



DELIVERING
OUTSTANDING
CARE AND
EXPERIENCE



RECRUITING,
DEVELOPING AND
RETAINING OUR
WORKFORCE



AN ANCHOR
IN OUR
COMMUNITIES



WORKING TOGETHER
WITH LOCAL HEALTH
AND SOCIAL
CARE PROVIDERS



DELIVERING
LONG-TERM
SUSTAINABILITY



Information pack for the post of

Advanced Pharmacist-Research and Development

Division of Family and Integrated Support Services



GOOD TO
OUTSTANDING



Welcome from Chief Executive Hannah Coffey

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWAngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink that reads "Hannah Coffey". The signature is fluid and cursive.

Hannah Coffey
Chief Executive Officer

Job Description

| | |
|-----------------------|---|
| JOB TITLE | Advanced Pharmacist – Research and Development |
| GRADE | 8a |
| HOURS OF WORK | 37.5 hours per week |
| DEPARTMENT | Pharmacy |
| BASE | Peterborough (will be expected to work between all North West Anglia NHS Foundation Trust (NWA) sites) |
| RESPONSIBLE TO | Principal Pharmacist SACT |
| ACCOUNTABLE TO | Deputy Chief Pharmacist |

Responsible for:

Managing the delivery of all clinical trials involving Investigational Medicinal Products (IMPs) which require pharmaceutical resource and ensuring compliance with national and international good clinical practice standards.

Supporting the Principal Pharmacist SACT in the delivery of corporate, divisional and departmental operational and strategic priorities and to the modernisation of pharmacy services across the Trust.

Actively report upon the clinical trial service delivery at departmental senior management meetings and deputising for the Principal Pharmacist SACT at departmental and Divisional meetings as required.

Job Summary:

The post holder is employed by NWA and will be required to travel between all NWA sites

He/she will:

Take professional responsibility for the provision of a comprehensive pharmacy clinical trial service to the Research and Development Committee within the Trust to ensure the accuracy, legality, safety and efficacy of IMP use through the appropriate planning and allocation of work including operational oversight of production based clinical trials.

Manage the production of relevant clinical trial procedures in accordance with the clinical trial protocols, good clinical practice and the European Clinical Trials Directive.

Liaise with the clinical trial representatives of the pharmaceutical industry, clinicians, trial coordinators and be the pharmacy specialist on the R&D committee to ensure that all trials are conducted in accordance with best practice standards.

Be responsible for ensuring that the clinical trial services in the pharmacy department are prepared in readiness for MHRA inspection.

Be responsible for developing and delivering comprehensive training and education on medicine issues within the Clinical Trials services to members of the pharmacy service and the wider MDT.

Be a pioneer for research and development within the Pharmacy department.

Lead the Research and development agenda within the trust hospital pharmacy transformation programme reporting to senior management.

Provide expert clinical and service information to the pharmacy senior management team to support departmental operational service development and strategic planning.

Main Duties and Responsibilities

Corporate Responsibilities

- To be the pharmacy site service lead for Clinical Trials providing highly specialist advice on all aspects of medicine use, working cooperatively with the clinical divisions to deliver strategic objectives.
- To advise the pharmacy senior management team of the impact of the strategic and service development plans of the R&D on pharmacy services and plan collaborative initiatives to support the ambitions set out.
- Interpret broad clinical/professional policies and NHS guidance especially in relation to clinical trials to ensure Trust excellence in partnership with the service leads.

Managerial and Organisational

- To provide an efficient service for all aspects of pharmacy based clinical trials and to ensure compliance with good clinical practice standards.
- To strategically plan and manage the workload for all clinical trials based at the Trust □ To provide specialist advice to researchers related to Investigational Medicinal Products (IMPs) during development of clinical trial protocols and advice and information regarding Clinical Trial Authorisation (CTA) applications. To advise and support researchers in complexities and feasibility of trial design and REC applications.
- To ensure the safe and effective management and use of Investigational Medicinal Products (IMPs) on all sites within the Trust and its research partners in accordance with relevant regulations (including ICH/GCP, EU Directive 2001/20/EC, FDA, GMP). □ To represent the Pharmacy at the Trust Research and Development Committee meetings.
- To train Pharmacy, medical and nursing staff in all aspects of handling drugs in clinical trials. □ To liaise with other centres for clinical research to ensure best practice standards are employed.
- To develop and maintain expertise and knowledge in all aspects of the use of medicines in research.
- To manage the development and maintenance of department procedures to support the delivery of clinical trials involving IMPs.
- To undertake multidisciplinary team meetings with Investigators to initiate, manage and close down trials.
- To audit documentation and processes for individual clinical trials.

