

ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

JOB DESCRIPTION

Job Title:	Lead Pharmacist Aseptic Services
Location:	Pharmacy Department - Nobles Hospital
Accountable to:	Chief Pharmacist
Reports to:	Chief Pharmacist
Pay Band:	8b
Job Evaluation Reference No:	0900/JE/15
Organisation Chart: (attached)	
<u>JOB PURPOSE</u>	
<ul style="list-style-type: none">• On a daily basis, to manage the provision of aseptically prepared medications by the aseptic dispensing service, including cytotoxic reconstitution, preparation of monoclonal antibodies and any other appropriate therapeutic moieties which require aseptic preparation.• To ensure that products prepared within the aseptic unit are consistently produced and controlled to the standards appropriate for their intended use.• To manage quality assurance arrangements on all aspects of aseptic service production• To deliver, as part of a team, a comprehensive, safe and cost effective pharmaceutical service to the Hospital and its patients.• To perform the professional role of a Practising Registered Pharmacist, including the provision of advice and supervision of dispensing for all the patients of the Hospital Service and all other agencies that the Pharmacy supplies e.g. St. Bridget's Hospice, General Practitioners Surgeries, Dental Surgeries and other Primary Care organisations.	
<u>KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB</u>	
<ul style="list-style-type: none">• To be in possession of Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent).• To have undertaken one year's pre-registration training.	

- To be registered as a Pharmacist with the General Pharmaceutical Council
- To have previous experience of working in an aseptic unit or a post-graduate qualification relevant to aseptic dispensing services.
- To be able to provide evidence of continuing professional development which meets the requirements of the General Pharmaceutical Council.
- To have excellent written and verbal communication, analytical and interpersonal skills:-
 - To communicate highly sensitive and highly complex specialist medicines-related information and advice to consultants and their medical teams, other healthcare professionals and patients and carers. Types of **sensitive and complex specialist medicines and pharmaceutical information** may include: choice of therapy (including formulary issues), choice of formulation and route of administration, side effects, adverse drug reactions, use of drugs where their action and effects may be influenced by patient disease state, biochemical parameters, liver and kidney function, diet, gender, ethnicity, pregnancy, breast feeding, age related problems (very young or old). This could be in sensitive situations including cancer treatment, terminal illness, drug overdose, withdrawal from alcohol and the effect of drug administration, prescribing errors or other drug misadventures. Discussions may be on a one-to-one basis with patient, doctor or other healthcare professional, or by telephone, e-mail or letter. One may have to negotiate outcomes with individuals who could be aggressive, disagree with or challenge one's view – this requires a high level of influencing and negotiating/ persuasion skills.
 - To counsel patients and carers about their medicines and treatment. Complex information relating to medicines may need to be translated into simple language appropriate for the individual.
 - To analyse, interpret and evaluate highly complex specialist medicines-related information or data, using clinical and professional judgement. This information could be about an individual patient's drug treatment or relate to protocols and guidelines developed for a particular directorate or specialty.
 - To screen prescriptions for drug-related problems such as drug dosage, drug interactions and appropriateness of therapy, considering legality, clarity and risk associated with prescribed medicines and prescriptions and, when necessary, to make interventions to ensure safety and optimal therapy.
- To have working knowledge of recommendations of key publications and evidenced based literature which will influence pharmacy service provision.
- To have the technical knowledge and skills to make, or instruct others, in the preparation of injections, intravenous infusions, epidural infusions, non-intravenous products and extemporaneous products, such as mixtures and creams.
- IT skills to European Computer Driving License (ECDL) or equivalent experience.
- To possess thorough knowledge of legislation relating to medicines (particularly The Medicines Act, The Misuse of Drugs Act) and official guidance on manufacturing eg, Rules and Guidance for Pharmaceutical Manufacturers and Distributors (MHRA, 2007)

