



Job Description and Person Specification

Job Description

Job Title	Lead Pharmacist -Education and Training SACT Services
Band	8a
Hours	37.5 hours per week
Department	Pharmacy
Division	CSS
Location / Hospital Site	Worthing and Chichester
Responsible to	Lead Pharmacist Preparative Services
Accountable to	Chief Pharmacist
DBS Level	Enhanced
DBS Barring	Adults and Children
DBS Workforce	Adults and Children

Role Summary

To function as the lead for education and training, and the consequent development of a modernised technical workforce for the Aseptic Unit within Pharmacy Preparative Services.

To function as the lead for education and training, and the consequent development of a modernised clinical workforce for the Cancer Pharmacy Services.

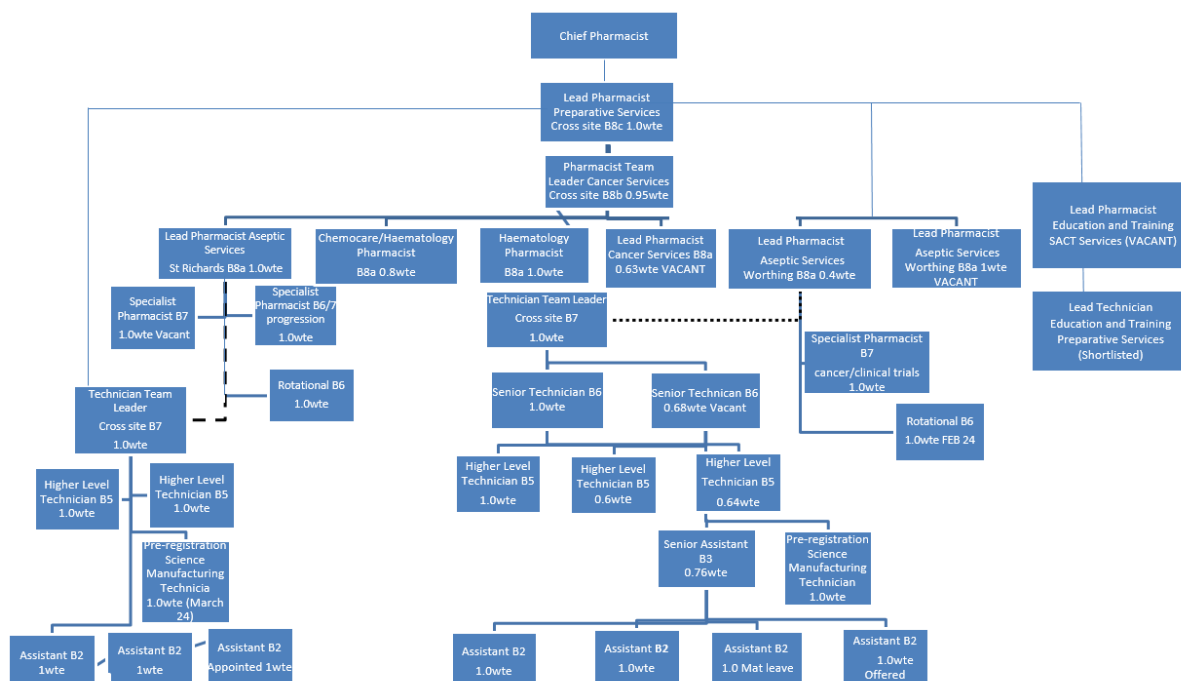
Responsible for co-ordination of training to Cancer Pharmacy and Aseptic staff. Specific core training responsibilities include organisation of assistant NVQ level 2 training, Postgraduate Certificate/Diploma pathways related to Cancer/Aseptic Services and BOPA passport. To directly line manage the Lead Pharmacy Technicians Education and Training Preparative Services.

To work with Preparative Services Senior Team to ensure the smooth implementation of new, education and training focused, Information Technology systems and procedures within pharmacy preparative services.

