REASONS FOR REVIEW

Please indicate **precisely** the factor, or factors, which you are referencing in your review. Information must be explicit and job related and recorded only against the factor(s) that the Postholder(s) feels were inappropriately scored by the original matching panel. In addition the information must not include factor language from the NHS Job Evaluation Scheme/National Job Profiles. *(continue on a separate sheet if necessary)*

Job ID Z1010/CSPOPHDC

Job Summary (as per Job description)

"Responsible for the provision of clinical pharmacy in paediatric haematology/oncology and cytotoxic provision to the childrens hospital".

I believe that the job match report received undervalued a number of factors with reference to the specialist nature of the post. It also did not take into account the requirement for a postgraduate qualification and specialist knowledge and experience.

All children in Northern Ireland diagnosed with cancer are referred to RBHSC for diagnosis, all treatment and all follow up. It forms one of the 22 designated accredited Childrens Cancer and Leukaemia Group (CCLG) specialist centres across the UK. As such this is a regional specialist service. This is the only post specialising in paediatric haematology/oncology in Northern Ireland and as such the postholder has to work closely with paediatric oncology centres in the UK.

The postholder is responsible for leading, developing and delivering this highly specialised area of work. They provide a clinical pharmacy service and manage the production of all chemotherapy to this specialist group of children.

I believe that some points from the job description and comments sheet submitted in 2005 have not been interpreted correctly. As such the following information is provided in addition to the job description and comments sheet to clarify some of these points and provide evidence to support the job evaluation against the advanced pharmacist profile. Each factor has been dealt with in turn:

Please find attached additional information (9 pages in total including this one)

Job ID Z1010/CSPOPHDC

Agreed by JWG Friday 3rd March 2006

Factor	From Job Description and Comments Sheet (08/05)
1. Communication and Relationship Skills Matched job report states: Manage the delivery of clinical pharmacy services. Member of the UK POP Group.	**Essential Criteria:** The ability to communicate effectively **Specific Duties and Responsibilities:** To co-ordinate prescribing initiatives with other Clinical Pharmacists in the Paediatric Directorate and in RVH. To provide, on a regular basis, statistical information relative to activity levels. Act as an expert resource to staff and patients within Northern Ireland on pharmaceutical matters relating to paediatric haematology/oncology. Develop and collaborate with other health professional on Trust policies and treatment guidelines for medicines used in paediatric haematology/oncology. Be a member of and represent pharmacy on the Northern Ireland Cancer Network (NICAN) and UK Paediatric Oncology Pharmacist Group (POP) Be a member of the British Oncology Pharmacist Group (BOPA) and the Neonatal Paediatric Pharmacists Group (NPPG). **Additional Supporting Information:** The postholder works as part of the multidisciplinary team caring for children with cancer in NI. Most treatment for childhood cancer is based on very complicated National/International treatment guidelines or clinical trials. As such the style and form of any communication has to be adapted to account for the level of understanding of staff and patients/parents. Postholder liaises on a regular basis with: • Pharmacy team: Communicates daily with other pharmacists and technicians re training issues; workload organisation; clinical issues relating to paed haem/onc. Pharmacy managers: Provides ongoing activity reports; info for business cases, service development and capacity planning. • Consultants in Paediatric Haematology and Oncology: Provides expert advice on the most cost effective evidence based drug therapies and ensures safe and effective prescribing practice. Eg.development, implementation and review of Rx templates for all chemotherapy regimens (in absence of an electronic chemotherapy prescribing system). Plans and co-ordinates unusual or novel chemotherapy, or modifications to treatment to optimise patient care. Information provided can meet with resistance especially concerning risk management, cost effectiveness and changes to practice. • Specialis: Nurses: Discuss introduction of chemotherapy treatment protocols to the unit; discuss MHRA Inspections; Develop policies and provide medicines information. • Ward Nursing staff: Provide medicines information; liaise re safe and timely delivery of chemotherapy. • Patients/Parents: Provide medicine information and counselling. Children range in age from babies up to 18 years so information provided needs to be adapted to suit individual needs. • GPs/community pharmacists/community nurses: Provide medicine information. • Pharmaceutical Industry: Evaluate stability/formulation information. • Paediatric Oncology Pharmacist Group (POP): Is a member of and contributes to this National Specialist Group to take forward key issues relating to Paed Haem/Onc. • Childrens Cancer and Leukaemia Group (CCLG) Chemotherapy Standardisation Group: Represents pharmacy nationally on the CCLG Chemotherapy standardisation group which is involved in producing and implementing regulatory documentation for paediatric haematology/oncology trial protocols • NICAN: Northern Ireland Cancer Network group: Represents the Trust on paediatric haematology/oncology issues and contributes to work on the implementation of National/Regional Cancer Strategies.