MAIN DUTIES & RESPONSIBILITIES

Principle responsibilities relating to this role:-

- To contribute to the development, planning and management of the delivery of aseptic pharmacy services within specialist area; for in-patients, day cases and out-patients, including reconstitution of cytotoxic chemotherapy, biological agents, and any other therapeutic moieties which require aseptic preparation.
- In conjunction with the Clinical Oncology Pharmacist, to clinically check all prescriptions entering the aseptic unit; to be responsible for accuracy checking the work of others in all aspects of aseptic dispensing, including the authorisation of worksheets, checking of raw materials, calculations and the final release of dispensed medications for administration to patients.
- To ensure that good manufacturing processes are followed throughout the aseptic unit and that standard operating procedures (SOPs) are followed at all times to ensure that medications prepared are of the highest quality.
- To respond appropriately to any unpredictable demand for supply of aseptic preparations or advice.
- To provide advice and information to other healthcare professionals when necessary including dose calculations, product stability, administration and product presentation.
- To liaise with the Aseptic Services Manager (Senior Technician) and other senior technical staff to ensure that service provision is maintained.
- To be responsible for the development and implementation of new services/policies introduced into own specialist area and for contributing suggestions and ideas for the development of the pharmacy service within the organisation.
- To lead, develop, plan and manage the delivery of staff development programmes within specialist area (e.g. education and training of pharmacy staff working in the Aseptic Unit) and to other disciplines if required.
- To undertake specialist risk management and clinical governance activities within area of responsibility.
- To ensure that there is compliance with medicines legislation and local policy within the areas of responsibility described.
- In conjunction with the Aseptic Services Manager (Senior Technician); to develop, write and update Standard Operating Procedures and other essential operational documentation for the Aseptic Unit.
- To comply with the principles of Good Manufacturing Practice, as specified by the Medicines and Healthcare products Regulatory Agency (MHRA).
- To plan chemotherapy production (of medication, some of which may have very short expiry times) to enable drugs to be prepared at the correct time for patient appointments across a weekly period, using limited numbers of staff. This may involve responding to a modified treatment plan (in response to clinical indicators such as blood results and symptoms).
- To liaise closely with Clinical Oncology Pharmacist and clinical nurse specialist in oncology, to contribute to planning of patient care/treatment programmes.
- To be responsible for monitoring and auditing the activities in the aseptic unit in line

with guidance from Northwest regional NHS Quality Control.

- To maintain an active capacity plan for aseptic services, indicating safe levels of operation. To inform Chief Pharmacist if approaching / exceeding maximum workload and to develop strategies to reduce risk associated with this. To record such instances on the Hospital's incident reporting mechanism.
- To be responsible for the continuing revalidation of staff who work in the unit. (Revalidation is a practical test undertaken every 3 months)
- To provide a competence-based training plan, and comprehensive training for all new members of staff that work in the Aseptic unit. This includes specialist aseptic handling techniques for chemotherapy drugs for pharmacists, technicians and assistants.
- To train and to ensure competence is maintained for all staff working in the aseptic unit. Competence is maintained to a standard as described by the document 'Good Manufacturing Practice' and is audited by a quality control officer from the North West Region.
- To devise and undertake regular audit of systems and practice, resulting in either validation or redesign of systems or services to achieve optimal performance.
- To specifically train Support Services staff on how to undertake the process of cleaning the Aseptic Unit and providing updates as required in response to procedural change.
- To undertake appraisal and performance management of Aseptic Unit staff. This may include assistance in the formulation of personal development plans.
- In conjunction with the Clinical Oncology Pharmacist; to develop and maintain a database of all in-house prescription charts and worksheets used within specialist areas. This includes continual review and update/development of new paperwork as required by current working practices.
- To advise and provide information to the Chief Pharmacist regarding performance levels and submission of business cases for resources to provide innovative pharmacy services.
- To ensure the maintenance, and the safe and appropriate use of the Aseptic Unit. This includes the air handling unit and the two isolators (the positive pressure Pharm-assist and the negative pressure CDC-D). All pressures should be as specified in SOPs and it is the responsibility of this post holder to action maintenance procedures if they are not correct.

