

**JOB DESCRIPTION**

**JD Ref:** **JD453**

**Title of Post**: **HIS** Pharmaceutical Analyst (NCMAG**)/** Senior Clinical Pharmacist (ADTC Collaborative)

**Reporting to:**  **HIS** **National Clinical Lead (ADTC Collaborative)**

**Band: Band 8a**

**Location: As detailed in the conditions of service**

1. **Job Purpose**

The post holder leads the evaluation of clinical and pharmaceutical data related to proposals submitted by cancer care clinicians for off-label or off-patent cancer medicines, to support national decision-making by National Cancer Medicines Advisory Group (NCMAG).

The post holder will also lead the delivery of one or more Healthcare Improvement Scotland (HIS) Medicines and Pharmacy team work programmes to maximise the opportunity for equity of access, improving outcomes for patients and sharing good practice and learning across the NHS boards. This may include HIS work programmes such as Area Drug and Therapeutics Committee Collaborative (ADTCC), and other programmes of work that develop outputs that are shared and implemented across NHS Scotland.

1. **Job Dimensions**

Healthcare Improvement Scotland was established on 1 April 2011. The organisation was created under the Public Services Reform (Scotland) Act 2010 and its core purpose is to improve the quality and safety of NHS and independently provided healthcare for the people of Scotland. The organisation is required to deliver step change in these areas.

Healthcare Improvement Scotland collaborates with UK and international bodies to share research and experience. This drives the work of the organisation and provides a key knowledge base and support resource for managers, clinical leaders and frontline healthcare professionals in the NHS.

The work programme of the Medicines and Pharmacy team is informed by national policy and strategy. The work programme is dynamic and responsive to the needs of NHS Scotland. A collaborative approach is encouraged in a wide range of areas.

Current work streams include:

* Medicines Policy and Strategic Engagement - Providing highly specialised expert advice on pharmaceutical, clinical and non-clinical issues to other NHS and non-NHS groups and organisations as required. This includes establishing formal links with key players across the UK and Europe to share best practice and collaborative working. It may also involve representing HIS and the Scottish Government on national and international working groups and committees.
* National Review Panel (NRP) – To support the delivery of the NRP to ensure a consistent approach to medicines that are not routinely available for patients in Scotland.
* ADTC Collaborative – Co-ordinating a collaborative approach to a wide range of areas including the safer use of medicines, the development of national consensus statements for specific medicines, encouraging and supporting patient and public involvement in ADTCs and promoting transparency and clarity in decisions made by ADTCs across NHSScotland. We communicate with NHS boards and ADTCs using various methods to ensure a rapid and effective dissemination of information and advice.
* Cancer Medicines – Programme of work to improve consistency, effectiveness and efficiency of process for the generation of advice on use of cancer medicines. This addresses a policy gap, a national cancer strategy action and an identified service need working collaboratively with NHS Boards, Cancer Networks and the ADTC Collaborative. .
* NCMAG will contribute to high standards of clinical practice based on evidence, promote cost effective prescribing via the provision of advice to Cancer Networks, NHS Boards and their ADTCs across Scotland on proposed off-label and off-patent cancer medicines, and support equity of access to these medicines across NHSScotland. By reviewing data on proposals , NCMAG provides a national ‘Once for Scotland’ quality assurance procedure for the relevant clinical information.
* The provision of pharmaceutical advice to the Quality Assurance Directorate to support the delivery of work for the Independent Healthcare Team, Adverse Event Team, and Inspection Teams. To support the directorate to ensure compliance with legal requirements and current best practice and guideline recommendations for pharmacy.

This is a national post serving all NHS Health Boards. The post holder will lead the evaluation of clinical and pharmaceutical data, undertake Research and Development activity, participate in the development of processes and outputs of national groups and participate in a framework for skill sharing with NHS colleagues. The post-holder will provide support information services to key stakeholders as required.

