

## Job Description

<b>Job Title: Specialist Pharmacist, Oncology &amp; Haematology</b>	<b>Band: 7 + EDC</b>
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<b>Accountable to:</b> Lead Pharmacist, Oncology & Haematology
<b>Responsible for:</b> Provision of specialist pharmacist service to the Oncology & Haematology Clinical Delivery Group and the chemotherapy preparation service.
<b>Key Relationships with:-</b> <b>Internal:</b> Pharmacy, Oncology & Haematology, Paediatric Oncology, other departments using cytotoxic drugs. <b>External:</b> Pharmaceutical Industry, Research & Development organisations

<p><b>Purpose of Role:</b></p> <ul style="list-style-type: none"> <li>To support the validation and preparation of systemic anti-cancer therapy (SACT) in the chemotherapy preparation unit.</li> <li>To provide a specialised clinical pharmacy service to oncology and haematology patients.</li> <li>To provide technical support to the chemotherapy preparation unit.</li> </ul> <p><b>Key Responsibilities:</b></p> <p><b>Clinical Services</b></p> <ul style="list-style-type: none"> <li>To work with the Senior Clinical Pharmacist to provide a clinical pharmacy service to the Oncology &amp; Haematology Ward and Woolverstone Macmillan Centre by liaison with nursing staff, patients, doctors, etc. Interpret highly complex prescription information, validate prescriptions by ensuring safe and effective therapy to include liaison with medical team if necessary. Interpret patients' prescription charts and assess for safety and quantities to supply by determining length of stay/urgency of medication and order medicines required from the dispensary, involve the patient and counsel them on current therapy and discontinued therapy (including patients on complex drug regimen) and provide advice on medication aids as required by liaison with relatives, carers, GPs &amp; community pharmacies. Write discharge prescriptions to facilitate discharge when necessary.</li> <li>Undertake medicines reconciliation for patients admitted to hospital and to associated ward(s) ideally within 24 hours of admission</li> <li>Work to optimise prescribing through evidence based review, education, audit and close liaison with medical and nursing staff.</li> <li>Assist with the implementation of NICE TAs relevant to medicines in specialist area</li> <li>Assist the Lead Pharmacist or Senior Specialist Clinical Pharmacist with the preparation of business cases for Medicines Optimisation Committee approval and support requests for exceptional funding of high cost medicines as required by specialist area.</li> <li>Support nurses and specialist nurses within specialist area with pharmaceutical advice.</li> <li>Ensure safe and effective use of medicines within specialist area by adherence to and revision of sections of the Trust's medicines formulary, antibiotic policy and other guidelines.</li> <li>Identify suspected Adverse Drug Reactions or Incidents and ensure appropriate reporting is carried out</li> <li>Carry out clinical audit activities as appropriate to the needs of the speciality, Trust and pharmacy services.</li> <li>Write, review and contribute to drug guidelines relevant to Oncology &amp; Haematology.</li> <li>Write in patients' medical notes documenting interventions and advice or record electronically as appropriate.</li> <li>Provide education and training for nurses, medical staff, pharmacy staff and patients as necessary</li> <li>To support the development of relevant protocols for designated tumour sites in liaison with other members of the tumour site specific group.</li> <li>To work with the Senior Technician Oncology R&amp;D to implement and supervise clinical research within the same designated speciality.</li> </ul>
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- To contribute to the functioning of the oncology pharmacy service on both of the hospital sites within ESNEFT as determined by the Lead Pharmacist.
- To provide clinical services to other wards on the site if designated to do so working in accordance with all relevant operating procedures.
- To participate in the Pharmacy 7-day working rota and the provision of On-call service as per the rota.

