Job Holder Reference:



## JOB DESCRIPTION

**JOB TITLE: Advanced Cancer Care Pharmacist - Electronic Prescribing**

**GENERIC JOB DESCRIPTION: No**

|  |
| --- |
| JOB DETAILSJob Title: Advanced Cancer Care Pharmacist - Electronic Prescribing Location: Beatson West of Scotland Cancer Centre (BWoSCC)Responsible to : CEPAS Lead PharmacistAccountable to: Director of Pharmacy, GGCDivision: Pharmacy servicesDepartment/Service area: West of Scotland Cancer NetworkNo of job holders: 1 |
| 2. JOB PURPOSE AND DIMENSIONS |
|  Based in the West of Scotland Cancer Network (WoSCAN) the purpose of the role is:* To lead & co-ordinate the development and maintenance of the Chemotherapy Electronic Prescribing and Administration System (CEPAS) for the four Health Boards in WoSCAN.
* To apply expert pharmaceutical knowledge to ensure the clinical safety of the CEPAS prescribing module.
* To lead a team of CEPAS super users across the four Health Boards in WoSCAN.
* To provide highly specialist support and guidance to practitioners providing pharmaceutical care to cancer patients
* To provide a specialist clinical pharmacy service to a defined group of cancer patients.
 |
| 3. ORGANISATIONAL POSITION\* On behalf of the Directors of Pharmacy for NHS Ayrshire & Arran, NHS Forth Valley & NHS Lanarkshire |
| 4. SCOPE AND RANGEThe West of Scotland Cancer Network and its associated MCNs cover four Health Boards; Greater Glasgow & Clyde, Ayrshire and Arran, Forth Valley, and Lanarkshire. Together these Health Boards serve a population of 2.5 million, approaching 50% of the total population of Scotland. The SACT service operates on a hub and spoke model underpinned by a single regional electronic prescribing system. The Beatson West of Scotland Cancer Centre, one of the largest Cancer Centres in the United Kingdom and Europe, operates as the hub linking to 13 local delivery units.Approximately 15,000 cancer patients are treated with SACT across the region equating to around 118,000 episodes per annum.The Chemocare electronic prescribing, administration and scheduling system supports the safe delivery of Systemic Anticancer Therapy (SACT) in all sites delivering SACT treatments.The postholder will be based within the BWoSCC which is part of NHS Greater Glasgow & Clyde Pharmacy Services. The role of Pharmacy services is to:Ensure that patients derive maximum benefit and minimum harm from their medicines* Provide a single system approach to pharmacy and prescribing policy issues, including integration of systems within pharmacy and prescribing support functions
* Support clinicians in their provision of high quality, effective and efficient pharmaceutical care to individual patients at whatever their point of need in their healthcare journey
* Provide prescribers and managers with high quality, timeous information, analysis and advice to assist them to deliver effective prescribing management
* Ensure that medicines are purchased, stored, dispensed and prescribed as cost effectively as possible.
 |

|  |
| --- |
| **5. MAIN DUTIES AND RESPONSIBILITES****Information systems*** To ensure safe & accurate set-up of regimens within

 CEPAS* To support the ongoing development and maintenance of the quality assurance and validation programme

 for clinical elements of CEPAS working in collaboration with the appropriate multi-professional staff and  groups across WoSCAN.* To ensure that any risks associated with CEPAS are identified and managed to minimise risks to patients.
* To maintain and manage clinical reference files for drugs and the regimen library.
* To liaise with Health Board Responsible Pharmacists to maintain the regionally standardised components

 aseptic dispensing module.* To work with RCAG Prescribing Advisory Subgroup, regional & national MCNs and BWoSCC clinical teams

 to ensure the timeous input of new cancer treatment protocols and clinical trials and test them prior to  release. * To communicate changes and additions to the regimen library & drug reference files to clinical users across

 WoSCAN.* To implement changes required in response to, national standards, guidelines and

 legislation.* To train new clinical superusers in WoSCAN, maintaining training packages and documentation in order to

 support the safe and optimum clinical use of CEPAS* To update training materials in response to upgrades and new releases of CEPAS to ensure the safe and

 effective use of CEPAS for the prescribing, preparation, dispensing and administration of chemotherapy. * To liaise with Health Board Clinical Superusers to ensure local test plans in response to new releases of the

 prescribing module have been completed and authorised.* To liaise with Health Board accountable Pharmacists to ensure local test plans in response to new releases

 of the aseptic dispensing module have been completed and authorised.* To support the CEPAS Lead Pharmacist in advising the Regional Cancer Care Pharmacist that new releases have been fully tested and

 are fit for purpose within the limitations of any reasonable test plan.* To support the maintenance of local contingency plans for planned and unplanned downtime and systems

