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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Senior Clinical Pharmacist (Oncology / Haematology) Band 7 Responsible to: Principal Pharmacist Cancer Care (Crosshouse Hospital)Department(s): Pharmacy  Directorate: Pharmacy  Operating Division: Pharmacy Services Job Reference: No of Job Holders: 1 Last Update: July 2016  |

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| 2. JOB PURPOSE |
| * Provides highly specialised advice in all pharmaceutical matters specific to the oncology, haematology and palliative care, relating to the care of individual patients.
* Provides a highly specialist clinical pharmacy service to patients with cancer (oncology / haematology).
* Contributes to the wider development and improvement of pharmaceutical services to patients.
* Accountable for the safe and cost effective use of medicines within the areas of practice
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| **3. DIMENSIONS** |
| * The post holder works predominantly at Crosshouse Hospital, however due to the specialist and high risk nature of this service, work at the other cancer unit at Ayr Hospital will be required.
* Responsible for the day-to-day delivery of clinical pharmacy services within oncology / haematology.
* Undertakes prescribing in accordance with legislation.
* Supervises and trains pharmacists, pre-registration pharmacists or undergraduates rotating through the clinical area.
* Provides clinical pharmacy cover for other patient groups or clinical specialties when required.
* Deputises for Senior Clinical Pharmacist (oncology / haematology) (band 8a) as required.
* In addition to the specific responsibilities outlined in this job description, the post holder will be expected to fulfil all of the basic pharmacist competencies required as part of registration with the General Pharmaceutical Council. The post holder will be required to act at all times in accordance with medicines and Health & Safety legislation (e.g. Medicines Act 1968, Misuse of Drugs Act 1971, Poisons Act 1972, Control of Substances Hazardous to Health Regulations 2002) and professional obligations as outlined in the Standards of conduct, ethics and performance.
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| 4. ORGANISATIONAL POSITION |
| **Professionally accountable to:** Director of Pharmacy**Managed by:** Principal Pharmacist Cancer Care (Crosshouse) **Day-to-Day Managed by**: Senior Clinical Pharmacist (band 8a) Oncology & Haematology**Peers:** Senior Pharmacists – Clinical Services.**Supervisor to:** Pharmacists and pre-registration pharmacists when required  |
| 5. ROLE OF DEPARTMENT |
| The function of the pharmacy service is to develop and deliver integrated patient focused pharmaceutical care, which meets the present and anticipated needs of the population of NHS Ayrshire & Arran in accordance with the Local Health Plan and national strategies. The intention of the service is to link all branches of the profession in order to better co-ordinate pharmaceutical care for patients and members of the public. The focus is on active participation in and contribution to multi disciplinary, multi professional and multi agency teams in a fully integrated manner. The main responsibilities are :* The development and operational delivery (managed services) of pharmaceutical care across NHS Ayrshire & Arran.
* The provision of expert advice on pharmaceutical matters to the NHS Board, Healthcare Directorates, senior managers and prescribers.
* The provision of support regarding the development of Community Pharmacy.
* The implementation of robust clinical, corporate and staff governance systems to minimise risk and assure patient and staff safety and well being.
* The promotion of safe and cost effective prescribing taking into account the clinical needs of individual patients.
* The integration of services based on patients and integrated care pathways not boundaries.
* The provision of support for the work of the Drug & Therapeutics Committees including the provision of educational support to a wide audience.
* Ensuring that all aspects of the managed service comply with all statutory and quality standards.
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| 6. KEY RESULT AREAS |
| **(a) Main Duties and responsibilities** ***Planning and Organisation:*** * Delivers, develops and evaluates a clinical pharmacy service to patients in oncology / haematology in line with local strategies, policies and procedures ensuring optimum patient care.
* Provides highly specialised advice regarding the clinical use of medicines within oncology / haematology and palliative care.
* Implements and monitors policies and procedures within the clinical pharmacy service to ensure service quality and safe working practice, complying with all relevant standards and legislation included in the General Pharmaceutical Council Standards of Conduct, Ethics and Performance.
* Participates in the development and maintenance of policies and procedures within the clinical pharmacy service.
* Implements and monitors policies and procedures in conjunction with the consultants, senior nursing staff and other allied health professionals to ensure evidence based and safe working practice, complying with all standards and legislation relating to the safe and effective use of systemic anti-cancer therapy (SACT) in oncology / haematology in accordance with the agreed objectives.
* Assists the Principal Pharmacist (Cancer Care) in service planning for the pharmacy service taking into account national strategies and guidelines
* Participates in local and,where required, national and regional groups involved in the pharmaceutical care of patients.
* Works collaboratively with senior pharmacy and medical staff, the multidisciplinary team ensuring that issues related to pharmaceutical care of patients within oncology / haematology are appropriately represented.
* Provides highly specialist advice as required to the other specified departments, to ensure compliance with local policies and medicines legislation.

