THE ROYAL GROUP OF HOSPITALS AND DENTAL HOSPITAL HEALTH AND SOCIAL SERVICES TRUST

DIRECTORATE OF PHARMACEUTICAL SERVICES

JOB DESCRIPTION

TITLE OF POST : **Clinical Pharmacist Grade D**
Paediatric Haematology / Oncology/Clinical

GRADE OF POST : **Grade D**

LOCATION : **Directorate of Pharmaceutical Services**

RESPONSIBLE TO : **Director of Pharmaceutical Services**

REPORTS TO : **Director of Pharmaceutical Services**

JOB SUMMARY : **The postholder will be responsible for the provision of Clinical Pharmacy in Paediatric Haematology / Oncology and cytotoxic provision to the Children's Hospital.**

SPECIFIC RESPONSIBILITIES

1. Manage the delivery of Clinical Pharmacy Services and co-ordinate all other pharmaceutical services to Paediatric Haematology / Oncology patients.
2. Manage the aseptic dispensing of cytotoxic preparations. Supervise the Technical staff in preparation and participate directly when necessary.
3. Clinically check prescriptions against appropriate protocols.
4. Ensure that due cognisance has been taken of results prior to initiating preparation.
5. Ensure adequate provision of antiemetic therapy where appropriate.
6. To initiate and participate in Drug Usage Evaluation and Utilization studies.
7. To develop and interpret drug usage data.
8. To co-ordinate prescribing initiatives with other Clinical Pharmacists in the Paediatric Directorate and in The Royal Hospitals.
9. To participate in undergraduate and postgraduate education.
10. To actively promote the principles of Risk Management in Prescribing Practice.
11. To actively promote the principles in circular SHSS (GHS) 2/89 "The Way Forward for Hospital Pharmaceutical Services" with regard to Clinical Pharmacy.
12. The postholder will be expected to participate in life long learning, maintain current awareness of clinical practice and it would be expected that such learning will comply with the recommendations of the Pharmaceutical Society.
13. To ensure that work practices and working environment conform to the requirements of current legislation and professional recommendations.

14. To provide, on a regular basis, statistical information relative to activity levels and to meet targets and objectives agreed with the Director.
15. To review individually, at least annually, the performance of any immediate subordinate staff and provide guidance and training where appropriate.
16. To participate in the Weekend and Saturday Duty Rota.
17. To participate, if required, in the Emergency Duty Rota.
18. To participate, if required, in the Extended Hours Service.
19. To maintain required standards of appearance and dress.
20. To undertake other duties as may be assigned to you from time to time.
21. The postholder will be expected to participate in life-long learning, maintain awareness of current practice and attend such courses and training as may be deemed necessary by the Director.

THIS POST IS SUBJECT TO A SIX MONTHS PROBATIONARY PERIOD.

THIS JOB DESCRIPTION IS NOT MEANT TO BE DEFINITIVE AND MAY BE AMENDED TO MEET THE CHANGING NEEDS OF THE ROYAL HOSPITALS.

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DIRECTORATE OF PHARMACEUTICAL SERVICES

JOB SPECIFICATION

TITLE OF POST : **Clinical Pharmacist Grade D**
Paediatric Haematology /Oncology/Clinical

LOCATION : **Directorate of Pharmaceutical Services**

ESSENTIAL CRITERIA

1. BSc in Pharmacy or equivalent
2. Be a member of the Pharmaceutical Society of Northern Ireland or eligible for membership
3. At least one years experience at Grade C or equivalent
4. The ability to communicate effectively
5. Confidence, enthusiasm and a high degree of self motivation
6. Be able to respond to an emergency call within 30 minutes under normal travelling conditions
7. Have access to transport in order to respond to an emergency callout.

DESIRABLE CRITERIA

1. Be in possession of, or be willing to undertake, post graduate qualifications in clinical pharmacy.
2. An interest in research.
3. Be computer literate.
4. Confidence, enthusiasm and a high degree of self-motivation.

NOTE

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful, you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in an non appointment.

THE ROYAL HOSPITALS

Employees of The Royal Hospitals are required to support its Mission which states :

"It is our fundamental purpose in the Royal Hospitals to provide the highest quality cost effective health care, as an outstanding acute general hospital and tertiary referral centre, through exceptional service to our patients, staff and community in an environment of education, teaching and research".

GENERAL RESPONSIBILITIES

Members of staff are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

Staff are expected to demonstrate their commitment to The Royal Hospitals by their regular attendance and the efficient completion of all tasks allocated to them.

All staff must comply with The Royal Hospital's **NO SMOKING POLICY**.

All duties must be carried out in compliance with The Royal Hospital's Health and Safety Policy and statutory regulations.