Key Working Relationships

All members of pharmacy cancer and Aseptic staff within the Trust
Patients, relatives, and their carers
Other health professionals within and outside the Trust
Members of the Trust's Training team
Course organisers at Higher Education Institutes

Structure Chart



Main Duties and Responsibilities

Communication

- To develop a positive and creative liaison with all cancer services staff and affiliated University bodies and other linked external organisations.
- To be the Lead Pharmacy contact for all linked Education and Training providers relating to SACT Services (which includes cancer and aseptic services).
- To work closely with the Lead Pharmacist for Preparative Services and Pharmacist Team Leader Cancer Services to ensure a high-quality robust service to UHSx cancer patients.
- To provide clinical support and supervision to the other aseptic services pharmacists and pharmacy technicians within the Trust, as necessary.
- If an NMP to undertake clinics, in a defined area of competence, with support from consultant.
- To take part in chemotherapy chats prior to first cycle chemotherapy, with patients. Providing advice as required.
- To communicate and develop Service Level Agreements (SLAs) with partner educational providers where students are hosted within the Trust. To ensure SLAs are manageable and governance arrangements are detailed.
- To work closely with the Lead Technician Education and Training Preparative Services to ensure a robust framework is in place for courses.
- To communicate anticipated training needs and associated finances for the year ahead.
- To provide leadership and clinical support/ supervision to Oncology/Aseptic pharmacy staff within the Trust.

- To conduct and develop effective working relationships.
- To deal with sensitive information and overcome barriers to understanding.
- To work closely with other Lead Education Pharmacists/Technician, locally and nationally to ensure best practice.
- To participate in regional or national Education and Training events as required.
- To undertake specific duties agreed with the Lead Pharmacist Preparative Services in line with the grade and scope of the post.

Service Delivery and Improvement

- To develop, lead and communicate the Education and Training Strategy of Cancer and Aseptic Services, ensuring it reflects all training principles and working practices within an ethos that underpins the Trust's values.
- Responsible for developing the competency-based training programme for all grades of staff ensuring that this covers all aspects of aseptic preparative service and complies with relevant legislation, standards, and Good Manufacturing Practice.
- Coordinates, supervises, and supports staff involved in delivering training and verifies that training is provided in a consistent manner, is documented and is to the required standards.
- Responsible for the establishment of a defined range of competencies for staff groups within the Pharmacy Manufacturing Unit. Identifies assessment criteria and produces training schedules and coordinates the delivery of both induction and refresher training.
- To collaborate with other senior staff in operational services to plan, develop and organise the safe dispensary and distribution of oral chemotherapy and chemotherapy support medication. This will include assurance of clinical screen competency assessments and investigating and resolving difficulties in the supply of medicines, when required.
- To develop and maintain Education and Training policies and procedures, consulting with all appropriate professionals during the development, approval, and review processes. To disseminate and raise awareness of them and to promote and monitor compliance.
- To comply with and promote all policies, procedures and official directives pertaining to the post and to promote the highest standards of professional practice and safe working procedures.
- To be one of the lead specialists for pharmacy cancer and aseptic services, to implement and follow national guidance and legislation and to be accountable for own actions where guidance and legislation is ambiguous.
- To review and update aseptic related policies for UHSx as required.
- To identify and take part in any service improvements for aseptic services as required.
- To help ensure that aseptic facilities meet the standards assessed by external audits.

- To provide support for the team as requested, including provision of teaching rounds and sessions, assistance with running courses and summative assessments.
- To help final approval of standard operating procedures, master worksheets and other master documents used within the aseptic unit for safe systems of work in conjunction with the Pharmacist Team Leader Cancer Services and Technician Team Leader – Aseptic Services.
- To co-ordinate all workplace requirements for courses, including allocation and support of appropriately qualified tutors for trainees; ensuring that all tutors are suitably trained in their tutoring role.
- To help ensure the Aseptic Unit is compliant with national guidance and national peer review standards, ensuring frequent internal validations are completed ahead of external audits.
- To support the future planning of the service by proposing policy and service changes within this specialist area regarding developments and compliance with national standards and objectives, and with due regard for the impact these changes may have on service purchasers. To implement, adapt and monitor appropriate service changes, as necessary.
- To function as a Continuing Professional Development (CPD) facilitator for cancer and aseptic services staff.
- To undertake audits as required by which the quality and effectiveness of our service to cancer services can be measured.
- To participate in national service audits where required.
- To be fully competent with the use of the Trust's Electronic Prescribing and Medicines Administration (EPMA) CMM System.
- To maintain appropriate systems of record keeping and retention according to the needs of the service especially inputting prescription data on to the Trust pharmacy computer system, the maintenance of patient pharmacy records, medicines information enquiries, and non-UHSx trust policies and protocols. To ensure a full audit trail is in place if necessary.
- To enter data into other computer applications as required, using Microsoft Office, Access, or in-house databases.
- To complete and report appraisal paperwork as needed.
- To record Annual Leave and Sick Leave in the HealthRoster system
- To be competent in using Microsoft Windows and Microsoft Office (Word, Excel, Powerpoint).