***Resource Management:**** Supervises junior clinical pharmacists and technical staff rotating through oncology / haematology as allocated by the Principal Pharmacist (Cancer Care) or deputy. This includes prioritising and allocating work and tasks based on patient need, on a day-to-day basis to ensure the continuity of the clinical pharmacy service.
* Monitors expenditure and drug utilisation trends within the clinical area, highlighting areas of concern to the Principal Pharmacist (Cancer Care) or deputy.
* Implements policies and procedures for monitoring the use of medicines, identifying areas for cost improvement, promoting formulary management and good prescribing practice.
* Implements the managed entry of new medicines according to the agreed policy thus contributing to the overall management of the specified clinical speciality drug budget.
* Ensures the security of medicinal products in all settings including wards and clinics and the main pharmacy department.

***Clinical Practice**** Undertakes a daily clinical commitment by providing highly specialised clinical pharmacy input to the oncology and haematology wards and outpatient clinics, participating in consultant ward rounds and multidisciplinary team meetings as appropriate ensuring that the medicines prescribed are as clinically, cost effective and safe as possible for the individual patient, contributing to decisions about patients’ SACT treatments and supportive care therapies i.e. reviewing prescriptions particularly for SACT for individual patients taking account of patient’s age, weight, height and surface area, medical condition and medical history, prescribing/transcribing  on admission and discharge, reviewing prescriptions where medicines are already prescribed, identifying, resolving and preventing medicine related problems, devising, recording and monitoring care plans for each patient, interpreting blood serum results of individual drugs/patients that require specific monitoring and calculating appropriate doses for drugs requiring dose adjustment within a narrow therapeutic range or cumulative dosage and advising patients, carers and other healthcare staff on all aspects of medicines.
* Ensuring compliance with recognised SACT protocols and best practice (disease specific Clinical Management Guidelines (CMG)).
* Supports local participation in oncology / haematology clinical trials to ensure that the pharmaceutical aspects of the trial are line with protocol, best practice and legislation, liaising with the clinical trial team as appropriate.
* Recording information in patients’ clinical notes relevant to oncology/ haematology. Information recorded includes medicine reconciliation, and care recommendations and other information relevant to the oncology / haematology, palliative care or SACT.
* Identifies opportunities for extended prescribing by pharmacists in the clinical area and develop independent prescribing linking with other healthcare practitioners as required.
* Acts as an independent pharmacist prescriber in areas identified. Responsible and accountable for the assessment of patients with undiagnosed and diagnosed conditions and for decisions about clinical management, including prescribing.
* Provides highly specialised pharmaceutical input to oncology / haematology and palliative care.
* Reports medication errors and participate in investigations as appropriate, ensuring that the risks associated with medicines are minimised.
* Improves pharmaceutical public health by identifying and preventing adverse drug reactions. Reporting suspected adverse reactions on medicines to the Medicines and Healthcare Devices Regulatory Authority (MHRA).
* Requests authorisation forthe pharmaceutical aspects of unlicensed medicines particularly those used in oncology / haematology having evaluated the evidence for the use of the medicine.