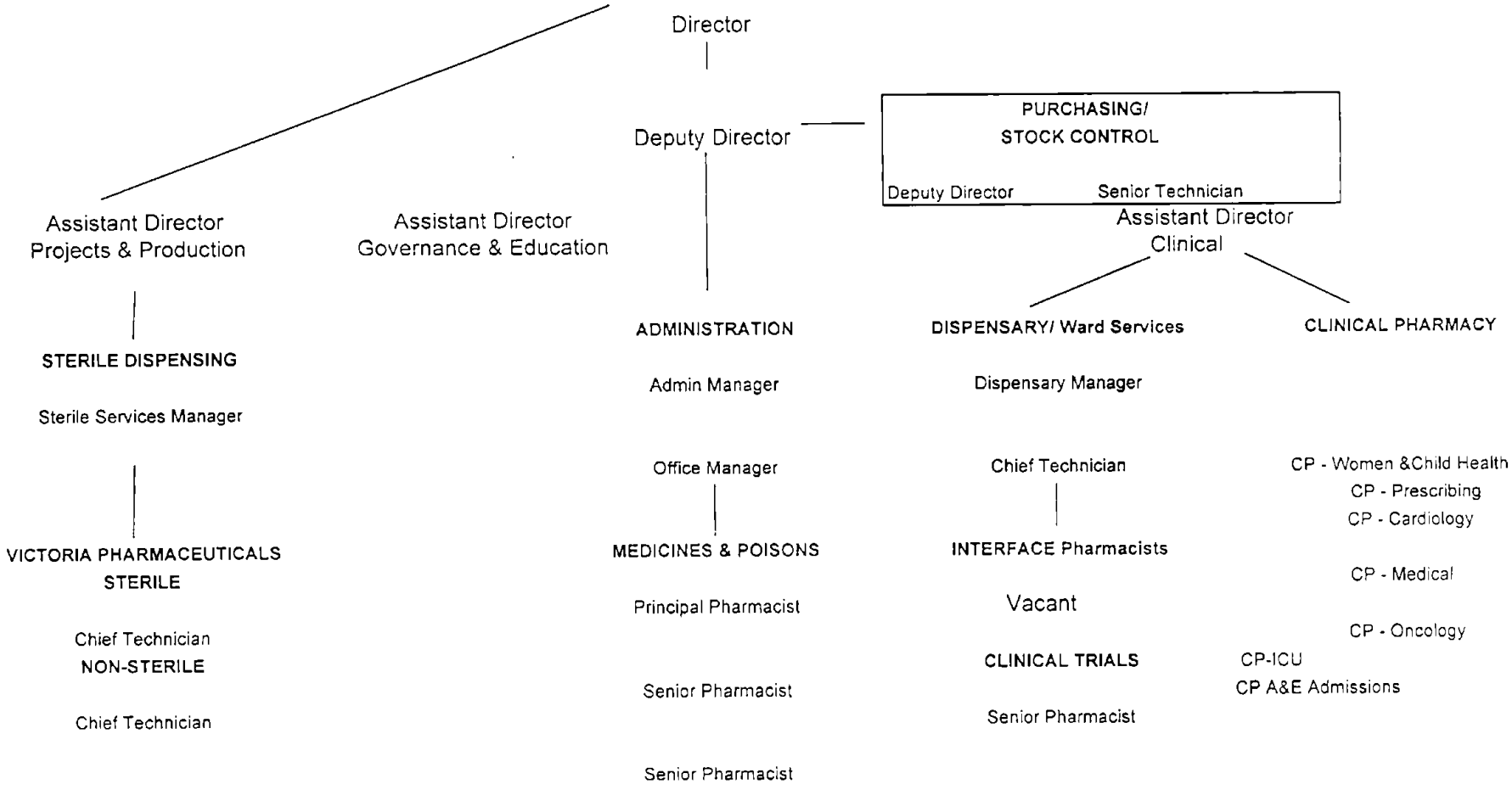
The Royal Hospitals are an Equal Opportunities Employer. You are required to adhere to The Royal Hospital's Equal Opportunities Policy throughout the course of your employment.

To ensure the ongoing confidence of the public in officers of The Royal Hospitals and to maintain high standards of personal accountability, staff must abide by the Code of Business Conduct.

ALL PHARMACY STAFF ARE BOUND BY THE RULES OF CONFIDENTIALITY. THEY MUST NOT DISCLOSE OR DISCUSS DETAILS OF PATIENTS OR PATIENT CARE.

August 2003

THE ROYAL GROUP OF HOSPITALS AND DENTAL HOSPITAL HEALTH AND SOCIAL SERVICES TRUST
DIRECTORATE OF PHARMACEUTICAL SERVICES



MATCHING PROCESS
COMMENTS SHEET

(PLEASE RECORD ANY DIFFERENT DUTIES AND RESPONSIBILITIES THAT ARE CARRIED OUT ON AN ONGOING BASIS AND ARE NOT CONTAINED IN THE EXISTING JOB DESCRIPTION AND PERSONNEL SPECIFICATION). Please Note – This form is the standard form to be used by all HPSS employers. It should not be completed using the format/terminology/definitions of JE Scheme, nor should it be reproduced to exceed the format or page size.

