



# Job Description and Person Specification

## Job Description

<b>Job Title</b>	Lead Pharmacist Aseptic Services
<b>Band</b>	Band 8a
<b>Hours</b>	37.5 hours per week
<b>Department</b>	Pharmacy Department
<b>Division</b>	Central Clinical Services
<b>Location / Hospital Site</b>	Worthing Hospital
<b>Responsible to</b>	Lead Pharmacist Preparative Services
<b>Accountable to</b>	Director of Pharmacy
<b>Disclosure Required</b>	DBS-Enhanced
<b>DBS Barring</b>	Adults and Children
<b>DBS Workforce</b>	Adults and Children

## Role Summary

To Lead and manage the aseptic unit service providing clinical, technical and training support to the aseptic service ensuring the health and safety of staff and patients.

To act as the Accountable and Responsible Pharmacist for all work carried out under section 10 of the Medicines Act within the site specific Pharmacy Aseptic Unit.

To ensure chemotherapy agents are manufactured in concordance with medicines legislation and regional QC standards.

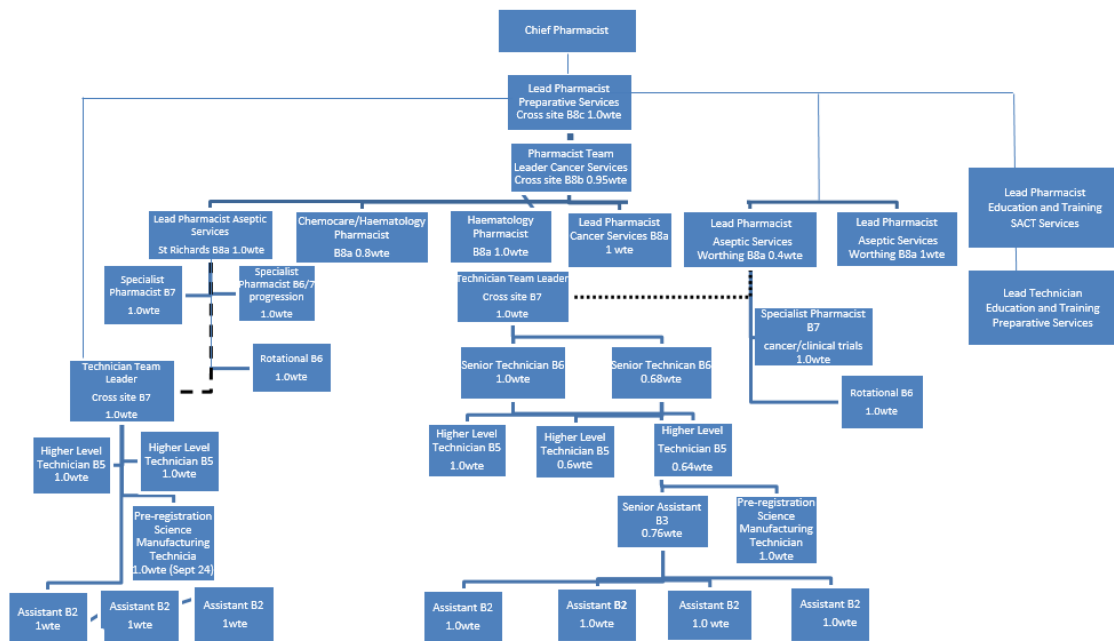
To advise on the medicines management aspects of clinical governance in relation to cancer services, and to ensure that medicines management and clinical pharmacy services are developed to meet the needs of this Trust.

To provide a comprehensive pharmacy service to the patients of University Hospitals Sussex NHS Foundation Trust and Sussex Partnership NHS Foundation Trust including units at Worthing, Chichester, Hove, Langley Green and Eastbourne localities. Also to provide the pharmacy service to other local healthcare providers against negotiated contracts including, local hospices. Services consist of provision of medicines, clinical services, aseptic preparation, medicines information, community services, drug purchasing and formulary, education and training and providing related drug usage and financial information. In addition the Pharmacy provides a quality control service, including medical gas testing and temperature mapping to a variety of customers over a wide area of the country.