The post holder will carry out the functions of a Practising Registered Pharmacist within the Department and will have the following responsibilities, in common with other Pharmacists:-

- To participate in the delivery of medicines management by the staff within the Pharmacy Department on the wards/departments and external agencies, which are served by the Pharmacy. **Medicines management** is the whole process of how the patient receives the most appropriate medicine for their condition. It encompasses the selection, procurement, dispensing, delivery, prescribing, administration and review of medicines to optimise the contribution they make to produce informed and desired outcomes of patient care. It includes all the processes, activities and systems inside and outside of pharmacy undertaken by Hospital Doctors, Nurses, General Practitioners, Pharmacy Staff, and Porters.
- To maintain high standards of pharmaceutical care.
- To participate in the Ward Pharmacy Service, providing clinical checking of prescriptions and pharmaceutical advice, including patient counselling regarding the optimal use of medication.

- To participate in multidisciplinary meetings, case conferences and discharge planning meetings, as necessary.
- To advise on the suitability of patients' own medicines for re-use within the hospital, in accordance with the Medicines Policy.
- To take part in the emergency On-call Pharmacist rota. This involves working alone as the On-call Pharmacist, providing medicines information, advice and supply of medicines "out of hours" and sourcing of urgently required drugs from external suppliers. This is a 24-hour, non-residential service which necessitates the Pharmacist being called into the hospital to dispense urgently required medication. The On-call Pharmacist will also be contacted in the event of a Major Incident to assess the situation and request other Pharmacy staff to attend, as appropriate.
- To take part in the rota for working on Saturday mornings.
- To promote, and adhere to, all applicable Organisational and Departmental policies and procedures.
- To assist in the development and implementation of new Departmental policies and to contribute suggestions and ideas for the development of the service.
- To be an authorised signatory for pharmacy orders, up to a maximum value to be reviewed and agreed annually (Delegated authority from Chief Pharmacist).
- To be a designated "code holder" to allow access to the Pharmacy Department, having responsibility for opening up the Department when necessary and ensuring that the premises are secure, including setting the alarm system, when leaving.
- To advise medical staff from the multi professional team on the actions, properties and the safe, cost effective use of drugs, making recommendations about medication to improve patient outcomes.
- To encourage adherence to the Hospital Formulary, local protocols and national guidelines.
- To contribute to the day to day operational running of the Pharmacy Department e.g. by assuming statutory professional responsibility whilst working in the Dispensary. Professional responsibility includes addressing issues of co-existing medical diseases and conditions such as kidney and liver impairment, pregnancy, breastfeeding, and checking for interactions with other medications. Also assessment of each prescription for clinical appropriateness and legal accuracy prior to dispensing and a final accuracy check of the dispensed medication.
- To provide cover for colleagues as necessary.
- To observe regulations in respect of Fire, Health and Safety at Work Act, COSHH and Data Protection Act and to promote safe working practices of staff under your control.
- Undertake risk management and clinical governance activities as appropriate.
- To participate in the education and training of Pharmacy staff, other disciplines and patients if required.
- To complete drug information enquiries as necessary; respond to enquiries from doctors, nurses and the general public which may occasionally be urgent.
- To be responsible on a day to day basis for the receipt, secure storage and issue of Controlled Drugs and to ensure that correct procedures are followed for receipt, storage, checking and administration of Controlled Drugs on Wards and Departments.

- To carry out CD stock checks on allocated Wards and Departments when necessary.
- To order and issue NHS Prescription pads (HS10) on behalf of Hospital Directorates and to ensure their secure storage within the Department.
- To attend meetings, forums and committees as required, in order to provide expert pharmaceutical advice and opinion and to represent the Department as appropriate.
- To maintain good working relationships with all healthcare professionals who receive pharmaceutical services and help promote the profile of the department.
- To action Drug Alerts as necessary from the Medicines and Healthcare products Regulatory Agency (MHRA) during normal working hours and "out of hours" as the On-call Pharmacist.