 failure.* To deal with clinical queries regarding CEPAS that local superusers are unable to address.
* To act as a regional point of contact for any clinical incidents within the system and to take the

 appropriate action to safeguard patient care.* To work with IT colleagues to ensure that clinical support issues are efficiently progressed and resolved to

 ensure application availability.* To advise the Regional Cancer Care Pharmacist & Lead CEPAS Pharmacist immediately, or in

 their absence the Lead Cancer Care Pharmacist for all  applicable WOS boards - of all system non conformances, where patients could be put at any risk. * To ensure that a database of system non conformances is maintained, advising the CEPAS Lead Pharmacist in ensuring that any non conformances being

 addressed with the supplier are progressed to a satisfactory conclusion.* To work with CEPAS users to identify areas for system improvement and support the development of

 specifications for technological development.* To support ongoing development of new and improved clinical processes by co-ordinating integration of

 these into CEPAS.* To support the ongoing development of reports, working with local clinical teams and MCNs, to support

 clinical care and clinical audit.**Organisation & Management*** To deliver, develop and evaluate a clinical pharmacy service to a defined group of cancer patients in line with

 local strategies, policies and procedures to ensure optimum patient care. * To provide highly specialised advice regarding the clinical use of medicines within this patient group,
* To implement and monitor 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. * To participate in the development and maintenance of policies and procedures within the clinical pharmacy

 service. * To participate in the wider development of the cancer network by identifying areas for improvement and

 developing suggestions for change.* To implement and monitor cancer care 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 care of cancer care patients in accordance with the  agreed objectives.* To assist the Lead Cancer Care Pharmacist (BWoSCC)and

 WOSCAN Consultant Cancer Care Pharmacist in service planning taking into account national strategies and guidelines * To participate in local, regional and, where required, national groups involved in the pharmaceutical care of

 patients. * To work collaboratively with senior pharmacy and medical staff and the multidisciplinary team ensuring that

 issues related to pharmaceutical care of cancer patients are appropriately represented within the clinical  specialty. **Clinical Practice*** Act as a role model for pharmacy staff working with cancer patients.
* Responsible for providing pharmaceutical care to a group of cancer patients. Many of these patients are terminally ill.
* Apply highly specialist clinical knowledge to analyse complex patient information to ensure the optimal clinical outcome.
* Apply highly specialist clinical knowledge and judgment to analyse information, at times where evidence may be lacking, in order to negotiate the optimal clinical outcome.
* Apply highly specialist knowledge on the use of medicines, including cytotoxic chemotherapy, to deliver pharmaceutical care to patients within the WoSCC and improve patient care by:
* Ensure that patients receive the right medicine, in the right dose, at the right time and for the right reasons, including practising as a non-medical prescriber.
* Identify, resolve and prevent medicine related problems so that the desired therapeutic goal for each medical condition being treated is achieved, e.g.,
	+ take medication histories and review medical notes on admission and verify in-patient and discharge prescriptions
	+ Interpret test results and other patient clinical factors to ensure safe and effective treatment for individual patients
	+ Review and verify individual patient doses where many of the medicines are used within a narrow therapeutic range
	+ Interpret disease symptoms and review toxicities of medicines
	+ Review and interpret response to treatment
	+ Recommend appropriate dose or therapy changes
	+ Educate patients and their carers on the use of their medicines
	+ Provide expert advice to all health care professionals and patients on all aspects of drug therapy and medicines usage
	+ Liaise with ward staff and senior technician, purchasing and distribution, to maintain and update ward stock lists
	+ Provide a therapeutic drug monitoring service.
	+ Assess drug handling on an individual patient basis, taking into account contra-indications to therapy and drug interactions
	+ Ensure correct administration of intravenous medicines
	+ Ensure that the patient’s medicines are as safe and effective as possible.
	+ document care and risk management issues including:
		- patient allergy
		- patient self administration (including assessing patient suitability)
		- adverse drug reactions (and reporting to CSM) and interactions
		- individualising pharmaceutical care plans and documenting/resolving pharmaceutical care issues
	+ liaise with clinical staff to confirm ambiguous prescriptions
	+ report incidents/near misses in accordance with risk management policies
* Provide advice to other team leaders, advanced, specialist and clinical pharmacists within the clinical speciality.
* Provide information and negotiate with clinical staff to ensure compliance with formulary, guidelines, drug and therapeutic committee decisions, Scottish Medicines Consortium guidance and other pharmacy related strategies

**Audit, Research and Development*** To participate in a wider research agenda to identify the benefits of CEPAS in the clinical setting.
* To work with others to coordinate and integrate the research evidence in to clinical practice
* To guide and support others undertaking research or audit
* To develop, implement, monitor and evaluate local or national protocols and guidelines.
* Maintain a high standard of Continuing Professional Development in line with the recommendations of the