## Key Working Relationships

1. A To work closely with the Pharmacist Team Leader Cancer Services, and Lead Pharmacist Cancer Services and Lead Pharmacist Chemocare. To work closely with the rest of the aseptic team and wider pharmacy teams across the trust.
2. To develop and maintain good communications with all medical staff, nursing staff and other healthcare professionals working in the cancer services directorate at Worthing Hospital.
3. To maintain a close working relationship with the Technician team Leader – Technical Services and the Lead Pharmacist Cancer Services.
4. To work closely with QA departments (both internal and external)
5. To network nationally with other pharmacists working in cancer services.
6. To maintain good communications with all patients, their carers and relatives.
7. To liaise with other health professionals and their staff as the need arises.

## Structure Chart



## Main Duties and Responsibilities

### Communication

- To effectively communicate with all members of the wider cancer services MDT to ensure compliance of trust policies and national guidance
- To liaise with the Royal Marsden Hospital, Great Ormond Street and Southampton Hospital in relation to shared-care protocols for paediatric oncology patients.

- To represent the Pharmacy Department at SCN meetings, the haematology multi-disciplinary team meetings and the Chemotherapy group
- To develop a positive and creative liaison with all cancer services staff and appropriate external organisations.
- To work closely with other lead specialists in other localities and nationally for pharmacy services to cancer services to develop best practice.
- To provide clinical and technical support and supervision to the other aseptic services pharmacists and pharmacy technicians within the Trust as necessary.
- To work closely with the Lead Pharmacist Cancer Services, Chemocare and Lead Pharmacist Cancer Services, Clinical to ensure a high quality robust service to our cancer patients.

### **Service Delivery and Improvement**

- To ensure that aseptic facilities meet the standards assessed by external audits under the direction of EL(97)52 by the Department of Health.
- To act as the Accountable and Responsible Pharmacist for all work carried out under section 10 of the Medicines Act within the site specific Pharmacy Aseptic Unit.
- To respond appropriately to external regional QC inspections, detailing actions undertaken to comply with their recommendations; in conjunction with the Technician Team Manager – Aseptic Services.
- To work alongside other senior staff in operational services at Worthing Hospital 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 final approve all standard operating procedures, master worksheets and other master documents used within the aseptic unit for safe systems of work in conjunction with the Technician Team Leader – Aseptic Services.
- 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 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 assist the Pharmacist Team Leader Operations in future planning of the service by proposing policy and service changes within this specialist area with particular regard to 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 be the lead specialist for pharmacy services to cancer services, to implement and follow national guidance and legislation and to be accountable for own actions where guidance and legislation is ambiguous.
- To horizon scan for new chemotherapy agents and provide financial reports on the cost implications for high cost oncology drugs to the Trust.
- To plan, implement and review audits by which the quality and effectiveness of pharmacy services to cancer services at Worthing Hospital can be

measured. To involve and direct others to participate and complete audits as necessary.