1. **Key Result Areas, or Main Tasks, Duties and Responsibilities**

To lead and co-ordinate the development, delivery and evaluation of medicines governance initiatives in line with national policies and consensus from stakeholder groups. For example, NCMAG programme which will require the establishment of a robust and consistent methods and processes, and evaluation of the effectiveness of these processes

To engage and work collaboratively with key stakeholders across Scotland providing support information services as required such as the NHS Scotland Directors of Pharmacy, Scottish Government Health Department.

To routinely provide highly specialised advice in all pharmaceutical matters specific to the work programme such as the development of national guidance used across NHS Scotland, for example development of operational guidance for MHRA EAMS and NCMAG advice on cancer medicines.

To lead the evaluation of clinical or pharmaceutical data, this will involve: collation, interpretation and assessment of highly complex information from a variety of sources including, published information from literature searches, pharmaceutical companies, SMC, clinical experts, NHS service providers, Central Legal Office and Caldicott guardian

The post-holder will be responsible for:

* Assessment and critical appraisal of clinical and/or pharmaceutical data (including clinical trials, meta-analyses and indirect comparisons) to support the programme of work, for example assessing the evidence base to develop a framework to support the introduction of biosimilar medicines in NHS Scotland
* There will be a frequent need for the post-holder to effectively communicate and negotiate with senior clinicians, service providers and pharmaceutical industry representatives and interpret their opinions and viewpoints in situations where there may be conflicting opinions and evidence, which may result in more than one possible outcome scenario. The post-holder may be required to consider and advise on the implications of various options/scenarios available for the NHS in Scotland.
* The post-holder is required to employ a high level of clinical reasoning and judgement to perform these complex and comprehensive evaluations. Judgements require to be supported by robust evidence and reasoning processes as they are likely to be challenged (including legal challenges by pharmaceutical companies).
* The post-holder is responsible for compiling appropriate highly complex information that may include clinical, operational, financial, legal and patient confidentiality issues then presenting and leading discussions with relevant stakeholders During discussions, the post-holder will answer questions, interpret comments and note revisions to planned output communications/documents

1. Through the activities detailed above, the post-holder will advise on the evidence base, which will be used by Healthcare Improvement Scotland, and associated groups, to provide advice and share good practice between NHS boards. The guidance will be used by NHS Boards and ADTCs in resource management and development of prescribing policy and thus influences patient care throughout NHS Scotland.

The post-holder will also undertake peer-review of papers and other work prepared by colleagues as part of internal quality assurance procedures.

* To plan and lead the co-ordination of activities and deliverables of the individuals, groups and organisations contributing to the development of advice to NHS boards. For example, the post-holder will liaise with and ensure input as appropriate from health service researchers; health economists , SIGN colleagues, SMC/NHS HIS expert clinicians, NHS service providers, NSS, and pharmaceutical companies as appropriate, for example in the development of NHS Scotland EAMS operational guidance.
* To lead the production of documents and presentations for work programme national reference groups other stakeholders and organisations and be responsible for their quality, accuracy and completeness. This includes extensive use of spreadsheets, word processing packages and PowerPoint.

Documentation prepared includes:

*Regularly*

* Written advice for circulation nationally to Cancer Networks and territorial Board ADTCs
* Reports for stakeholders (including NHS Boards, SMC, Cancer Networks, Scottish Government Health Directorate (SGHD), Directors of Pharmacy) and lead monitoring/audits where required.
* Information released into the public domain, via the communication network and web site, according to defined timescales and with due regard to data protection.
* Policy and papers for ADTC Collaborative and territorial board ADTCs. .
* Documentation and presentations for NHS Boards and cancer networks.

*Less Frequently*

* Presentations to support teaching and training.
* Awareness sessions, papers, abstracts and presentations for meetings and conferences.