Factor	From Job Description and Comments Sheet (08/05)
2. Knowledge, Training And Skills Matched job report states: BSc in pharmacy or equivalent. Member of Pharmaceutical Society NI. One years experience at grade C.	**Essential Criteria:** BSc in Pharmacy or equivalent. Be a member of the Pharmaceutical Society of N Ireland. At least one years experience at Grade C or equivalent. **Specific Duties and Responsibilities:** Be required to have a postgraduate qualification in clinical pharmacy. Expected to participate in lifelong learning, maintain current awareness of clinical practice. Such learning will comply with the recommendations of the Pharmaceutical Society. Attend such courses and training as may be deemed necessary by the Director. **Additional Supporting Information:** The basic requirement for any practising pharmacist is a vocational masters degree (4years) + 1year pre-registration training. In addition to this, "experience" is required for a "Band 7" post and "specialist knowledge acquired through post-graduate diploma level training or equivalent training" is required for a "Band 8" post. As stated in the Job Evaluation Handbook p48 "where the entry point for a job for knowledge is Level 7, because there is an entry requirement for a master's qualification, then the step in knowledge from a Band 7 to an 8a should be equivalent to that required for a post-graduate diploma". This post was matched to level 7 for KTE, however I believe that this level underestimates the level of knowledge, training and experience required for the job and that the information provided in the comments sheet was not taken into account. This was a new post created in 2000 to provide a new service to the Childrens Haematology Unit RBHSC. It has developed significantly over the years in line with new legislation governing clinical trials, chemotherapy standards and with the creation of a satellite pharmacy aseptic unit in RBHSC for the production of all chemotherapy. The following points should be taken into account: • A post grad qualification is listed in the comments sheet as a requirement of the post therefore allowing this post to be matched against a Band 8 profile. • Experience of aseptic production and Good Manufacturing Practice, Clinical Trial Regulations and Good Clinical Practice legislation is essential for this post. • This is the only post specialising in paediatric haematology/oncology in Northern Ireland. The post holder is responsible for leading, developing and delivering this highly specialised area of work. • The current postholder has acquired Specialist knowledge through attendance at numerous training courses specific to aseptic production; clinical trials and paediatric haematology/oncology. • Over the last 8 years the current postholder has acquired Specialist knowledge in paediatric haematology/oncology through self study, working closely with specialist nursing and medical colleagues and being an active member of the Local and National Specialist Groups.

Factor	From Job Description and Comments Sheet (08/05)
3. Analytical and Judgement Skills. Matched job report states: Clinically check prescriptions against appropriate protocols. To develop and interpret drug usage data. To initiate and participate in Drug Usage Evaluation and Utilization Studies.	**Specific Duties and Responsibilities:** Clinically check prescriptions against appropriate protocols. Ensure due cognisance has been taken of results prior to initiating preparation. To initiate and participate in Drug Usage Evaluation and Utilization Studies. To develop and interpret drug usage data. **Additional Supporting Information:** The postholder is responsible for: • Evaluating formulation, compatibility and stability information from a variety of sources prior to the production of any sterile product in the satellite chemotherapy unit. Such information is not always freely available so that data often has to be sought from a variety of sources, assessed, interpreted and judgements made with respect to: storage requirements; expiry; final volume and concentration of the end product etc taking into account the clinical needs of the patient eg. fluid restriction. • Ensuring the appropriateness of any drug choice, combination, dose and scheduling for non-standard chemotherapy regimens eg. in relapsed disease. As childhood cancer is relatively rare the information on alternative treatments for relapsed or refractory disease is often scant so need to search for and evaluate current available literature and trial information before formulating a treatment regimen. Available information may be based on adult data or alternative childhood cancer so that it has to be analysed and extrapolated to fit the current situation. • Interpreting very complicated National/International chemotherapy treatment protocols and transferring this information into working documents for use at ward level to ensure the safe administration of every chemotherapy regimen used. • Providing information to the Childrens Haematology Unit on the use of unlicensed or "off-label" medicines in children. There is often no supporting manufacturers information so judgement and expert knowledge is required to evaluate all available information in order to recommend dosages and practical solutions to administration problems. • Screening all chemotherapy prescriptions and intervening where necessary to ensure the correct dose has been calculated taking into account: the disease specific treatment regimen; interpretation of laboratory data; dose modifications required for certain patient groups, toxicity and side effects: scheduling of therapy is appropriate: and any required supportive therapy has been prescribed. The postholder carries out onoing trend analysis of environmental monitoring data to ensure the quality of products produced is maintained, potential risks of contamination are identified and action taken to resolve any out of specification results. The postholder also participates in the "out of hours" pharmacy service where they work autonomously. They receive drug enquiries from a wide range of disciplines and must analyse available information in order to formulate a response.