People Management and Development

- To identify education and training needs of Staff and identify methods of meeting the training needs with resources in and outside of the Department.
- To keep up to date with clinical developments in haematology and general pharmacy
- To attend courses, study days and meetings that are mandatory for all staff and others considered relevant to the post and its development.

- To assist in prioritising enrolment of courses balancing clinical need with the associated budget.
- To be responsible for maintaining and developing own clinical knowledge and skills relevant to the area of work including maintaining CPD as required by the GPhC.
- Ensure mandatory training is completed and kept up to date.
- To appropriately deal with, record and respond to complaints relevant to this service.
- To undertake specific duties agreed with the Lead Pharmacist Preparative Services in line with the grade and scope of the post.
- To assist in identifying and supervising clinical or service audit projects being undertaken in line with educational courses.
- To make judgements where information is lacking.
- To undertake recruitment within the aseptic pharmacy service as required.
- To comply with and promote all policies, procedures and official directives pertaining to the post and to promote the highest standards of professional practice and safe working procedures.
- To set objectives and undertake appraisals for those under direct line management.
- To manage staff in line with HR policies and processes, particularly absence management, capability, and disciplinary processes.
- To maintain personal and professional development to make the optimum contribution to the pharmacy service.
- To assist in the supervision and direction, where appropriate, of other Pharmacy staff
- To participate in local rota arrangements for covering on call (if included), late clinics and weekend and Bank Holiday duties.
- To undertake any other appropriate duties as may be requested by the Lead Pharmacist Preparative Services.

Patient Care Delivery

- To convey complex drug information in a timely manner to vulnerable patients, and on occasions carers, which will require frequent adjustment of how the information is portrayed to ensure concordance of treatment plans.
- To investigate and resolve in a timely manner any service-related problems or complaints, discussing with Lead Pharmacist Preparative Services where necessary.
- To ensure educational clinical services provided are patient focussed and create a positive culture of customer care.

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

Physical	Extended periods of standing/sitting
Emotional	Working with cancer patients

Mental	Time pressures
Working Conditions	Desk, ward, and Aseptic Suite

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	A UK registered pharmacist (Member of the General Pharmaceutical Council - Great Britain) with considerable experience on the register, working in hospital pharmacy	AF Application form (AF) Selection interview (I) Assessment (A)		Application form (AF) Selection interview (I) Assessment (A)
Experience/Qualifications	<p>Degree in Pharmacy at a British School of Pharmacy, or recognised equivalent</p> <p>A post graduate diploma in clinical pharmacy</p> <p>Considerable experience of working within a hospital pharmacy department post qualification, including experience in cancer services or aseptic services provision at least at a band seven level</p> <p>An understanding of clinical governance and the role of the pharmacist in the clinical governance agenda</p> <p>Experience of objective setting for other members of staff</p> <p>Planning and delivering training</p>	AF	<p>BOPA membership Registered Non-Medical Prescriber</p> <p>MSc in Clinical Pharmacy or equivalent</p> <p>Management / leadership qualification</p> <p>Good Clinical Trial Practice (GCP) training</p> <p>Recent experience of managing and leading large scale and complex change projects</p> <p>Extensive portfolio and evidence of CPD with identifiable outcomes</p> <p>Knowledge of NHS strategy, policies</p> <p>Training qualification e.g., accredited trainers' scheme</p>	AF