- To plan, implement and review complex drug audits and research activities for medicines used within cancer services, taking into account any national guidance and directives e.g. NICE guidelines. To liaise with the clinical effectiveness department as necessary.
- To ensure compliance with any cancer service clinical trials and to ensure necessary paperwork requirements are continually updated, to liaise with the clinical trials pharmacist in respect of this when necessary.
- To ensure compliance with formulary processes as determined by the Trusts' Medicines Optimisation Committee for medicines issued from Worthing Pharmacy.
- To monitor drug expenditure and to advise on drug spend at budget setting for the clinicians and budget holders within cancer services at Worthing Hospital.
- To lead, organise, plan, manage, develop and deliver a safe, efficient and effective pharmaceutical aseptic service to the cancer services directorate at Worthing Hospital. This includes managing and providing clinical, technical and training support to the aseptic service ensuring the health and safety of staff and patients; in conjunction with the Technician Team Leader – Aseptic Services.
- To final check chemotherapy in the aseptic unit as required.
- In conjunction with the Technician Team Leader – Aseptic Services, deploy staff available to prepare all required aseptic preparations and to assist in the production process when necessary.
- To prepare chemotherapy when necessary and to ensure operator validations are up to date.
- To lead on the development and updating of all relevant Western Sussex Hospitals NHS Foundation Trust and SCN policies, procedures and systems relating to the use of medicines within this service, liaising with the Lead Pharmacist Cancer Services – St. Richards Hospital where appropriate.
- To be responsible for maintaining the Trust intrathecal chemotherapy policy in conjunction with the Lead Pharmacist Cancer Services – St. Richards Hospital. To ensure appropriate annual training is in place for all personnel in the Pharmacy Department on intrathecal chemotherapy, promoting and ensuring adherence to the contents of the policy. To ensure annual assessment of those staff in the Pharmacy Department named within the intrathecal chemotherapy registers.
- To undertake risk management and ensure chemotherapy agents are manufactured in concordance with medicines legislation, the "Guide to Good Manufacturing Practice" and regional QC standards.
- To monitor chemotherapy regimens and clinically check prescriptions prior to their production and to resolve any pharmaceutical issues arising from cancer treatments.
- To change chemotherapy doses in line with recognised guidelines agreed by clinicians within the Trust and the SCN, for example, dose-banding guidelines.
- To assist the Pharmacist Team Leader Operations in investigating and recording drug errors in relation to cancer services where necessary.



- To carry out risk assessments as required and implement safeguards or actions to ensure that systems in place promote health and well-being to all users and prevent harm, and minimise the risk of medicine diversion.
- To monitor drug expenditure and to advise on drug spend at budget setting for the clinicians and budget holders within cancer services at Worthing Hospital.
- To report on private patient's cancer treatments and high-cost cancer treatments; invoicing accordingly.
- To lead on clinical audit developments and be accountable for own actions where guidance and legislation is ambiguous.
- To make clinical judgements where information is lacking or where ambiguity around clinical diagnosis or trust policy exists.
- To regularly check microbiological results for the aseptic unit and ensure actions are carried out appropriate to the result.
- To ensure the Quality Management System (QMS) is appropriately maintained and all actions are undertaken and closed off in a timely manner.

### **People Management and Development**

- To appropriately deal with, record and respond to complaints relevant to this service.
- To undertake specific duties agreed with the Pharmacist Team Leader Operations in line with the grade and scope of the post.
- 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 participate in local rota arrangements for covering on call (if included), late clinics and weekend and Bank Holiday duties.
- To act as the Responsible Pharmacist for the dispensary services as required.
- To attend such courses, study days and meetings that are mandatory for all staff and others considered relevant to the post.
- To jointly manage the Senior Pharmacist, Aseptic Services setting objectives, carrying out annual appraisals and ensuring performance management.
- To supervise the Rotational Pharmacists, Pre-Registration Pharmacists, Technician Team Manager, Senior Pharmacy Technician and the Pharmacy Technician(s) Aseptic Services – Worthing Hospital, ensuring that acts and duties are carried out in accordance with agreed procedures, local policies and official directives.
- To train healthcare staff in areas appropriate to the medicines management needs of this service. To organise, plan and participate in the education and training of staff, patient and carer groups in matters relating to cancer services.
- To manage the Senior Pharmacist, Aseptic Services. This includes regular 1:1 meetings to ascertain progress with current and ongoing service issues and to set objectives relating to personal development and the Knowledge and Skills Framework for the post holder.
- To supervise the Rotational Pharmacists, Pre-Registration Pharmacists, Technician Team Manager, Senior Pharmacy Technician and the Pharmacy Technician(s) Aseptic Services – Worthing Hospital.
- To organise, plan and deliver specialist training on medicines issues to staff within cancer services at Worthing Hospital, as requested.

