

Job Description

Role Title: Senior Pharmacist – Technical Services (± Emergency Duty Commitment)

Band: 8a

Contract: Permanent

Responsible to: Lead Pharmacist Technical Services

Accountable to: Director of Pharmacy

Location: University Hospital Coventry

Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



Net Zero and Sustainability.

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

Job Summary

To work with the Aseptic/ Quality Assurance team to support the maintenance and improvement of the PQS (Pharmaceutical Quality System) for the aseptic service.

To support the Lead Pharmacist–Technical Services and Pharmaceutical Quality Assurance Manager, in matters relating to the aseptic service and to provide specialist technical advice.

To provide a high-quality service supplying aseptically prepared and manufactured medicines (including chemotherapy and parenteral nutrition), fit for their intended purpose in a timely manner.

To support the preparation for, and completion of actions resulting from, internal and external audits from the MHRA/ regional QC/ accredited NHS inspectors.

Main duties

As part of our commitment to patients and delivery of a world class service for all, we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a pre requisite for this post.

1. To assist in the development of the aseptic service.
2. To practice as an expert practitioner, providing advice and consultancy to patients, healthcare professionals and other agencies relating to pharmaceutical aspects of aseptic services within the department and on the wards/clinical areas.
3. To operate as an authorised pharmacist within the Pharmacy Aseptic Unit.
4. To participate in, and if needed, lead on the training of Pharmacy staff within the department relating to aseptic services.
5. To support the maintenance and development of Standard Operating Procedures, staff training and approval records, physical and microbiological monitoring records and other records deemed necessary by the MHRA or regional QA specialists.
6. To ensure that all aseptically prepared medicines are produced in accordance with Good Manufacturing Practice (GMP).
7. To support monitoring of the environment and working practices to assure the quality of products and safety of staff. To assess risks against clinical need and make judgements when problems arise with the air handling unit, environment, facility issues or staffing.
8. To support the Lead Pharmacist and Pharmaceutical Quality Assurance Manager in preparation for, and completion of actions resulting from, external audits from the MHRA in relation to licensed activity/ regional QC and accredited NHS inspectors for unlicensed activity.
9. To work with the Aseptic/ Quality Assurance team to support the maintenance of the PQS (Pharmaceutical Quality System) for the aseptic service.
10. To provide clinical support to the St Cross Pharmacy Chemotherapy Co-ordinator with the provision and delivery of chemotherapy to the Maple Unit at St Cross Hospital.
11. To provide clinical support to the Aseptic Process Co-ordinator with the provision and delivery of chemotherapy and other aseptic medicines to the internal and external locations.
12. To participate in, and if needed, lead on commitments relating to intrathecal chemotherapy.

Pharmacy Duties and Responsibilities:

1. Check prescriptions for clarity, safety and efficacy on wards, in dispensaries and the aseptic suite and when necessary, take accurate drug histories to facilitate this. Query with and provide the prescriber with appropriate information to effect a change in the prescription when clinically required, to ensure patients safety and effective therapy.
2. Provide information to nursing and medical staff across the trust on any aspect of medicines policy ensuring safe practice. Provide information to patients on allocated wards or in dispensaries concerning their medication and answer any resulting questions or queries.
3. Provide when necessary, through checking dispensing or supervision of technicians and ATOs, an efficient medication supply service from any of the pharmacy departments, including the aseptic suite.
4. Ensure patients discharge medication is accurate and dispensed in advance of the patients' discharge, by writing the patients' medication on the GP discharge prescription and conveying to the GP all necessary information concerning the patient medication to ensure a safe transfer to primary care. Reducing pharmaceutical waste by utilising patients own drugs in the discharge process.
5. Within your designated clinical area of responsibility, ensure best practice and clinical governance is applied to drug therapy by providing medical and nursing staff with:
 - a. Appropriate drug information
 - b. Support in writing clinical guidelines
 - c. Participation in and delivery of education and training
 - d. Undertaking clinical audit and practice research
 - e. Ensuring procedures for the introduction and monitoring of new drugs are followed
 - f. Monitoring of drug expenditure and provision of advice on the financial implications of changes in practice
 - g. Train, and act as role model to pharmacy staff allocated to specialty
 - h. Liaise with community medical nursing and pharmacy staff to ensure effective and seamless care
6. Provide clinical pharmacy and prescribing services within the Trust as an independent prescriber (as required).
7. Support the Associate Director of Pharmacy – Cancer, Technical Services and Clinical Trials in achieving long-term objectives of the department and its strategic direction including devising and reviewing SOPs and guidelines as needed.
8. Be responsible for ensuring that the appraisal and personal reviews for designated pharmacy staff are completed. Participate in personal review and working to achieve set objectives. Participate in selection and recruitment of staff.
9. To lead, participate in and coordinate the competency-based assessments and training of junior staff within the team. To ensure areas of concern in the clinical and operational performance of staff within the team are identified and reported to the Lead Pharmacist – Technical Services. To participate in performance management of members of the team as needed.
10. Work flexibly across all of the Pharmacy departments, covering the work of colleagues during peak periods or absence.