The postholder will:

1. Lead on issues relating to clinical governance in the paediatric haematology/oncology pharmacy service.
2. Lead on pharmaceutical issues relating to the National Guidance on the Safe Administration of Intrathecal Chemotherapy and will be listed on the Trust Intrathecal Register.
3. Review and approve all Standard Operating Procedures for the cytotoxic reconstitution service.
4. Facilitate the quality assurance of products and notify the aseptic manager of incidents and procedural deficiencies and/or deal with as appropriate.
5. Implement Good Clinical Practice Standards in paediatric haematology/oncology clinical trials involving drugs.
6. Evaluate paediatric haematology/oncology clinical trials for their impact on activity and finances.
7. Develop and maintain a database of chemotherapy treatment protocols. Develop chemotherapy proformas.
8. Participate in in-house and multidisciplinary audit relating to the paediatric haematology/oncology service.
9. Play a strategic role in the development of the paediatric haematology/oncology service with respect to information technology/ medicines management and government initiatives on cancer and its treatment.

10. Co-ordinate, provide and evaluate the induction and competency based training of pharmacy staff in paediatric haematology/oncology (pre-registration pharmacists, junior pharmacists, technicians, (also senior pharmacists in relation to intrathecal chemotherapy training)).
11. Provide training where appropriate to other health professionals.

12. Provide information on developments in the field of paediatric haematology/oncology which will impact on the service to the assistant directors and director.
13. Develop and collaborate with other health professionals on Trust policies and treatment guidelines for medicines used in paediatric haematology/oncology.

14. Act as an expert resource to staff and patients within Northern Ireland on pharmaceutical matters relating to paediatric haematology/oncology.

15. Be a member of and represent pharmacy on The Northern Ireland Cancer Network; UK Paediatric Oncology Pharmacist Group
16. Be a member of British Oncology Pharmacist Group and the Neonatal Paediatric Pharmacists Group
17. Be required to have a postgraduate qualification in clinical pharmacy.

18. Deputise for the Aseptic Services Manager on Bank Holidays and as required.

PRINT NAME	SIGNATURE

Verified by Manager: [redacted] **Signature:** **Date:** 24/8/09

Local Advisors Questions & Answers

CSPOPHDC- CLINICAL PHARMACIST GRADE D- PAEDIATRIC HAEMATOLOGY/ONCOLOGY/CLINICAL

LOCAL ADVISERS QUESTION AND ANSWER FORM

Name Adviser 1 : Eamon Mullaney

Name Adviser 2: [redacted]

Factor	Questions	Answers
1. Communication & Relationship Skills		
2. Knowledge, Training & Experience	**What experience is required for this post to be done effectively? Can you clarify point 6 on the comment sheet – post holder to undertake postgraduate qualifications within critical care speciality?**	Three years experience as a pharmacist with 1 year as C-grade. The postholder is expected to have or commence studying (within 1 year) a postgraduate qualification. Further specialist qualification will be required in the future in paediatric clinical oncology as they become available.
3. Analytical & Judgemental Skills		
4. Planning & Organisational Skills		

Appendix 5

5. Physical Skills	~~What specific skills are required to fulfil the role?~~	~~The postholder is required to provide dispensary cover, Saturday, bank-holiday and on-call. Therefore the following skills will be required:~~ ~~Keyboard skills~~ ~~Inpatient and outpatient dispensing, aseptic and extemporaneous dispensing in a 1000 bedded hospital.~~ ~~During the requirement to work within the aseptic suite/ extemporaneous the postholder will operate essential equipment including laminar flow stations and isolators.~~
6. Responsibility for Patient/Client Care		
7. Responsibility for Policy/Service Development		
8. Responsibility for Financial & Physical Resources	Would post holder have responsibility for security of medicines? or financial reporting?	not head of section - cross two units ensure appropriate drugs for chemotherapy. line manager has responsibility. comment on expenditure to line manager on a regular basis

IS THE POSTHOLDER A KEYHOLDER?

— YES, PARTICIPATE IN EMERGENCY DUTY ROTA.

9. Responsibility for Human Resources	**How often does post holder participate in training of staff or other groups?**	Rotational C-grade every 3-months and technicians.
10. Responsibility for Information Resources		
11. Responsibility for Research & Development	~~**Describe level of research activity and give examples.**~~	~~All children receiving chemotherapy are enrolled as part of a UK clinical trial. There is a need for pharmaceutical input into this process. Patients may move between trials depending on treatment success.~~
12. Freedom to Act		

13. Physical Effort	**What physical effort is involved in this post in a typical shift?**	Mainly aseptic unit and ward based work. Moving within the aseptic suite and associated equipment.	
14. Mental Effort	**In a typical shift are there periods of concentration? –Give examples** • **Period of time?** • **How often in shift?** • **Is this interrupted?**	Intense concentration required throughout the day to ensure accurate and appropriate clinical review of chemotherapy prescriptions. Intense concentration required for dispensary and Saturday cover with continual interruptions. The postholder will be subject to competing demands from both pharmacy aseptic unit and ward/clinical staff.	
15. Emotional Effort	**What emotional effort is required in this role?**	Working in RBHSC involves working alongside patients who may be critically ill and parents may have received diagnosis of a life limiting condition. Providing palliative care support.	
16. Working Conditions	**Describe working conditions that will be experienced in a shift?**	Works between office, ward and aseptic dispensary environment where they may be fluctuations in temperature and exposure to alcohol containing sprays.	