- To ensure the appropriate disposal of unwanted trial materials.
- To support the development of a scheduling system for clinical trials.
- To liaise with the Specialist Clinical Pharmacists when approving or initiating new projects.
- To act as a source of research expertise to advise on complex issues such as trial design, procurement, randomisation, blinding, documentation for in-house clinical trials and to defend / justify the opinions or decisions if the advice is challenged.
- To provide support and advice on the preparation and initiation of pharmaceutical orders, using the pharmacy stock control system.
- Take professional responsibility for the provision of a comprehensive clinical pharmacy service to allocated clinics/wards within the Division with regular reviews of medicine prescriptions and medicine reconciliation to ensure the accuracy, legality, safety and efficacy of medicine use through the appropriate planning and allocation of work.
- Be actively involved in consultant and MDT ward rounds to deliver evidence-based advice/guidance on medications to ensure their safe and effective use ensuring communication across all staff groups to provide seamless clinical care. □ Provide Therapeutic Drug Monitoring services to the clinical team to ensure the safety of products with a narrow therapeutic index and advise on changes to medicine regimens according to results.
- To utilise non-medical prescribing skills to actively support medicine optimisation practices within the Trust.
- Manage the recruitment, induction, development and retention of pharmacy staff within the line management structure
- In accordance with the departmental rota ensure the accuracy, legality, efficacy and safety of prescribed medication by undertaking clinical assessment of prescriptions requiring dispensing taking responsibility for resolving prescribing errors or omissions with the responsible prescriber and providing final checks on dispensed items prior to release.
- Ensure prescribing matches Trust and national guidelines using local and national analysis and benchmarking tools (REFINE / DEFINE).
- Participate in the work of the department at weekends, Public holidays, extended hours and on-call as necessary commensurate with experience and training and inline with departmental agreements.
- Work cooperatively with the Chief Pharmacist to foster an environment that involves pharmacy staff engagement in decision making within the department and supports staff in delivering key departmental objectives

- To deputise for certain aspects for the Principal Pharmacist – SACT Division in his/her role as required, taking responsibility for management of their corporate role in their absence.
- Provide expert clinical and service information to the pharmacy senior management team to support departmental operational service development and strategic planning
- Ensure implementation of Trust and national medicines policies and guidance (including NICE guidance and CCG/NHSE commissioning policies) across the CBU.
- To lead on the implementation of innovative ways of working in the CBU through transformational change to improve quality and performance whilst protecting patient safety.

Performance, Finance and Information

- To act as authorised signatory with delegated responsibility from the Chief Pharmacist for the purchasing of pharmaceutical products for the Trust.
- To develop, agree and monitor key performance indicators through the Principal Pharmacist – SACT Division to identify that all legal, professional and quality standards are met and to demonstrate continuous quality improvement and communicate these to the pharmacy senior management team. This includes the following key result areas:-
 - Clinical trial activity, income and quality standards
 - Standard operating procedures
 - Allocation of clinical duties and cover arrangements
 - Clinical audit
 - Business planning
 - Clinical guideline and pathway development and review
 - Management of shared care arrangements
 - Practice research
 - Transformational change (HPTP)
- Engage clinical trials colleagues in regular audit, reporting and review of medicines safety, prescribing, administration and record keeping in-line with local and national audit plans.
- Actively participate in and report pharmacy clinical trial service performance against MHRA inspection standards at the relevant departmental and R&D meetings. Account for any weaknesses in service

provision, developing, implementing and reporting time limited action plans to address them.