1. To contribute to the development, production and delivery of a framework for skill-sharing with NHS practitioners or multidisciplinary educational initiatives that promotes the outputs from the work programme . This will include providing education and training on Medicines and Pharmacy Team processes, or critical appraisal skills, to educational institutions and NHS organisations. To contribute to strategic development of services for NHS Scotland. This will involve participating in multidisciplinary working groups or projects to assure and/or improve both the quality of evidence and expert opinion supporting the decisions made on behalf of the organisation and the quality of information products. The latter are continually refined to meet the developing priorities of NHS Scotland. Examples of projects include working with members of the Boards ADTCs to develop guidance to support Peer Approved Clinical System (PACS) , working with Scottish Government Health Department on access to new medicines in NHS Scotland and working with other Medicines and Pharmacy Team staff to support the use of EAMS in NHS Scotland.
2. To review, identify and develop a personal education and training plan to ensure continuing professional development in line with HIS’s Personal Development Programme, the requirements to fulfil this role and the General Pharmaceutical Council requirements. To comply with current legislation, code of ethics, conduct or practice relevant to pharmacy and with the policies and procedures in the host division.

**Research and Development Activity**

The post-holder develops and maintains tools used to systematically gather evidence used in the evaluation processes and uses and documents systematic methodology and search strategies to research issues. Research can involve searching several databases (e.g. EMBASE, which contains articles from many thousands of medical and related journals) and many websites (e.g. of regulatory authorities that give new medicines licenses and of national and professional organisations that issue healthcare policy or guidelines).

1. **Equipment and Machinery**

* Frequent user of computer
* Microsoft Office, including Word, Outlook, Powerpoint
* Regular key board user requiring regular data entry
* Telephone
* Internet
* Teleconferencing

1. **Decisions and Judgements**

***Assignment and review of work***

The work for the post-holder is generated by the Medicines and Pharmacy work programme in discussion with the National Clinical Leads for Cancer medicines and ADTCC Pharmacy, and guided by principles and broad occupational policies or regulations. The timeframe for workload is agreed with the National Clinical Leads, senior colleagues, stakeholders or partners. Additional workload is generated from ad-hoc requests through the wider HIS Medicines and Pharmacy Team.

The post holder is responsible for the day-to-day planning and management of their time and work without supervision and within strict and tight timescales working in close collaboration with other members of the Medicines and Pharmacy Team. .

Multiple work streams are worked on within any given month, which will be at different stages of development and completion. Consequently the post-holder must continually re-prioritise their work schedule on an ongoing basis. The post-holder requires to co-ordinate the work and input of others involved to ensure that the strict timelines are achieved to meet the needs of the service.

Procedures will be required for operational processes developed as part of the work programme (e.g. procedure for producing operational guidance for EAMS). The post-holder will be responsible for reviewing, updating and implementing these procedures on a regular basis.

The post-holder is accountable for their own professional actions and exercises their professional discretion and initiative, guided by legislation, professional code of practice, national and local procedures (and also where there is no defined procedure, such as responding to board ADTC queries). The post-holder has the freedom to act independently in the extraction of data from literature, NHS practitioners, the pharmaceutical industry and relevant clinical experts. They apply their pharmaceutical skills and knowledge to analyse and interpret this information for the relevant reference and stakeholder groups.

Work produced by the post-holder is subject to formal review through a process of forward job planning, target setting and performance appraisal. Informal review takes place via discussion with the National Clinical Lead through regular meetings, published reports and a range of professional meetings.

***Decisions and judgements***

The post-holder is:

* Responsible for planning and organising own work and for co-ordinating the work of others in Medicines and Pharmacy Team in order to meet the needs of the service and to deliver agreed objectives.
* Accountable for own professional actions guided by relevant legislation, General Pharmaceutical Council Standards, Royal Pharmaceutical Society Medicines, Ethics and Practice and other national and local guidance.
* Required to employ a high level of clinical reasoning and judgement to perform these complex and comprehensive evaluations particularly if data or expert view is incomplete or conflicting as when developing consensus from NHS Board responses , critical appraisal of medicines use where the evidence base may be limited or in reply to queries from the pharmaceutical industry.. Judgements require to be supported by robust evidence and reasoning processes as they are likely to be challenged (including legal challenges by pharmaceutical companies).
* Authorised signatory and designated budget holder

**6. Communications and Working Relationships**

The post-holder is required to develop and maintain effective relationships with a wide range of clinical and non-clinical staff within Healthcare Improvement Scotland, the wider NHS in Scotland and other organisations. The post-holder is required to demonstrate the highest level of interpersonal and communication skills given the need to advise senior NHS staff, the pharmaceutical industry, Patient Group Partners, the public and others on complex clinical and pharmaceutical issues.