	Teaching and tutoring experience		Experience of service planning and work allocation	
Skills	<p>Excellent clinical pharmacy skills with particular emphasis on medicines used in cancer services. Experience of strategic planning</p> <p>Experience of managing unpredictable work patterns, and to effectively manage situations where concentration on prescription reviews, policy documents, national guidance is frequently interrupted for advice.</p> <p>Experience in undertaking research and development including audits Ability to identify own training and development needs.</p> <p>Ability to identify and address training needs of other members of staff.</p> <p>Able to critically appraise clinical papers to produce evidence-based evaluation of treatments and present data for formulation of guidelines.</p> <p>Ability to present evidence-based evaluation of treatments to committees.</p> <p>Experience in the production of evidence based prescribing guidelines.</p> <p>Able to undertake. prescription review of complex medication regimes individualised for patients with medical conditions.</p> <p>Able to undertake a full drug. history using a variety of sources</p> <p>Able to give appropriate. advice to members of the multi-disciplinary team regarding medication</p>	AF/I	<p>Experience of supporting drugs and therapeutics and medicines committees / medicines optimisation committees.</p> <p>Able to evaluate financial information on drug expenditure and report on actual and predicted budget.</p> <p>Able to collate and evaluate information on new drug developments and potential changes in treatments (including clinical trial results) to inform drug budget predictions and assist in the development of Local Health Delivery Plans for oncology.</p> <p>Able to analyse situations and/or processes to identify areas of clinical risk and (where necessary) ensure appropriate action is taken.</p> <p>Able to analyse clinical incidents/ complaints and (where necessary) contribute to departmental 'morbidity and mortality' meetings to ensure lessons learned are disseminated and appropriate action taken.</p> <p>Able to critically appraise clinical trial protocols and to be part of the decision -making process regarding their acceptance or rejection by the Oncology Research Team.</p> <p>Able to apply evidence -based medicine and clinical judgment (including in situations where the available information is limited) to contribute to the treatment decision -making process for individual patients.</p> <p>Proven ability to manage time, staff and resources to deliver. service objectives and plan service developments within</p>	AF/I

	<p>Able to formulate and prepare. extemporaneous medication and parenteral preparations</p> <p>Evidence of having undertaken own development to improve understanding of equalities issues</p>		<p>agreed timescales and allocated resources.</p>	
People Management and Development	<p>Experience of working with different healthcare professions and managers across the wider healthcare economy</p> <p>Able to communicate effectively with patients.</p> <p>Experience in managing or supervising staff</p> <p>Experience in training of other staff</p> <p>Able to identify own development/training needs</p>	AF/I	<p>Experience of managing and motivating a team and reviewing performance of the individuals</p> <p>Experience of managing a team of professionals, including recruitment, appraisal, and development.</p>	AF/I
Specific Requirements	<p>Awareness of financial aspects of chemotherapy funding</p> <p>A valid UK driving licence or otherwise independently mobile.</p> <p>Demonstrates behaviours and attitudes that supports the Trust's Vision</p> <p>Experience with the use of chemotherapy prescribing systems.</p> <p>Effective organizer, influencer and networker</p> <p>Demonstrate flexibility to changing demands.</p> <p>Ability to cope with competing. workload and tight deadlines/ urgent demands</p> <p>Commitment to high Standards</p> <p>Self-motivated Professional, calm and</p>	AF/I		

	<p>efficient manner</p> <p>Good self-presentation</p>			
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
Freedom to Act	<p>Ability to work autonomously, liaise and coordinate the Management Team on a day-to-day basis and to take appropriate action, as necessary.</p> <p>Identify and adhere to best practice.</p> <p>Responsible for own professional actions and have sufficient autonomy for the delivery of the role.</p> <p>Able to interpret national and local guidance and to develop local policies to reflect these standards.</p> <p>Excellent critical thinking skills.</p> <p>Able to logically analyse complex problems and/or information and ensure the best course of action is communicated and implemented.</p> <p>Able to use Microsoft office. (Excel, word, outlook etc)</p> <p>Excellent record keeping Required</p> <p>Experience in providing both. written and verbal information on drug usage</p> <p>Experience in undertaking audit work</p> <p>Good command of the English language</p> <p>Ability to work independently.</p> <p>Good motivation and enthusiasm</p>	AF/I	<p>Previous experience with Aria and/or Chemocare (e-prescribing system)</p> <p>Previous experience with Wellsky (e-prescribing system and stock control system)</p>	AF/I

	Being calm and adaptable			
	Being able to work within team and trust guidelines.			
	Neat and tidy appearance			