General Pharmaceutical Council.**General Duties*** Contribute to the management of any risks associated with the use and administration of medicines. Identify and manage issues, escalating to medical and/or senior pharmacy staff when required.
* Carry out responsibilities in a way which at all times is consistent with statutory and legal obligations including health and safety legislation, COSHH, the Medicines Act, Misuse of Drugs Act, Rules and Guidance for Pharmaceutical Manufacturers and Distributors 2002 etc, the General Pharmaceutical Council standards, Research Governance Framework, GCP and UK Clinical Trials Regulations.
* Maintain a broad understanding of pharmacy including dispensing, distribution and safe preparation of intravenous medicines.
* Monitor safe and secure handling of medicines at ward, clinic and departmental level.
* Participate in weekend rotas, public holiday and other department working rotas in accordance with departmental policies.
* Participate in the pharmacy emergency duty rota as appropriate.
 |

|  |
| --- |
| 6. SYSTEMS AND EQUIPMENT |
| * Daily use of desk based PC, laptop and other office equipment
* A number of IT systems will be utilised on a regular basis:
* CEPAS system – as outlined under roles and responsibilities
* Reporting tools such as Crystal Reporting to retrieve information and produce management reports.
* Pharmacy computerised stock control system ASCribe
* Use of the internet, e-library and medicines information databases to effectively source specialised medicines related information
* Specialist Clinical systems including e.g. Trakcare, Clinical Portal, EDGE
* R&D systems, e.g. SReDA
* Operate Microsoft Office, including Word, PowerPoint, Excel & One Note to analyse data and present reports.
* Microsoft Outlook e-mail will be used to communicate quickly and effectively
* UK MHRA Yellow Card System for reporting adverse drug reactions.
* Local system for clinical incident reporting
* Compliance with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical information.
* Pharmacy patient care plans – required to document clinical activity for sharing with relevant disciplines.
* Patient records e.g. case notes, drug prescription charts – required to read, monitor and annotate patient records as appropriate.
 |
| 7. ASSIGNMENT AND REVIEW OF WORK |
| The post-holder works autonomously against objectives agreed with the CEPAS Lead Pharmacist, and the CEPAS Executive group.* Workload will be self-generated, influenced by CEPAS objectives, patient needs, service needs and regional 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 and for decisions regarding the safety of the CEPAS system.
* The CEPAS Lead Pharmacist carries out annual formal performance review meetings for this post in line with the KSF outline.
 |
| 8. DECISIONS AND JUDGEMENTS  |
| * The post holder will be expected to assure the safe operation of the CEPAS system by analysing a complex range of information including software specifications and programmed logic ensuring that the technical aspects of the system recognise human behaviour and implied human logic.
* The post holder is expected to anticipate problems/needs and resolve these in a proactive independent manner.
* The postholder is professionally accountable for own actions and outcomes in advising and influencing nurses, doctors and other healthcare professionals regarding treatment of patients guided by professional code of ethics, legislation, national, regional and local policies and procedures.
* Uses own initiative and works autonomously within the bounds of existing knowledge and skills to make clinical judgements regarding patient management.
* The postholder will demonstrate and apply specialist pharmaceutical knowledge of area of practice with reasoning and judgement in the use of medicines, analysing complex information and ensuring that their practice is evidence-based and in accordance with current good practice and local policy.
* The postholder will prioritise own work and will prioritise and supervise the work of others.
* 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.
 |
| 9. COMMUNICATIONS AND RELATIONSHIPS  |
| * The post holder will be expected to communicate with, and influence a range of healthcare staff regarding the implementation of new technology, where there may be barriers to acceptance of the required change processes.
* The post holder will be required to communicate directly with the software supplier regarding test plans and clinical system errors / incidents. Such exchanges may involve providing and receiving highly complex information to enable the linkage of clinical practice to computer logic.
* The post holder will be required to communicate with external sponsor representatives to ensure the safe and accurate set up of clinical trial regimens within CEPAS. Such exchanges may involve providing and receiving highly complex information.
* 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. This includes effective communication with colleagues in primary care to ensure seamless care.
* 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.
* 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.
* There will be regular contact with patients 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**CEPAS multidisciplinary Business as Usual and Executive GroupsHealth Board lead cancer care pharmacistsHealth Board R&D StaffNetwork Manager: Projects & Planning SupporteHealth staffCancer network managers and audit staffSenior medical staff such as MCN lead cliniciansSenior cancer nursesSenior cancer managersOther pharmacists and pharmacy techniciansConsultant medical staff and their teamsNursesAHPsPatients and their carers | External Communications External IT CompaniesExternal Commercial & Non Commercial SponsorsInternational Commercial & Non Commercial SponsorsOther CEPAS users across the UKGeneral Practitioners, Community Pharmacists & other primary care healthcare workers |
| 10. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB |
| Physical effort/skills: | * VDU work, standard keyboard skills used daily
* Sitting for long periods of time
* Lifting and handling skills used occasionally to lift and move boxes and containers.
* Standing for periods of time on a daily basis while participating in the multidisciplinary ward rounds.
* 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.
* Expected to travel to sites across WoSCAN.
 |
| Mental demands: | * Understanding computer logic as it applies to human behaviour
* Required to concentrate continuously and apply mental attention at all times.
* Frequent periods of prolonged concentration and attention required:
	+ When reviewing SACT, clinical trial protocols and amendments and translating into CEPAS regimens.
	+ when reviewing prescribed medicines, counselling patients or performing checks on dispensed items where an undetected error could result in serious patient harm.
	+ reviewing and authorising CEPAS reference files where an undetected error could result in serious harm to many patients.
* 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 settings.
* Requires confidence to manage sponsor and investigator expectations
* High level of concentration required when carrying out complex calculations, analysing/interpreting complex data and interpreting or appraising reports or documents
 |
| Emotional demands: | * Frequent direct contact with patients, some of whom may be physically or emotionally distressed, aggressive or suffering from serious or terminal disease.
* Conflicting demands and pressures from individuals
* Managing sponsor and investigator expectations
 |
| Working conditions: | * Potential exposure to toxic pharmaceutical materials
* Frequent use of VDUs
* Exposure to aggressive/demanding patients or carers
* Lone working whilst providing emergency duty service
* Frequent direct patient contact involving occasional exposure to environmental risk/ communicable diseases within clinical areas.
 |
| 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Developing & maintaining partnership working between four Health Boards to ensure successful implementation and ongoing maintenance and development of CEPAS.
* 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.
* Balancing the two components of this job, clinical support for CEPAS and the clinical care of individual patients.
* Challenging the decisions of consultant, other medical staff and practitioners from other professions to ensure that each patient’s medication regimen is evidence-based.
* Keeping up to date with a rapidly changing knowledge base and protocol amendments
 |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
|  Essential **(E)** Desirable **(D)**