The post-holder will frequently give clinical advice to a range of professional groups and the public that will directly inform national advice and guidance on medicines use in patients in NHS Scotland. This may be in relation to support of the National Review Panel (NRP), cancer medicines or medicines safety work.

There will be a need to present complex, sensitive and contentious specialist information both orally and in writing to groups that include health care professionals, senior executives in the NHS, the pharmaceutical industry and the public. This involves engagement with public and patient group partners. Examples may include presentation at quarterly ADTCC Forum, presentation at NHS Scotland Directors of Pharmacy, provision of information for the Public Involvement Network Advisory Group etc.

The post-holder is required to effectively interpret and communicate complex technical and specialist issues to clinical and non clinical groups and individuals of differing professional backgrounds and disciplines locally, nationally and internationally. They will be required to work with individuals and groups who may not always hold similar views and where proposals may have direct consequences on current service provision. There is a requirement to consider and utilise mechanisms to work collaboratively to maximise patient and public engagement where appropriate.

The post-holder is required to develop and maintain relationships within and out with the organisation.

The post-holder will adopt a number of different communication techniques including oral, written, e-mail, website, telephone, face-to-face and formal presentations, as required. The list below describes local and national contacts and is intended to act only as a guide.

*Internal communication*

* Chief Pharmacist, HIS
* National Clinical Leads
* NCMAG team: Lead pharmacist, Health Services Researchers, Senior Project officer, Health economist
* SMC Team
* Scottish Antimicrobial Prescribing Group and other HIS programmes

*External communication*

* Scottish Government Health and Social Care Directorates including Pharmacy and Medicines Division
* NHS Boards (including Directors of Pharmacy, Directors of Finance, Chief Executive Officers).
* Area Drug and Therapeutics Committees and relevant sub-committees.
* Cancer Networks
* Relevant clinical experts
* National Services Scotland (e.g. PASAG)
* Royal Colleges.
* Pharmaceutical Industry.
* Patient group partners

**7. Physical, Mental and Emotional Demands of the Job**

**Physical effort and skills**

* Frequent ongoing prolonged periods of sitting in a restricted position at a computer, using standard keyboard skills (70% to 80% of post-holders time each working day).
* Occasional requirement to physically move overhead projector, laptop, or rearrange chairs in a lecture theatre.

**Effort/skills**

* Dealing with a number of priorities and demands at the same time. There will be frequent and unpredictable interruptions requiring changes in priorities.
* Sustained and frequent concentration on highly complex or technical issues required (over 4 hours daily, with statutory breaks) for analysis of data, problem solving, reading and critically appraising complex reports and documents from others and writing, reviewing and editing own reports, often under time pressure to meet strict deadlines. In reviewing complex detailed data, careful concentration is required to assimilate several pieces of detailed information from the document (e.g. definitions of population, statistical analyses, methodology and outcomes) and assess these together in order to understand and accurately interpret important but intricate differences in apparently similar data sets of results.
* The post-holder will be required to participate in a range of meetings at local and national level, including the requirement to: develop and deliver presentations to a varied audience ranging from students to multidisciplinary groups of healthcare professionals; follow and contribute to debates, which may require consideration of various options to reach consensus decisions; answer questions; interpret comments; and, note revisions to documentation.