Factor	From Job Description and Comments Sheet (08/05)
4. Planning and Organisational Skills. Matched job report states: Co-ordinate, provide and evaluate the induction and competency based training of pharmacy staff in Paediatric Haematology/Oncology. Co-ordinate all other pharmaceutical services to Paediatric Oncology patients.	**Specific Duties and Responsibilities:** Manage the delivery of Clinical Pharmacy Services and co-ordinate all other pharmaceutical services to Paediatric Haematology/Oncology patients. Manage the aseptic dispensing of cytotoxic preparations. To ensure that work practices and working environment conform to the requirements of current legislation and professional recommendations. Approve and review all Standard Operating Procedures for the cytotoxic reconstitution service. Facilitate the quality assurance of products and notify the aseptic services manager of incidents and procedural deficiencies and/or deal with as appropriate. **Additional Supporting Information:** The postholder provides a specialist pharmacy service to the Childrens Haematology Unit which caters for **all** children with cancer in N.Ireland. As such it is a busy unit and there is a need to plan and prioritise work effectively. The unit caters for outpatients, day case patients and inpatients. Frequently these plans need to be changed to account for the mix of patients attending the unit; the urgency of medicine information required; operational requirements of the chemotherapy production unit eg.maintenance of the unit and associated equipment, MHRA inspection, writing procedures/reports; and staff levels including training of new staff. The following points provide evidence of the planning and organisational requirements of this specialist service. The postholder: • Manages the satellite chemotherapy unit ensuring delivery of responsive, high quality, safe and effective chemotherapy. • Manages and develops pharmaceutical care to a specialist group of patients namely children with cancer. At ward level provides ongoing review of kardexes for appropriateness of prescribing ensuring appropriate monitoring and any dose modification has been carried out. • Provides proactive and reactive specialist medicines information to medical and nursing staff and to patients/parents. • Approves and reviews all Standard Operating Procedures (SOPs) required in the satellite chemotherapy unit and all worksheets for preparation of products in line with the principles of Good Manufacturing Practice. • Assesses and provides regular reports on workload activity/capacity issues within the satellite chemotherapy unit. • Carries out a rolling audit of the satellite chemotherapy unit to ensure quality and adherence to relevant standards. • Maintains and archives patient medication records including aseptic dispensing records and clinical trial drug accountability records. • Prioritises workload to ensure products are prepared in a timely manner with respect to patient group (outpatient/daycase/inpatient). • Plans and implements service development within paediatric haematology/oncology service eg.capacity plan/calculator; business case for oral chemotherapy: standardised prescription templates; service development in line with new legislation, standards and advances in clinical treatments. The current postholder contributed to the planning, design and commissioning of the satellite aseptic unit in RBHSC in 2006.