|  |  |
| --- | --- |
| **Qualifications**Masters Degree in Pharmacy or equivalentRegistered with the General Pharmaceutical Council (Professional Registration body)Post graduate Diploma/Masters in Clinical Pharmacy or equivalentPractice certificate in & registered as independent prescriber Current GCP Training**Experience**Minimum of four years post registration experience in hospital pharmacy Demonstrable experience hospital pharmacy practiceDemonstrable experience as a specialist cancer care practitionerDemonstrable evidence of influencing members of the multidisciplinary team in delivering patient care and optimising use of medicinesDemonstrable evidence of undertaking research and/or audit and using the results to improve patient careExperience of clinical setup and support for electronic prescribing systemsExperience as a non-medical prescriber**Knowledge, skills and ability**Highly specialised level of cancer pharmaceutical care expertiseIn depth knowledge of cancer therapeuticsGood knowledge and understanding of relevant standards and guidelines.Good understanding of relevant NHS policy and systems. Excellent analytical and problem solving skillsExcellent critical thinking and appraisal skillsExcellent IT skillsAbility to process and utilise highly complex patient and medicines informationAdvanced level of clinical reasoning, judgement and clinical experience when information / guidance is limitedAbility to effectively manage and prioritise own workload, delivering to deadlines with minimal information and/or guidance often under pressure and in stressful situations.Ability to work autonomously and to react to/make decisions/judgements on:* the safe delivery of pharmaceutical services
* safe and clinical / cost effective use of medicines
* other issues e.g. pharmacy response to major incidents

Ability to identify and meet the training needs of othersAbility to achieve results through people **Disposition**Intuitive and proven team player Ability to motivate others Confidence in own ability Excellent interpersonal and communication skills (written and oral) Proactive self starter Diplomacy and discretionEvidence of a commitment to own and others CPDCommitment to patient-focused careSpecific job requirementsWillingness to travel to various sites across WoSCANParticipation in weekend and public holiday rotas when appropriate.Participation in emergency duty service when appropriate.Willingness to contribute to the general working of the pharmacy departmentHolds a current driving licence | **E****E****E****D****D****E****E****E****E****E****D****D****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****EE****EEE****ED** |

 |
| **12. JOB DESCRIPTION AGREEMENT** |
| Job Holder’s Signature:Staff Representative’s Signature:Head of Department’s Signature: | Date:Date:Date: |