- Provide information and advice on the potential clinical and cost implications of clinical trials to the R&D committee.
- To calculate overall pharmacy trial fees for clinical trials and communicate these to the R&D lead. Be responsible for ensuring appropriate payment for clinical trial services provided.
- To manage and work with the clinical trials pharmacy team to ensure clinical trial stock is appropriately ordered, stored, dispensed, returned and destroyed.
- Develop and support the delivery of department and divisional cost improvement plans and actively seek further opportunities to maximise cost-effective prescribing within the CBU.
- Ensure adherence to the Trust's Standing Financial Instructions and Standing Orders, Financial Procedures, and standards of business conduct
- Be responsible for the recruitment and selection of clinical staff within the line management structure, reviewing job descriptions, person specifications, preparing advertisements, chairing interview panels and selecting staff.
- Undertake and manage formal disciplinary, grievance and sickness absence procedures in particular where the issues are more sensitive, complex or high risk as appropriate to grade.
- Manage regular service workforce / capacity planning and skill mix reviews to ensure staff resources are used optimally and staffing levels and capabilities are maintained at safe levels at all times

Educational and Professional

- Practice within the boundaries described within the latest version of the Medicines, Ethics and Practice issued by the Royal Pharmaceutical Society
- Undertake and record a continuing professional development annually as required by professional bodies.
- Maintain competence in Good Clinical Practice standards and procurement services through national training programmes.
- Be responsible for developing and delivering comprehensive training and education on medicine issues within clinical trials services to members of the pharmacy service and the wider MDT.

- Provide line management to assigned pharmacy staff undertaking performance review, objective setting and personal development planning.
- Communicate concisely and effectively with other health care professionals within primary and secondary care to ensure consistent and accurate transfer of information relating to pharmaceutical aspects of patient care
- In collaboration with the Trust Chief Pharmacist, ensure all aspects of pharmacy services meet national and Trust standards including MHRA, GCP, CQC, NHSI, RPS, and DH standards. Where this is not the case, ensure the identified risks are added to the appropriate risk register with recommended actions to resolve the issue.
- To develop expertise in student pharmacy colleagues and the wider multidisciplinary team through the development and implementation of specialist competency assessment programmes
- Support the delivery of the pharmacist clinical diploma (acting as a clinical diploma tutor) and non-medical prescribing programmes and extending the clinical roles of pharmacy technicians within the Trust to deliver against key clinical service programmes.
- To undertake practice based research and support other staff in research activities and publication.

Other

- To undergo the appraisal and personal development planning process annually, with appropriate review(s) throughout the year.
- To carry out pharmaceutical services in accordance with procedures drawn up in conjunction with the Chief Pharmacist and amended from time to time to meet the needs of a changing service
- To maintain a high standard of work at all times and to undertake such other duties as may from time to time be decreed necessary by the Chief Pharmacist
- To contribute to the effectiveness of the pharmaceutical service by putting forward suggestions for innovation and development in professional and managerial aspects of work
- To ensure that statutory regulations concerning pharmaceuticals, professional codes of practice and relevant work based legislation is complied with
- To ensure a safe system of work is maintained

Communications and Working Relationships:-

- The scope of the communication is diverse and can be at all levels within the Trust and with many external organisations. Policy pertaining to medicines is highly complex. Decisions/actions relating to medicine use and medicine choice can often be sensitive and/or contentious. Regular communication is required with the following individuals and groups:

Internal:

- Clinical service leads (e.g. dealing with individuals who have strong opposing views to decisions made affecting drug choice)
- Pharmacy staff (e.g. communicating major organisational change to large numbers of staff who may be adversely affected, individual staff counselling, individual staff performance management, peer review)
- Ward/Departmental Managers (e.g. informing of service changes, marketing)
- Financial Business Partners and team (e.g. medicine procurement queries, discussing drug expenditure / income within clinical trial services)
- HR Business Partners and team
- Other staff (e.g. providing advice/instructions to other members of the healthcare team, translating complex terminology/policy into an understandable format)

External:

- Regional / national clinical trial groups
- GPs and community clinical staff – regarding a patient's medicine supplies
- Patients and Carers (e.g. talking to patients on wards about their medicines, sensitively responding to complaints, presentation to lobby/focus groups about why certain medicines are restricted / unavailable)

Working at our Trust

A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



B. Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery

- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

C. Your responsibilities to the Trust, our patients and staff

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

Health & Safety

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

Data Protection

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

Data Quality

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

Customer Care

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

Values

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

Infection Control

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

Smoking Policy

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

Confidentiality

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Safeguarding the welfare of children and vulnerable adults

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

Mandatory Training

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

Raising issues of Concern

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.