Factor	From Job Description and Comments Sheet (08/05)
5. Physical Skills Matched job report states: Participates directly when necessary in aseptic dispensing	**Specific Duties and Responsibilities:** Participates directly when necessary in aseptic dispensing. **Additional Supporting Information:** • Keyboard skills. • Skills required for use of laminar flow cabinets and isolators and for aseptic manipulation of medicines to prepare accurate sterile doses of chemotherapy
6. Patient/Client Care Matched job report states: Lead on issues relating to clinical governance in the Paed Haem/Onc Pharmacy Service. Act as an expert resource to staff and patients within NI on pharmaceutical matters relating to Paed Haem/Onc.	**Specific Duties and Responsibilities:** Manage the delivery of Clinical Pharmacy Services and co-ordinate all other pharmaceutical services to Paediatric Haematology/Oncology patients. Manage the aseptic dispensing of cytotoxic preparations. Lead on issues relating to clinical governance in the Paediatric Haematology/Oncology Pharmacy Service. Act as an expert resource to staff and patients within NI on pharmaceutical matters relating to Paed Haem/Onc. **Additional Supporting Information:** The postholder is responsible for: • Providing all intravenous chemotherapy to the Childrens Haemotology Unit (CHU) in a timely manner. • Providing advice to medical and nursing staff with respect to the correct prescribing and administration of medicines especially complex chemotherapy regimens. • Prevention of avoidable harm to patients through specialist knowledge of drug doses and toxicities. Interpreting prescriptions and intervening regarding doses, timescales and appropriateness of treatment. • Identifying risks in relation to medicines use in paediatric haematology/oncology. Develop and implement strategies aimed at risk reduction eg. Extravasation policy; Intrathecal policy; Chemotherapy prescription templates. • Provide specialist pharmaceutical and technical advice to the paediatric haematology/oncology medical team. • Counsel and advise patients and/or parents with regard to medication. • Liaise with dispensary staff. acting as support for the provision of advice and clarification of prescriptions from CHU.
7. Policy and Service Matched job report states: Play a strategic role in the development of the paediatric oncology service wrt IT/Medicines management and government initiatives on cancer and its treatment. Develop and collaborate with health professionals in Trust policies and treatment guidelines used in paediatric haematology/oncology.	**Specific Duties and Responsibilities:** Play a strategic role in the development of the paediatric oncology service wrt IT/Medicines management and government initiatives on cancer and its treatment. Develop and collaborate with other health professional on Trust policies and treatment guidelines for medicines used in paediatric haematology/oncology. **Additional Supporting Information:** The postholder is responsible for: • The design, implementation and review of chemotherapy prescription proformas for each paediatric chemotherapy regimen offered in the Trust as treatment, in line with national standards. • Producing, implementing and reviewing Standard Operating Procedures (SOPs) wrt the Regional Community Emergency Palliative Care Box. • Implementation of and audit against local and national polices and standards with respect to chemotherapy eg. Northern Ireland Cancer Network Safe Prescribing and Administration of Chemotherapy and Intrathecal Chemotherapy National Guidance • Developing protocol guidelines, specifying drug doses and clinical details required for the safe administration of drugs for children and adolescents with cancer. The postholder has prc ed and reviewed the Trust Protocol and Policy for "Tr afe Administration of Intrathecal Chemotherapy"

Factor	From Job Description and Comments Sheet (0805)
8. Financial and Physical Matched job report states: Yes, participates in emergency rota. Not head of section. Across 2 units ensure appropriate drugs for chemotherapy. Line manager has responsibility. Postholder comments to line manager on a regular basis.	**Specific Duties and Responsibilities:** Provide information on developments in the field of paediatric haematology/oncology which will impact on the service to the assistant directors. To initiate and participate in Drug Usage Evaluation and Utilization Studies. To develop and interpret drug usage data. **Additional Supporting Information:** The postholder: • Ensures security of the satellite aseptic unit, drug stock and expensive equipment. Is a key holder for the satellite chemotherapy unit. • Ensures security of the main pharmacy department when on-call. • Is responsible for adequate, cost effective stock control of chemotherapy within the satellite aseptic unit. • Appraises all new paediatric haematology/oncology treatments for their impact on the pharmacy service wrt feasibility, complexity of preparation, safety and cost (as compared to standard treatments offered). • Provides information for the managed entry of new drugs to the Childrens Haematology Unit and their impact on existing budgets to the clinical coordinator and divisional manager. • Assists in the preparation of drug usage and expenditure reports. Identifying potential cost savings, cost pressures and changes in prescribing practice within the paed haem/onc unit.
9.Human Resources Matched job report states: Supervise the technical staff. Provide training where appropriate to other health professionals. Rotational C grade every 3 months.	**Specific Duties and Responsibilities:** Supervise Technical Staff. To participate in undergraduate and postgraduate education. To review individually, at least annually, the performance of any immediate subordinate staff and provide guidance and training where appropriate. 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). **Additional Supporting Information:** The postholder: • Provides and maintains a documented induction training programme for all staff working in the satellite aseptic unit (technicians, junior pharmacists, pre-reg pharmacists) with respect to sterile production issues and specialist paediatric haem/onc clinical issues. • Provides specialist training and maintains training records within the pharmacy department for "The Safe Administration of Intrathecal Chemotherapy" in line with National guidance. • Plans and provides ongoing specialist training (at least annually) for all pharmacy staff involved with Intrathecal Chemotherapy in order to maintain them on the Trust register of approved staff. • Provides professional supervison of technical staff and junior pharmacists. Performs in-process checking of all aseptic production and final checks and release of all prepared products. • Deputises for the aseptic services manager. • Contributes to the training of specialist paed haem/onc nursing staff.