- To provide in service education and training to pharmacy staff of Western Sussex Hospitals NHS Trust when required.
- To maintain personal and professional development in order to make the optimum contribution to the pharmacy service.
- To supervise the training of pre-registration pharmacists working in the Worthing Pharmacy team.
- To undertake such training as is required to ensure knowledge and skills are contemporary and pertinent to the post.
- To act as a tutor for the pharmacy postgraduate diploma as required by the pharmacy department.
- To assist as and when necessary in the in-service education and training of staff within the pharmacy and in the Trusts as a whole.

### **Patient Care Delivery**

- To convey highly complex drug information in a timely manner to vulnerable patients, and on occasions carers, that will require frequent adjustment of how the information is portrayed to ensure concordance of treatment plans.
- To ensure drug histories are taken from all chemotherapy patients and that these are recorded on the Chemocare 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-WSHT trust policies and protocols. To ensure a full audit trail is in place to trace all products made within the aseptic unit if necessary.
- To provide expert advice on pharmaceutical matters within this clinical area
- To provide and respond to requests from staff, patients and carers within cancer services for pharmaceutical advice and information, and provide a first line medicines information service. To provide written advice as requested, delegating where appropriate Medicines Information department.

### **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

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, race, disability, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

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

## Workplace and Environmental Factors

<b>Physical</b>	Physically fit to undertake the duties of the role. Able to travel between sites. Combination of sitting, standing, walking/ occasional moderate physical effort Highly developed physical skills for manipulation of fine tools/materials for the preparation of injections & infusions Advanced accuracy/ precision for hand and eye coordination
<b>Emotional</b>	Able to deal with distressing situations on a regular basis Be adaptable and able to remain calm when dealing with staff in stressful or conflict situations Self motivated and able to work using own initiative. High level of emotional intelligence. Occasional exposure to distressing or emotional situations
<b>Mental</b>	Able to concentrate in order to produce detailed highly complex work for long periods of time

	<p>Able to concentrate for long periods i.e. checking documents and analysing statistics, managing conflicting priorities</p> <p>Able to multi-task and maintain performance under pressure</p> <p>Able to think creatively and develop innovative ideas for service improvement.</p> <p>Able to critically analyse and synthesise information.</p> <p>Able to undertake report writing, complex statistical analysis and audit.</p> <p>Frequent concentration and unpredictable work pattern</p>
<b>Working Conditions</b>	<p>Able to work in stressful situations under pressure</p> <p>Willing to work at different trust sites</p> <p>Occasional unpleasant working conditions</p>

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Experience/ Qualifications</b>	Degree in Pharmacy at a British School of Pharmacy, or recognised equivalent	<b>AF</b>	BOPA membership	<b>AF</b>
	A post graduate diploma in clinical pharmacy	<b>AF</b>	Registered Non-Medical Prescriber	<b>AF/I</b>
	A UK registered pharmacist (Member of the General Pharmaceutical Council - Great Britain) with significant experience on the register, working in hospital pharmacy.	<b>AF</b>	MSc in Clinical Pharmacy or equivalent	<b>AF/I</b>
			Management / leadership qualification	<b>AF/I</b>
	Significant experience of working within a hospital pharmacy department post qualification, including experience in cancer services or aseptic services provision at least at a band 7 level.	<b>AF/I</b>	Good Clinical Trial Practice (GCP) training	<b>AF/I</b>
			Recent experience of managing and leading large scale and complex change projects	<b>AF/I</b>
	An understanding of clinical governance and the role of the pharmacist in the clinical governance agenda	<b>AF/I</b>	Extensive portfolio and evidence of CPD with identifiable outcomes	<b>AF/I</b>
			Knowledge of NHS strategy, policies	<b>AF/I</b>