**Emotional effort/skills**

* The time between receipt of a proposal, question or commission or request for advice and issue of advice or completion of the work may be very short. Meeting these tight deadlines requires sustained concentration and can be emotionally taxing.
* Frequent extensive stakeholder engagement will be required and can be emotionally taxing. The post-holder will need to demonstrate an understanding of the often conflicting pressures faced by stakeholders in relation to deliverables.
* The post-holder may have to respond occasionally to hostile or highly emotive issues from persons with severely challenging behaviour. For example, when the post-holder has to provide negative feedback on work undertaken or a proposal evaluated by a colleague, stakeholder or member of a reference group.
* Rare indirect exposure to distressing or emotional circumstances. For example, questions and /or criticism and testimonies from clinician or patient groups in relation to the availability /ease of access to EAMS medicines, or off-label or off-patent cancer medicines within NHS Scotland.

**8. Most Challenging/Difficult Parts of the Job**

Evaluating large volumes of data such as qualitative responses and developing consensus from numerous viewpoints from across Health Boards and from within Health Boards recognising the once for Scotland approach. Seeking consensus from senior clinicians across NHS Scotland when the evidence base may be contentious and/or limited.

Balancing and prioritising workload to ensure deadlines are met.

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To gain a sufficiently comprehensive understanding of a therapeutic area within short time frames eg medicines used for weight management, to make these judgments, the post holder will continue to build upon his or her clinical knowledge acquired through previous study or clinical experience.

**9. Knowledge, Training and Experience Required To DoThe Job**

**Qualifications and education**

Essential

* Masters degree in Pharmacy.
* Pre-registration year, completed with qualifying examination.
* Registration with the General Pharmaceutical Council, including recorded Continuing Professional Development.
* Higher qualification in a pharmacy related discipline (Diploma or Masters).

**Experience**

*Essential*

* 5 years post registration experience in pharmacy
* Demonstrable evidence of influencing members of the multidisciplinary team in delivering patient care and optimising use of medicines
* Extensive experience in Medicines Information or medicines appraisal
* Significant experience in clinical pharmacy and medicines supply
* Practical experience in developing systems and processes.
* Practical experience in facilitating change.
* Proven experience in providing an effective professional lead and management to pharmaceutical staff.
* Extensive experience of medicines governance framework in NHSScotland

*Desirable*

* Extensive experience in critical appraisal of clinical trials including considerations of different appraisal tools
* Experience of scientific writing and of publishing summaries/evaluations of clinical evidence

**Knowledge**

*Essential*

* Understanding of the principles of pharmacoeconomics.
* Understanding of different types of clinical evidence, clinical trial designs, and the different types of bias which may affect clinical studies
* Up-to-date knowledge of pharmacology and therapeutics.
* Understanding of pharmaceutical law, ethics and legislation relating to pharmacy practice and the use of medicines e.g. the Medicines Act, Data Protection Act and Freedom of Information Act.
* Knowledge and understanding of healthcare practices and systems within NHS Scotland.
* Knowledge of methods of developing quality assurance systems.
* Understanding of the principles of evidence-based practice.
* Understanding of principles of public health.

*Desirable*

* Strong understanding of the statistical principles applied in clinical trials

**Skills**

*Essential*

* Highly developed critical appraisal skills.
* Ability to process and utilise complex patient and medicines information
* Advanced level of clinical reasoning, judgement and clinical experience when information/guidance is limited
* Excellent communication skills, including debating skills.
* Excellent oral and written presentation skills.
* Word processing and data manipulation skills, e.g. Microsoft word and excel.
* Organisational skills and ability to work under pressure.
* Project and resource management skills.

*Desirable*

* Highly developed scientific writing skills

**Personal qualities**

*Essential*

* Self-motivated, pro-active and able to organise and prioritise work.
* Enquiring and persistent in finding answers to unresolved or ambiguous issues despite setbacks.
* Committed to team working, with respect and consideration for the skills of others within a multi-disciplinary group.
* Adaptable to continually changing work procedures and able to critically review these.
* Receptive to constructive critical appraisal and able to provide critical appraisal in a positive manner.

1. **Job description agreement**

I agree that the above job description provides an accurate representation of the post.

Job Holder’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Manager’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_