Factor	From Job Description and Comments Sheet (08/05)
10. Information Resources Matched job report states: Provide on a reg basis statistical info relative to activity levels. Develop and maintain a database of chemotherapy treatment protocols.	**Specific Duties and Responsibilities:** Develop and maintain a database of chemotherapy treatment protocols. Develop chemotherapy proformas. **Additional Supporting Information:** The postholder: • Regularly (daily) uses computer software to develop and produce: reports eg.workload activity reports and business cases; documentation eg.Standard Operating Procedures/worksheets and labels for all aseptically prepared products; patient information; and databases/spreadsheets eg. for environmental monitoring, and capacity planning tool. • Design and develop standardised chemotherapy proformas using Excel. Once approved by the Consultant these documents are protected and are added to a shared file for access only by approved users. Patient specific details are added and an electronic copy of all chemotherapy is held in a electronic patient specific files. • Maintain paper based patient specific records of all chemotherapy dispensed. • Maintaining archives of all clinical trial documentation, aseptic dispensing records and environmental monitoring data. Databases are used for ease of retrieval of data. • Respond to medicines information enquiries within the field of paediatric haematology/oncology using paper based and on-line information sources. • Regular use of JAC pharmacy system for labelling and drug usage data. •
11. Research and Development Matched job report states: Implement Good Clinical Practice Standards in Paediatric Oncology Clinical Trials. Participate in in-house and multidisciplinary audit relating to Paed Haem/Onc service.	**Specific Duties and Responsibilities:** Implement Good Clinical Practice Standards in Paediatric Oncology Clinical Trials. Evaluate Paediatric Haematology/Oncology clinical trials for their impact on activity and finances. Participate in in-house and multidisciplinary audit relating to the Paediatric Haematology/Oncology service. **Additional Supporting Information:** Most treatment for childhood cancer is based on very complicated National/International treatment guidelines or clinical trials. As such the postholder is routinely required (on a daily basis) to participate in clinical trial work. The postholder: • Applies the principles of the Clinical Trials Directive and Good Clinical Practice (GCP) to ensure that all chemotherapy prepared as part of a clinical trial is dispensed and labelled in accordance with this legislation. Also that clinical trial drug accountability records, dispensing records and other documentation associated with the management or Investigational Medicinal Drugs for paediatric haematology/oncology trials are accurately completed and archived. Failure to comply with this legislation is an offence. • Contributes to preparation for any inspections of paediatric haematology/oncology trials undertaken by the Medicines and Healthcare Products Regulatory Agency (MHRA). • Audits, and develops the chemotherapy production service ensuring compliance with best practice and nationally agreed quality standards for: documentation; drug preparation; checking, labelling and product approval; environmental monitoring and maintenance of the facility; and personnel training. • Contributes to preparation for external audit of the satellite chemotherapy unit carried out by Regional Quality Control Unit. • Provides pharmaceutical input into research and clinical audit projects undertaken by the Paediatric Haem/Onc Unit.