	Evidence of previous experience in provision of pharmacy expertise to the clinical governance agenda	<b>AF/I</b>		
	Experience of objective setting for other members of staff	<b>AF/I</b>		
<b>Skills</b>	Excellent clinical pharmacy skills with particular emphasis on medicines used in cancer services	<b>AF/I</b>	Experience of supporting drugs and therapeutics and medicines committees / medicines optimisation committees.	<b>AF/I</b>
	Experience of strategic planning	<b>AF/I</b>	Able to evaluate financial information on drug expenditure and report on actual and predicted budget.	<b>AF/I</b>
	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.	<b>AF/I</b>	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.	<b>AF/I</b>
	Experience in undertaking research and development including audits	<b>AF/I</b>	Able to analyse situations and/or processes to identify areas of clinical risk and (where necessary) ensure appropriate action is taken.	<b>AF/I</b>
	Ability to identify own training and development needs	<b>AF/I</b>	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.	<b>AF/I</b>
	Ability to identify and address training needs of other members of staff	<b>AF/I</b>		
	Able to critically appraise clinical papers to produce evidence based evaluation of treatments and present data for formulation of guidelines	<b>AF/I</b>		
	Ability to present evidence based evaluation of treatments to committees	<b>AF/I</b>	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.	<b>AF/I</b>
	Experience in the production of evidence based prescribing guidelines	<b>AF/I</b>		
	Able to undertake prescription review of complex medication regimes individualised for patients with medical conditions	<b>AF/I</b>	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.	<b>AF/I</b>



	<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> <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><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>(I)</b></p>	<p>Proven ability to manage time, staff and resources to deliver service objectives and plan service developments within agreed timescales and allocated resources.</p>	<p><b>AF/I</b></p>
<b>People Management and Development</b>	<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>	<p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p>	<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>	<p><b>AF/I</b></p> <p><b>AF/I</b></p>
<b>Equality, Diversity, and Inclusion</b>	<p>Evidence of having championed diversity in previous roles (as appropriate to role).</p>	<p><b>I</b></p>		
<b>Specific Requirements</b>	<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</p>	<p><b>AF/I</b></p> <p><b>AF</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p>		

	and networker	<b>AF/I</b>		
	Demonstrate flexibility to changing demands.	<b>AF/I</b>		
	Ability to cope with competing workload and tight deadlines/urgent demands	<b>AF/I</b>		
	Commitment to high standards	<b>AF/I</b>		
	Self-motivated	<b>AF/I</b>		
	Professional, calm and efficient manner	<b>AF/I</b>		
	Good self-presentation	<b>AF/I</b>		
<b>Freedom to Act</b>	Ability to work autonomously, liaise and coordinate the Management Team on a day to day basis and to take appropriate action as necessary	<b>AF/I</b>	Previous experience with Chemocare (e-prescribing system)	<b>AF/I</b>
	Identify and adhere to best practice	<b>AF/I</b>	Previous experience with Wellsky (e-prescribing system and stock control system)	<b>AF/I</b>
	Responsible for own professional actions and have sufficient autonomy for the delivery of the role	<b>AF/I</b>		
	Able to interpret national and local guidance and to develop local policies to reflect these standards	<b>AF/I</b>		
	Excellent problem solving skills	<b>AF/I</b>		
	Able to logically analyse complex problems and/or information and ensure the best course of action is communicated and implemented.	<b>AF</b>		
	Able to use Microsoft office (excel, word, outlook etc)	<b>AF/I</b>		
	Excellent record keeping required	<b>AF/I</b>		
	Experience in providing both written and verbal information on drug usage	<b>AF</b>		



	Experience in undertaking audit work	AF		
	Good command of the English language	AF		
	Ability to work independently	AF		
	Good motivation and enthusiasm	AF		
	Being calm and adaptable	AF		
	Being able to work within team and trust guidelines	AF		
	Neat and tidy appearance			