11. Participate in appropriate training and development activities including your own personal development and participate in the education and training of colleagues and all other healthcare professionals on medicine legislation, pharmacology, medication risk and best prescribing practice. Contribute to local undergraduate and postgraduate education and training within your speciality both within the Trust and for other programmes of study. To work with the Lead Pharmacy Technician – Education and Training to ensure the effective delivery, assessment and induction of staff in the department.
12. Participate in weekend and Bank Holiday working as may be required.
13. Undertake any other duties as required by the Director of Pharmacy in accordance with the grade and nature of the post.

Person Specification

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Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Masters Degree in Pharmacy: 4 years + 1 year pre-registration training • Registered as a pharmacist with the GPhC • Post graduate Diploma in Clinical Pharmacy/ Pharmaceutical Technology and Quality Assurance or equivalent 	<ul style="list-style-type: none"> • Member of a professional organisation e.g. BOPA
Experience	<ul style="list-style-type: none"> • Suitable post-registration hospital pharmacy experience • Suitable experience of: <ul style="list-style-type: none"> ○ Working within Aseptic Services – cleanroom environments and wearing PPE and appropriate cleanroom clothing ○ Risk management • Education and training of others 	<ul style="list-style-type: none"> • Experience of MHRA/ Aseptic Preparation GMP audits and inspections • Multidisciplinary working • Experience of providing clinical pharmacy services to oncology/ haematology/ palliative care patients. • Clinical trials experience
Knowledge	<ul style="list-style-type: none"> • Good sound clinical pharmacy knowledge • Specialist knowledge of aseptic services • Up to date knowledge of Medicines legislation • COSHH • Specialist knowledge of GMP applied to unlicensed medicines and clinical trials 	<ul style="list-style-type: none"> • Knowledge of oncology/ haematology and SACT chemotherapy dispensing • Knowledge of clinical trials service delivery • Knowledge of isolator/ AHU and clean air technology

Skills	<ul style="list-style-type: none"> • Communicate effectively in a calm, courteous manner to patients and all levels of colleagues • Able to work in multidisciplinary teams and independently and supervise the work of others • Operational responsibility for and line management of pharmacy services and/or staff from a specified pharmacy department • Able to present clinical and complex information to groups and individuals • To provide written information in a concise readable manner for patients and colleagues • High level of analytical skills • Strong interpersonal skills • Able to manage change • Able to undertake a level of handling & moving 	<ul style="list-style-type: none"> • Proven ability to cope in stressful situations and under pressure.
Personal qualities	<ul style="list-style-type: none"> • Demonstrate interest in the role • High degree of personal integrity • Evidence of personal insight and sound judgement • Flexibility and team player • Interest in developing others • Committed to own personal development • Demonstrates self-motivation and enthusiasm • Good attendance and time keeping • Professional appearance • Able to meet deadlines 	

Commitment to Trust Values and Behaviours	<ul style="list-style-type: none"> • Must be able to demonstrate behaviours consistent with the Trust's values. <i>(As detailed in UHCW's Values in Action document below)</i> • Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience 	
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Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Our values in action

We live our values in action in our work with patients, visitors and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