#### **Technical Services**

- To act as an “Authorised Pharmacist1” in the chemotherapy preparation unit as required by the Lead Pharmacist Oncology and Haematology. To ensure that quality assurance and professional requirements are attained for the aseptically dispensed products. To undertake the final release of products prepared in the facility.
- To be registered on the “Register of Designated Personnel” for the validation and final release of Intrathecal Chemotherapy in line with the National Guidance on the Safe Administration of Intrathecal Chemotherapy and the Trust Policy
- To validate prescriptions for chemotherapy and ensure that they follow the standards laid out in the Trust’s Chemotherapy administration policy.
- To assess the appropriateness of the chemotherapy regimen by checking the patient’s medical notes, MDT records and diagnostic information. To raise any issue or requirement for clarification with the prescriber and record the outcome in the patient’s Aria file.
- To support the use of the electronic prescribing system for chemotherapy by providing assistance to other users.
- To build regimen on the electronic prescribing system and to undertake the required quality assurance program prior to final approval.
- To work with the Senior Specialist Pharmacist, to ensure that staff follow all SOP’s, good practice and health and safety procedures.
- To undertake any actions assigned to the post holder raised by external audit of the chemotherapy preparation unit or radiopharmacy
- To develop knowledge of the requirements for aseptic preparation and to implement knowledge gained.
- To support the implementation of research and development within the oncology & haematology Clinical Delivery Group and the supply of Investigational Medicinal Products within those studies. To work within the ICH GCP standards.
- To work with the Senior Pharmacy Technician Research and Development to implement and administer allocated clinical studies.
- To support other preparative pharmacy services within technical services including the Pharmacy Manufacturing Unit (PMU) as determined by senior managers.
- To ensure personal use of PPE when handling products prepared in the CPU and the associated raw materials and to follow the standard operating procedures relating to this activity.

#### **Education and Training**

Under the guidance of the departmental Education and Training team, the post holder will:

- Contribute to the holistic pharmacy teaching agenda. This will include both internal pharmacy activity and teaching to the wider multidisciplinary team.
- Provide training and mentoring in the specialist areas of working for Foundation Trainee pharmacists, rotational pharmacists, senior clinical pharmacists and other healthcare professionals including senior medical staff.
- Contribute to the Medication Safety education and training agenda, under the guidance of the Medication Safety pharmacist.
- Provide teaching and training to other clinical staff and patient groups within the Trust.

#### **Departmental**

- To comply at all times with the departmental dress code and appropriate use of personal protective equipment (PPE) when undertaking all tasks
- To ensure that Trust Health and Safety policy and COSHH procedures are read annually.
- To be aware of the location of fire, security and first aid equipment. Be familiar with emergency procedures and in the event of an emergency, summon assistance if necessary.
- To report all accidents/incidents to senior staff and ensure that an incident form is completed.
- To ensure that environmental monitoring is carried out in accordance with procedures and investigate abnormal results in liaison with senior staff.

- Use of a computer including word, excel, PowerPoint, Teams, hospital information systems, summary care record and trust pharmacy computer systems. Update patient records, input and review prescription details and medicines information inquiries

#### **Professional responsibilities**

- Observe at all times the recommendations contained in the Code of Ethics as issued by the General Pharmaceutical Council.
- Satisfy the governing body's requirements for Continuing Professional Development by ensuring own personal and professional education needs are met and documented accordingly.
- Act as a role model to other members of Trust staff at all times.
- Act in a safe and professional manner at all times.
- Demonstrate appropriate behaviour in stressful and difficult situations.

#### **Personal responsibilities**

- To attend Trust mandatory courses and any other courses identified at performance review. This will include Trust Induction, Back Awareness, Risk Management Update training and Conflict Resolution Training.
- To participate in regular review meetings with Line Management (or another suitably appropriate senior manager). To discuss current practice and assess objectives set at previous meetings and at appraisal.
- To seek feedback from colleagues and line managers to enable continuing personal development.
- To commit to continuous professional development (CPD) and training, reflecting the needs of the individual, the post and the department as identified through performance appraisal.
- To identify own progress, areas for future development and recognise positive learning experiences, in preparation for appraisal.
- Take responsibility for own personal development, ensuring all expectations of the GPhC are achieved.
- To evaluate learning opportunities and in written format, feedback benefits and problems to pharmacy staff.