CLINICAL

- In conjunction with the Clinical Oncology Pharmacist, to clinically check all prescriptions entering the aseptic unit; to be responsible for accuracy checking the work of others in all aspects of aseptic dispensing, including the authorisation of worksheets, checking of raw materials, calculations and the final release of dispensed medications for administration to patients.
- To participate in the delivery of medicines management by the staff within the Pharmacy Department and on the wards/departments served by the Department. **Medicines management** is the whole process of how the patient receives the most appropriate medicine for their condition. It encompasses the selection, procurement, dispensing, delivery, prescribing, administration and review of medicines to optimise the contribution they make to produce informed and desired outcomes of patient care. It includes all the processes, activities and systems inside and outside of pharmacy undertaken by Hospital Doctors, Nurses, General Practitioners, Pharmacy Staff and Porters.
- To participate in the Ward Pharmacy Service, providing clinical checking of prescriptions and pharmaceutical advice, including patient counselling regarding the optimal use of medication.

PROFESSIONAL

- Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent).
- One year's pre-registration training
- Registered as a Pharmacist with the General Pharmaceutical Council
- To be professionally and legally accountable for all aspects of work undertaken within the professional and legal framework of the General Pharmaceutical Council
- To comply with the General Pharmaceutical Council's Code of Ethics.
- To apply sound professional judgement to complex legal and ethical issues and dilemmas.
- To contribute to the day to day operational running of the Pharmacy Department e.g. by assuming statutory professional responsibility whilst working in the Dispensary.
- To be responsible on a day to day basis for the receipt, secure storage and issue of Controlled Drugs and to ensure that correct procedures are followed for receipt,

storage, checking and administration of Controlled Drugs on Wards and Departments.

- To be able to provide evidence of continuing professional development which meets the requirements of the General Pharmaceutical Council
- To ensure practice is evidenced based.
- To observe regulations in respect of Fire, Health and Safety at Work Act, COSHH and Data Protection Act and to promote safe working practices of staff under your control.
- To comply with the principles of Good Manufacturing Practice, as specified by the Medicines and Healthcare products Regulatory Agency (MHRA).

TRAINING, EDUCATION & RESEARCH

- To provide a competence based training plan, and comprehensive training for all new members of staff that work in the Aseptic unit. This includes specialist aseptic handling techniques for chemotherapy drugs for pharmacists, technicians and assistants.
- To train and to ensure competence is maintained for all staff working in the aseptic unit. Competence is maintained to a standard as described by the document 'Good Manufacturing Practice' which is audited by a quality control officer from the North West Region.
- To devise and undertake regular audit of systems and practice, resulting in either validation or redesign of systems or services to achieve optimal performance.
- To specifically train Support Services staff on how to undertake the process of cleaning the Aseptic Unit and providing updates as required in response to procedural change.
- To identify and pursue personal training needs with the object of improving personal performance in accordance with the General Pharmaceutical Council requirements for Continuing Professional Development.
- To participate in clinical audits as necessary.
- To participate in the education and training of:-
 - Pre-registration Pharmacy graduates
 - Pharmacy University Undergraduates
 - Pharmacy Technicians
 - Pharmacy Assistants
 - Work experience pupils
 - Medical Staff
 - Nursing Staff
 - Patients

This may include production and supervision of training plans of varying length for visitors to the department who may require specific pharmacy training, or education on a more formal basis such as the provision of lectures on medication related issues, which could be at any level ranging from that required for patients, student nurses or doctors.

- To attend training courses and conferences as appropriate and provide feedback to colleagues.
- To provide support and leadership for less experienced members of staff.
- To act as a mentor or trainer to pharmacists or technical support staff as required, for example whilst a technician undertakes an external qualification.

