provide day to day, clinical supervision/ management.***Supervises/ manages pharmacy staff, technicians.*  **Level 2a/c**  The post holder will be a senior member of the clinical pharmacy team and will be required to provide supervision to more junior staff members e.g. pharmacists and technicians, preregistration pharmacists and students. They will be required to continually reflect on their own practice to ensure that any training or development needs are identified and met and will also be required to provide training and aid the development of other staff.  The post holder will be required to provide leadership to the North SACT Pharmacists Group and the North SACT Delivery Group.  The post holder will be required to liaise with and provide direction to regional (NCA) administrators and other members of the regional team in the coordination and delivery of regional SACT related activities. |
| **10** | Responsibilities for information resources **Record personally generated information/ responsible for maintaining one or more information systems.***Inputs prescription information, summarises drug information/ responsible for maintaining medicines information system.*  **Level 3c**  The post holder will work with a wide range of computer packages e.g. databases, spreadsheets and clinical systems such as chemotherapy and Hospital Electronic Prescribing and Medicines Administration (HEPMA) systems. They will be required to report on the regional progress on SACT policy implementation as a minimum bimonthly.  They will use databases to influence the design of new systems to progress the work programme and to improve data management. In addition they will participate in the development and implementation of national data management systems for cancer services.  They will support the implementation of a regional Chemotherapy Electronic Prescribing and Administration System (CEPAS) to reduce variance in practice and risk to patients.  In their clinical role they will prescribe and review medicines via CEPAS and HEPMA systems and will support and advise on the prescribing practice of the wider MDT through audit.They will be required to input prescription (not their own) information when in their clinical role on a weekly basis. |
| **11** | Responsibilities for research and development **Regularly participate in clinical trials, specific clinical audits, research.**  *Undertakes research in own area.*  **Level 2**  The post holder will be required to develop and lead a regional compliance programme reflecting on Board self-assessments and external audits to ensure a collaborative approach across the boards.  The post holder will be required to identify, develop and coordinate education and training and R&D initiatives with cancer services in the North Region focussing on medicines use and pharmaceutical care.  Using the skills within and outside of the NCA team they will devise an innovative approach to quality improvement in cancer medicines use across the NoS. They will support the design, planning and implementation of a programme of audit and practice based research which will involve a number of partners in academia and on a local and national level. They will support training in research through supervising of MSc and other level projects and will ensure that the findings are presented in the NoS and nationally as appropriate. |
| **12** | **Freedom to act**  **Broad occupational policies.** *Accountable for own professional actions: guided by national protocols, legislation, hospital formularies; lead specialist in own area.*  **Level 4**  The post holder will be the sole pharmacy professional in the NCA team and they are expected to act decisively and autonomously in their professional capacity, providing leadership and direction to thewider team. They will be fully accountable for their actions, withoutregular need to refer to their line manager.  The post holder is accountable for their own professional actions and will be guided by national, organisational and occupational policies. They will be required to give guidance to others in the interpretation of relevant legislation, national policies and guidelines and how these should be applied across the North Region. This will be done in collaboration with the lead cancer pharmacists in each Board. |
| **13** | Physical effort **Combination of sitting, standing, walking/ occasional moderate physical effort.***Walking between locations; occasional restricted position/ lifts: moves pharmacy boxes, fluids, enteral nutrition, supplies.*  **Level 1**  Light physical effort when undertaking tasks.  Travel is essential to this role, in particular between the NoS boards, clean driving licence will be essential to role. |
| **14** | Mental effort **Frequent concentration; unpredictable work pattern*.****Concentration for reviewing prescriptions, calculations, statistics, reports, policy documents interrupted by urgent requests or advice.*  **Level 3**  Frequent concentration will be required in order to manage periods of high workload which may or may not be predictable. The post holder will require mental agility to ensure prompt, concise, competent and potentially controversial decisions in immediate circumstances.  They will spend a considerable amount of time using IT equipment to create reports and review audits, statistics and teaching material. Occasional prolonged periods of concentration will be required for this.  During clinical work post holder will hold a bleep/ pager and will be required to work under pressure in patient facing areas with frequent interruptions from pager, staff members, patients, carers etc. In addition there will be frequent interruptions due to requests for advice via email, telephone and in person. The ability to maintain focused despite these interruptions is essential to ensure patient safety.  The post holder will be required to maintain concentration in a variety of situations and will often be required to undertake highly complex problem solving. They will be required to review and assess information from varied sources i.e. clinical policies/ patient specific details, reports, statistics and will be required to form an opinion. This problem solving/ decision making will often be under time constraints and in clinical areas with frequent interruptions so the ability to focus is essential. |
| **15** | Emotional effort **Occasional distressing or emotional situations.***Works with distressed patients/ relatives due to drug regime: drug misadventures.*  It is suggested this factor is a variation at level 3a  **Level 3a**  Due to the nature of the role the post holder will have frequent direct exposure to distressing and emotional circumstances e.g. patients coming to terms with a life threatening diagnosis and/ or be terminally ill.  The post holder will be a senior member of the clinical team and will have responsibility to provide leadership and be a role model to more junior staff members. This may involve mentoring and dealing with challenging personal circumstances which they may have to help to resolve including performance issues. |
| **16** | Working conditions **Occasional unpleasant working conditions.***Odours from aseptic, cytotoxic drugs.*  **Level 2e**  There is a requirement to use visual display equipment for very long periods each day.  During clinical work there is occasional exposure to unpleasant odours at ward level.  Due to being the sole post holder lone working may be involved with periods of limited contact/ support from colleagues. |

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| **PERSON SPECIFICATION** | | |
| **POST/GRADE**: NCA LEAD PHARMACIST / BAND 8B  **LOCATION:** SUMMERFIELD HOUSE | | |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below. | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE/ QUALIFICATIONS:** | Master’s (or BSc)degree in pharmacy (4 years) plus one year pre-registration training followed by post graduate study to diploma/ MSc level  The post holder will also ideally have completed the foundation/ vocational training programme and have an independent pharmacist prescribing qualification. | The post holder will ideally have project management and service improvement experience including change management within complex environments |
| **KNOWLEDGE & SKILLS:** | The post holder will have several years of post-graduate experience in clinical/ hospital setting and a wide ranging knowledge of all areas of pharmacy practice and integrated pharmacy services  The post holder will have experience of working at a senior level in pharmacy  The post holder will understand pharmaceutical law, ethics and legislation relating to pharmacy practice and medicine use. Clinical/ medicines knowledge will be up to date and understanding of the operational and strategic issues in all areas of pharmacy practice within the hospital setting is essential.  In depth understanding of new medicines, SACT CEL and other related extant documents | Senior management and/or leadership role  Experience of working locally, regionally and nationally  Exposure to national cancer meetings |
| **PERSONAL QUALITIES:** | * Able to be self-reliant and also work as part of a team. * Motivated * Enthusiastic * Friendly manner * Confident/calm nature * Ability to cope well under pressure |  |
| **OTHER:** | * Flexibility as there is a need for travel within the North, and across Scotland. |  |