#### **Other tasks**

- To assist in the maintenance of other pharmacy services as required and to participate in the 7 day service – late shift, Saturday, Sunday, Bank Holiday in accordance with agreed rotas.
- Provide pharmacy emergency duty service which includes acting as department key holder, working alone out of hours, analysing and clinically validating drug charts and prescriptions, dispensing of drugs for patients, collecting prescription charges and managing dispensary staff and workload, authorizing the ordering of drugs from suppliers to fulfil urgent orders and emergency requirements, providing clinical pharmacy advice to health care professionals
- To undertake any further duties as agreed with the Lead Pharmacist, Oncology

#### **General**

- To work with external bodies as and when appropriate to represent the pharmacy service and to promote the profile of services within the organisation.
- To act as an independent practitioner. To prioritise own workload effectively and in a manner that maintains quality. Delegate when appropriate.
- To know limits of own knowledge and authority and refer to senior staff appropriately.
- At all times present a positive and professional image of the pharmacy department to all service users.
- To aid in the recruitment of staff and participate in interviewing potential candidates as deemed necessary.
- To deputise for more senior colleagues in their absence and make decisions necessary for the provision of high quality pharmaceutical service.
- To participate in audits of service provision and present the results in a suitable format. To assess audit results and identify necessary action points for service improvement, in liaison with the Lead Oncology Pharmacist.
- To maintain patient/practitioner/colleague confidentiality at all times.
- To respond to emotional situations in a professional and calm manner ensuring that patient needs are met at all times.
- To ensure all work completed complies with departmental Standards of Practice, risk management and health and safety policies and protocols.
- Non-discriminatory behaviour and a courteous, sympathetic approach to all co-workers and the public are expected at all times.

- To treat everyone with respect and dignity and recognise that people are different and have differing perspectives.
- Recognise and challenge ones own behaviour and behaviour of others, when it has the effect of undermining equality and diversity.
- Report behaviour that undermines equality and diversity.
- To act in a way that acknowledges people's beliefs, preferences and choices. Take into account the effect of your behaviour on others.
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

"Authorised pharmacist" as defined under Quality Assurance of Aseptic Preparation Services 5<sup>th</sup> Edition, Ed. Alison Beaney

Prepared By:	Ian Floodgate	Date:	April 2024
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## Person Specification

**Job Title: Specialist Pharmacist, Oncology & Haematology**

**Band: 7**

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant hospital pharmacy experience post pharmacist qualification</li> <li>General hospital pharmacy experience including application of clinical pharmacy service at ward level</li> </ul>	<ul style="list-style-type: none"> <li>Oncology pharmacy practice</li> <li>Electronic prescribing</li> <li>Involvement in R&amp;D</li> <li>Training of other staff</li> <li>Experience of pharmacy technical services</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Current registration with General Pharmaceutical Council</li> <li>Vocational degree in pharmacy + pre-registration</li> </ul>	<ul style="list-style-type: none"> <li>Current ICH GCP qualification</li> <li>Diploma in Clinical Pharmacy Practice or clinical equivalent or working towards.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of current pharmacy issues and medicines legislation</li> <li>Knowledge of hospital pharmacy procedures</li> <li>Therapeutics</li> <li>Evidence of on-going CPD</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of oncology pharmacy practice.</li> <li>electronic prescribing</li> <li>Knowledge of aseptic preparation of medicines</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>Professional attitude</li> <li>Excellent communication skills</li> <li>Able to work independently, as part of team and supervise/plan the work of others</li> <li>Punctual and reliable</li> <li>Accurate, Eye for detail</li> <li>Motivated, enthusiastic and adaptable</li> <li>Calm &amp; efficient under pressure</li> <li>Information Technology skills (computer literacy)</li> </ul>	<ul style="list-style-type: none"> <li>Project management</li> </ul>