Factor	From Job Description and Comments Sheet (08/09)
12. Freedom to Act Matched job report states: Lead in pharmaceutical issues. Relating to the National guidance on the safe administration of IT chemo. Responsible for provision of clinical pharmacy in Paed Haem/Onc.	**Additional Supporting Information:** This is the only post specialising in paediatric haematology/oncology in Northern Ireland. The postholder is responsible for leading, developing and delivering this highly specialised area of work.
13. Physical Effort Matched job report states: Mainly aseptic and ward based work. Moving within the aseptic suite and associated equipment.	**Additional Supporting Information:** The postholder is: • Required to stand while checking chemotherapy. • Required on occasions to sit in a restricted position in an isolator to perform aseptic manipulation. • Frequently handles chemotherapy including large volume hydration bags (3L). Occasional delivery of chemotherapy and hydration bags from the satellite unit to the ward.
14. Mental effort Matched job report states: Intense concentration required throughout the day to ensure accurate and appropriate clinical review of chemotherapy. Competing demands from both pharmacy, aseptic unit and ward staff.	**Additional Supporting Information:** The postholder must: • Utilise experience and specialist clinical knowledge to manage difficult and ambiguous problems and make decisions where information is limited. (eg stability, dose modifications required in paeds with reference to disease and monitoring parameters). • Interpret complex National and International treatment guidelines and clinical trials with respect to screening of all chemotherapy prescriptions. • High degree of precision and accuracy for dispensing and final checking, requiring complex calculations for toxic medicines often within time constraints (busy daycase workload). • High level of concentration required. The toxic nature of the chemotherapy drugs, the young age and the immunocompromised state of the patients means that any error/ miscalculation of dose or contamination during preparation is potentially very serious. • High level of concentration required with frequent interruptions which are not predictable or scheduled. • Manage time effectively when there are competing demands for attention and work accurately when under pressure.
15. Emotional Effort Matched job report states: Working alongside patients who may be critically ill and patients who may have received diagnosis of life limiting condition. Providing palliative care support.	**Additional Supporting Information:** • Work daily with families and children (babies to 18 years) who have been diagnosed and treated for often life limiting disease. These children are followed up indefinitely to monitor for late effects of disease and/or treatment. • Work with nursing/medical staff with regards to palliative care of children. • Work with a wide range of patients with a variety of serious conditions when working in the main pharmacy department.
16. Working conditions Matched job report states: Aseptic environment. Alcohol containing sprays. Works between office, ward and aseptic dispensary environment where there may be fluctuations in temperature.	**Additional Supporting Information:** • Responsible for identifying hazards involved in the handling of cytotoxics, produce SOPs and provide training to minimise the risks of exposure to staff working in the satellite unit. • Daily potential for exposure to hazardous cytotoxic (carcinogenic) aerosols and spills and alcohol containing sprays. • Work within the aseptic suite is subject to temperature fluctuations, restricted space and absence of natural light. • Necessity for protective clothing including gown, hat and gloves when working within the aseptic suite.

NHS JES: PROFILE MATCHING FORM
JOB TITLE: Pharmacist Specialist D
JOB STATEMENT: (up to 4 key elements) 21010/CSPOPHDC
1.
2.
3.
4.

NATIONAL PROFILE: Pharmacist Specialist

Band 7 Score 514

Factor	Relevant Job Information	Profile Level	Job Level	Match	JE Score
1. Communication & Relationship Skills	Appeal Consideration given to appeal No change As original matching panel score	4a	4	M	32
2. Knowledge, Training & Experience	Appeal Consideration given to appeal No change As original matching panel score	7	7	M	196
3. Analytical & Judgemental Skills	Appeal Consideration given to appeal No change As original matching panel score.	4	4	M	42
4. Planning & Organisational Skills	Appeal Consideration given to appeal No change As original matching panel score.	2	2	M	15

5. Physical Skills	Appeal Consideration given to appeal No change As original matching panel score	3b	~~B~~ 3	M	27
6. Responsibility for Patient/Client Care	Appeal Consideration given to appeal No change As original matching panel score.	6b/c	6	M	39.
7. Responsibility for Policy/Service Development	Appeal Consideration given to appeal No change As original matching panel score	3	3	M	21
8. Responsibility for Financial & Physical Resources	Appeal Change Provides information for the managed entry of new drugs to the Chelsea Haematology Unit and their impact on existing budgets to the clinical co-ordinator and divisional manager.	2(a) (c)	3c	V	21
9. Responsibility for Human Resources	Appeal Consideration given to appeal No change As original matching panel score.	2(a) (b)	2c	M	12