***Education and Training**** Participates in the development and implementation of training programmes for clinical pharmacy, to all grades of pharmacists e.g. undergraduates, pre-registration pharmacists and qualified pharmacists.
* Acts as a tutor to those undertaking nationally recognised qualifications giving formal assessment where required.
* Identifies and addresses any training needs to improve medicines management within oncology / haematology to support the wider education of healthcare staff e.g. medical and nursing staff.
* Counsels individual patients, groups of patients or carers regarding their medicines to improve understanding and optimise concordance.
* Undertakes statutory and mandatory training.

***(b) General**** Initiates, undertakes, or guides others, in audit within oncology / haematology in line with the national standards and frameworks in order to maintain standards and develop the service.
* The post-holder will be required to maintain a relevant pharmacy practice commitment, including dispensing and clinical pharmacy, depending on their own experience and service needs.
* Participates in departmental rotas and emergency duty according to service need, as outlined in the contract associated with this post.
* Implements all local policies and procedures in accordance with corporate, clinical and staff governance.
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| 7a. EQUIPMENT AND MACHINERY |
| * Acts as key holder, performs security checks, sets and deactivates department intruder alarm when required
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| **7b. SYSTEMS** |
| * Regular use of JAC pharmacy stock control and dispensary computer system and hospital electronic prescribing and administration system (HEPMA) to input and retrieve information in connection with clinical and dispensing practice and to produce management reports.
* Regular use of the NHS Ayrshire and Arran Intranet to access laboratory reports for individual patients.
* Regular use of Business Objects.
* Regular use of Microsoft Office computer software for email and internet enquiries, word processing of reports and policies, producing spreadsheets of management information and statistics and PowerPoint for presentations to staff.
* Regular use of the prescription monitoring data base.
* Uses Patient Tracking system.
* Regular use of the Chemotherapy Electronic Prescribing and Administration System (CEPAS) to plan, produce and check SACT regimens and supportive care therapies for inpatient, outpatient and clinical trial treatments.
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post-holder is managed by the Principal Pharmacist Cancer Care but day-today management of the clinical services is carried out by Senior Clinical Pharmacists Oncology (band 8a)* Works autonomously against objectives agreed with the Lead Pharmacist and the Senior Clinical Pharmacist (band 8a).
* Workload will be self-generated, influenced by patient needs, service needs and local clinical pharmacy strategy.
* Accountable for own professional actions and outcomes – guided by legislation, local protocols, procedures and the local formulary.
* Accountable for personal decisions taken regarding individual patients in the course of managing their care.
* Plans and prioritises own workload and that of junior pharmacists rotating through the speciality to meet patient needs.

The Senior Clinical Pharmacist (band 8a) carries out formal performance review meetings for this post.The job description is subject to review by mutual agreement between management and the post-holder. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post-holder will be expected to exercise their own discretion on how to provide and develop the clinical pharmacy service to their specified clinical area taking account of local and national policies.
* The post-holder is expected to anticipate problems/needs and resolve these in a proactive independent manner.
* Decisions made may be complex, e.g. the calculation of doses based on surface area, the use of unlicensed medicines for individual patients, where there may be limited or only anecdotal information on which to base a decision to treat.
* The post-holder is professionally accountable for his/her own actions in advising and influencing nurses, medical staff and other healthcare professionals regarding the treatment of individual patients on a daily basis e.g. monitoring and adjusting doses for drugs with a narrow therapeutic index or in patients with renal impairment.
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Dealing with unpredictable patterns of work, often working to tight timescales, with frequent interruptions to ensure that each patient’s medication regimen is safe and appropriate for its intended purpose and is supplied on time, where there is sometimes limited information to guide decisions.
* Challenging the decisions of consultant, other medical staff and practitioners from other professions to ensure that each patient’s medication regimen is evidence-based.
* Balancing the demands of the oncology / haematology service to ensure continuity of service and the maintenance of patient safety.
* Developing partnerships working between primary and secondary care.
* Keeping up to date with a rapidly changing knowledge base.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| In support of our core purpose of Working together to achieve the healthiest life possible for everyone in Ayrshire and Arran we are committed to a culture that is Caring Safe and Respectful. The post holder is required to work collaboratively in a safe, caring and respectful way.In addition * The post-holder is expected to communicate on a daily basis with medical staff, nursing staff and other healthcare staff using evaluated information to enable informed decisions about patient’s therapies.
* Negotiating and influencing skills are required when dealing with multi-professional teams where agreement and co-operation are required in order to achieve a satisfactory outcome.
* Training, presentation and mentoring skills at local level, are necessary to fulfil the role of developing and supporting staff in an often stressful and changing environment.
* Information received and communicated will often be complex, including the need to interpret and analyse drugs charts, patient information and clinical trial data in a rapidly changing research environment.
* Regular contact with General Practitioners, community pharmacists, practice nurses and other healthcare workers in the community for the seamless pharmaceutical care of patients.
* There will be daily contact with patients as individuals or in groups, regarding information about their medication, to be delivered in a manner that is easily comprehensible to those who may have a limited knowledge of the subject matter.