10. Responsibility for Information Resources	Appeal Chart Uses computer system daily to develop and produce reports	1-3c	3b	M	16
11. Responsibility for Research & Development	Appeal Chart participates and evaluates clinical trials	2(b)	2b	M	12
12. Freedom to Act	Appeal Consideration given to appeal No chart As original matching panel exam	4	4	M	32
13. Physical Effort	Appeal Chart Frequently handles large volume hydration bags (3L) Occasional delivery of chemotherapy and hydration bags from the satellite unit to the ward	1-2d	2b	M	7
14. Mental Effort	Appeal Chart High level of concentration ~~required~~ required with frequent interruptions which are not predictable or scheduled	2a 3c	3	M	12

15. Emotional Effort	Appeal Clerk Works daily with children diagnosed & treated for often life ~~threat~~ limiting diseases	1-2a	3a	V	18
16. Working Conditions	Appeal Clerk handling of cytotoxics	2a	3	M	12
		Band	7		514

DECISION – PROFILE MATCH/BAND MATCH/NO MATCH:
MATCHING PANEL INITIALS:

PROFILE NO:
DATE: 22nd January 2009

Matched Job Report

Job Title	Pharmacist Specialist
Job ID	Z1010/CSPOPHDC (R)
Score	493
Band	Band 7
Status	Band Matched
Matched To	Pharmacist Specialist
Job Statement	Responsible for the provision of clinical pharmacy in paediatric haematology/oncology and cytotoxic provision to the childrens hospital.

Relevant Job Information	National Profile	Profile	Factor Status	Score
1. Communication & Relationship Skills				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	4a	4	Matched	32
2. Knowledge, Training & Experience				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	7	7	Matched	196
3. Analytical & Judgemental Skills				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	4	4	Matched	42
4. Planning & Organisational Skills				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	2	2	Matched	15
5. Physical Skills				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	3 (b)	3	Matched	27
6. Patient / Client Care				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	6(b)(c)	6	Matched	39
7. Policy & Service				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	3	3	Matched	21
8. Financial & Physical				
(R) Evidence is level 2.	2 (a) (c)	2	Matched	12
9. Human Resources				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	2 (a) (b)	2	Matched	12
10. Information Resources				
(R) Evidence is level 2.	1,3c	2	Matched	9
11. Research & Development				
(R) Participates and evaluates clinical trials.	2 (b)	2	Matched	12
12. Freedom To Act				
(R) The panel considered all information provided for the review and agreed there is no change to factor level.	4	4	Matched	32
13. Physical Effort				
(R) Frequently handleslarge volume hydration bags (36). Occassional delivery of chemotherapy and hydration bags from the satellite unit to the ward.	1 - 2 (d)	2	Matched	7
14. Mental Effort				
(R) High level of concentration required with frequent interruptions which are not predictable or scheduled.	2(a)-3(a)	3	Matched	12
15. Emotional Effort				
(R) Works daily with children diagnosed and treated for often life limiting diseases.	1-2a	3	Variation	18
16. Working Conditions				
(R) Evidence is level 2.	2a	2	Matched	7

Job Title: **Pharmacist Specialist**

Job Statement:
1. Provides specialist pharmacy services in hospital or primary care setting in e.g. production, critical care or oncology clinical pharmacy, medicines information or medicines management; undertakes risk management and ensures compliance with Medicines legislation
2. Undertakes teaching, supervision of less experienced pharmacists, technicians, students

Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	**Provide and receive complex information; barriers to understanding** Communicates drug or medicine related information to prescribers, patients & carers; persuasive skills required; patients may have language difficulties, physical or mental disabilities	4(a)
2. Knowledge, Training & Experience	**Highly developed specialist knowledge, underpinned by theory and experience** Professional knowledge acquired through vocational master's degree in pharmacy degree (4 years) + 1 year pre-registration training +experience	7
3. Analytical & Judgemental Skills	**Complex facts or situations requiring analysis, interpretation, comparison of a range of options** Skills for analysing, interpreting medicines information, production issues, drug charts & patient information in specialist field	4
4. Planning & Organisational Skills	**Plan and organise straightforward activities, some ongoing** Plans own workload, organise training sessions; audit, project work	2
5. Physical Skills	**Highly developed physical skills, accuracy important; manipulation of fine tools, materials** Skills for preparation of injections & infusions	3(b)
6. Responsibility for Patient/Client Care	**Provide highly specialist clinical technical services; provides highly specialised advice concerning care** Provides specialist pharmacy services e.g. production, medicines information, reviews prescriptions, dispenses & supplies drugs for & to patients; provides specialised advice to patients on doses, possible side effects of drugs, undertakes risk management & ensures compliance with Medicines legislation	6 (b) (c)
7. Responsibility for Policy/Service Development	**Propose policy or service changes, impact beyond own area** Proposes & implements changes for own clinical area, impact on other disciplines	3
8. Responsibility for Financial & Physical Resources	**Handle cash, valuables; maintain security of stock** Handles prescription charges; responsible for security of drugs, supplies	2 (a) (c)
9. Responsibility for Human Resources	**Day to day supervision; clinical/professional supervision** Supervises, teaches, assesses junior pharmacy staff, technicians, students	2(a) (b)
10. Responsibility for Information Resources	**Record personally generated information/ responsible for maintaining one or more information systems** Inputs prescription information, summarises drugs information, maintains production or other records/ responsible for maintaining medicines information systems	1, 3(c)
11. Responsibility for Research & Development	**Regularly undertake clinical trials** Participates in clinical trials	2(b)
12. Freedom to Act	**Broad occupational policies** Discretion to work within defined parameters, lead specialist in own area	4
13. Physical Effort	**Combination of sitting, standing, walking/ occasional moderate effort for several short periods** Light physical effort; occasional restricted position / lifts, moves pharmacy boxes, fluids, enteral nutrition packs, supplies	1-2(a)
14. Mental Effort	**Frequent concentration, work pattern predictable/ unpredictable** Concentration for reviewing prescriptions, calculations, statistics; predictable work pattern, maybe interrupted by urgent requests for advice	2(a)-3(a)
15. Emotional Effort	**Exposure to distressing or emotional circumstances is rare/occasional** May work with distressed patients, relatives due to drug regime; drug misadventures	1-2(a)
16. Working Conditions	**Occasional unpleasant working conditions** Odours from aseptic, cytotoxic drugs	2(a)
JE Score/Band	JE Score; 466-493	Band 7

REVIEW QUALITY ASSURANCE PROFORMA

SECTION A – BELFAST TRUST LOCAL QUALITY ASSURANCE

Post: Pharmacist Specialist

Job Ref: Z1010/CSPOPHDC

Matching Banding: 7 Matching Profile: Pharmacist Specialist

Review Banding: 7 Review Profile: ~ ~

Band Match: _____ Profile Match: _____ Non Match: _____

Factors For Local Quality Assurance: F. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.

Outcome Accepted: Yes / No Outcome Referred Back To Panel: Yes / No

Post To Go To Job Evaluation: Yes / No Post To Go To Hybrid Matching: Yes / No

Issues for Quality Assurance Panel / Regional Consideration:

F. 10 + 14 + 16 + 15 + 13 + 11 + 8

Signed by JE Leads: _____

Date: 1/10/09

SECTION B – REGIONAL QUALITY ASSURANCE

Outcome Accepted: Yes / No Outcome Referred Back To Trust: Yes / No

Regional Quality Assurance of Review Factors

Evidence ~~Confirmed~~ NOT

F10. Insufficient evidence for level 3. All evidence is personally generated info relating to own work. Level 2 more appropriate

Evidence Not Confirmed

F8. Insufficient evidence for level 3. no evidence of monitoring budget & ongoing job responsibility at this level.

Issues For Reconsideration: F.16. Daily frequency only POTENTIAL Level 2 covers cytotoxics. no impact on band outcome. Amend CAJE Report.

Signed By Regional JE Leads _____

Date: _____

Final Regional Agreed Outcome: Band 7

Signed By Regional JE Leads:

Date: 22/2/10.

Belfast Health and Social Care Trust

4 March 2010

Ref: Z1010/CSPOPHDC

Dear

Outcome of Agenda for Change Review

I write with reference to the review of your post of Pharmacist D - Paediatric Haematology/Oncology/Clinical which was banded as a Band 7 at Stage 1.

The review process including local and regional evidence based quality assurance has now been completed and as a result, your Band outcome is unchanged.

Please find enclosed for your information a copy of the review panels matching report on the factor(s) considered.

I would advise you that the Agenda for Change matching/evaluation process for your post is now complete.

Yours sincerely

[redacted]

[redacted]

Pay and Workforce Modernisation Manager

Pay & Workforce Modernisation Team, HR Group, 4th Floor, McKinney House, Musgrave Park Hospital, Stockmans Lane, Belfast, BT9 5JB
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