Internal Communications External CommunicationsConsultant Medical staff in all specialities General Practitioners Senior Medical Staff in all specialities Community Pharmacists Junior Medical staff in all specialities Pharmacists in other Health Boards Medical Students Health Care workers in Primary careNursing Staff and Clinical Nurse Specialists Allied Health ProfessionalsOther pharmacists and techniciansPatients and their carersHealth care workers working in other directorates |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **PHYSICAL EFFORT / SKILLS:*** Computerkeyboard skills used daily.
* Driving required
* Lifting and handling skills used occasionally to lift and move boxes and containers some of which will be over 15 kilos.
* Standing for periods of time to perform checks on dispensed prescriptions.
* Standing for periods of time on a daily basis while participating in the multidisciplinary ward rounds and at clinics.
* Walking between wards and the pharmacy on a daily basis.
* Standing or sitting in awkward positions on a daily basis for periods of time in the wards to input and retrieve clinical data at a patient’s bedside, notes trolley and computer terminals.

**MENTAL EFFORT / SKILLS:*** Frequent periods of prolonged concentration required every day when reviewing prescribed medicines, counselling patients, writing reports or performing checks on dispensed items where an undetected error could result in serious patient harm.
* Required to concentrate continuously and apply mental attention at all times.
* A high degree of speed, accuracy and attention to detail is expected in all duties.
* Tasks are frequently interrupted to deal with queries or requests for advice that have to be dealt with immediately.
* Requires confidence to contribute and lead in clinical and managerial settings.
* High levels of concentration required when carrying out complex calculations, analysing/interpreting highly complex data and interpreting or appraising reports or documents.

**EMOTIONAL EFFORT / SKILLS:*** Frequent direct contact with patients and their carers, some of whom may be physically or emotionally distressed, aggressive or suffering from serious or terminal disease.
* Conflicting demands and pressures from individuals.

**WORKING CONDITIONS:*** Potential exposure to toxic pharmaceutical materials.
* Occasional risk of verbal or physical abuse from patients or their relatives.
* Frequent use of visual display units.
* Frequent direct patient contact involving occasional exposure to environmental risk/ communicable diseases at ward level.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Qualifications:**Masters of Pharmacy Degree *or equivalent.*Scottish Hospital Pharmacy Vocational Training Scheme (*or demonstrable evidence of clinical knowledge equivalent to that level).*Member of the General Pharmaceutical Council (*including evidence of continuous professional development)*.**Experience:**Relevant pharmacy experience. Good interpersonal skills.Full driving license.Computer literate with knowledge of information technology.Ability to work autonomously.Ability to work effectively as part of a team, in pharmacy and in the multidisciplinary environmentAdvanced arithmetic skills**Knowledge:**Required to demonstrate a highly specialised level of clinical pharmacy knowledge, skills, clinical reasoning and judgement.Good knowledge and understanding of relevant standards and guidelines. |