PLANNING & ORGANISATIONAL SKILLS

- Plan chemotherapy production (of medication, some of which may have very short expiry times) to enable drugs to be prepared at the correct time for patient appointments across a weekly period, using limited numbers of staff. This may involve responding to a modified treatment plan (in response to clinical indicators such as blood results and symptoms).
- To liaise closely with Clinical Oncology Pharmacist and clinical nurse specialist in oncology, to plan patient care/treatment programmes.
- Responsible for monitoring and auditing the activities in the aseptic unit in line with guidance from Northwest regional NHS Quality Control.
- To maintain an active capacity plan for Aseptic services, indicating safe levels of operation. To inform Chief Pharmacist if approaching maximum workload and to develop strategies to reduce risk associated with this. To record such instances on the Hospital's incident reporting mechanism.
- To be responsible for the continuing revalidation of staff who work in the unit. (Revalidation is a practical test undertaken every 3 months)
- To undertake appraisal and performance management of Aseptic Unit staff. This includes assistance in the formulation of personal development plans.
- In conjunction with the Clinical Oncology Pharmacist; to develop and maintain a database of all in-house prescription charts and worksheets used within specialist areas. This includes continual review and update/development of new paperwork as required by current working practices.
- Advise and provide information to the Chief Pharmacist regarding performance levels and submission of business cases for resources to provide innovative clinical pharmacy services.
- To contribute to the planning, development and implementation of systems to ensure effective medicines management.
- To manage own time effectively, prioritising workload to meet objectives within agreed timescales.

COMMUNICATION

- Having undertaken competency assessment with Aseptic Unit staff, to discuss results and take resultant action if competency not achieved.
- To liaise with the Estates Management ensuring maintenance of the Aseptic Unit to required standards.
- To liaise with Support Services ensuring regular cleaning of the Aseptic Unit to required standards.
- To present results of audit and other performance indicators to senior management.
- To communicate sensitive and/or complex specialist medicines-related information verbally, written or electronically (as described in Knowledge, Skills, Training and Experience) to patients and carers, consultants and their medical teams and other healthcare professionals. Complex medicines-related information may need to be translated into simple language appropriate for the individual e.g. patients with physical or mental disabilities, or language difficulties.
- To attend Departmental meetings and contribute as appropriate.

- To liaise with appropriate health care professionals and carers to ensure the effective and efficient use of resources across the primary/secondary care interface.

Internal contacts:

- To communicate highly specialist expert pharmaceutical advice orally, by presentation or by written instruction to members of the multi professional team. This will include:-
- Clinical Directors/Lead Clinicians and Consultants (e.g. discussing new services developments).
- Clinicians (e.g. discussing therapy options with individuals who have strong views on treatment choice, or advising on best treatment for patients).
- Ward/Departmental Managers (e.g. informing of service changes).
- Other staff (e.g. providing advice/instructions to other members of the healthcare team, translating complex terminology/policy into an understandable format).

External contacts:

- Primary care organisations (e.g. Public Health Directorate, Pharmaceutical Adviser).
- Individual General Practitioners (e.g. confirming/ gathering patient specific information, liaising on patient discharge medication).
- Pharmacy Staff from other Trusts (e.g. discussing joint working, "Shared-care" patients).
- Patients and Carers (e.g. see Knowledge, Skills and Training section but also sensitively responding to complaints).
- North West Regional Quality Control staff

MANAGERIAL/LEADERSHIP

- Operational management of the aseptic unit, which includes overseeing staffing rotas produced by Aseptic Services Manager (senior technician), maintenance, cleaning, and microbiological monitoring of the Aseptic Suite.
- To take action if required to address any shortfall in service quality. (e.g. responding to adverse microbial monitoring results.)
- To undertake competency assessment with staff, discuss results and take resultant action if competency not achieved.
- Responsible for induction and training of all staff new to the Aseptic Unit, including non-pharmacy staff where appropriate (eg support staff who clean the Suite according to in-house Standard Operating Procedures)
- Undertake appraisal and performance management of Aseptic unit staff.
- Interviewing for Aseptic Services Manager and other staff as appropriate.
- To draw up and monitor service level agreements with Estates Management regarding maintenance of the aseptic suite.
- To draw up and monitor service level agreements with Support Services and CSSD

regarding cleaning and sterilisation of equipment.

- In conjunction with Clinical Oncology Pharmacist; to contribute to development and implementation of new policies introduced into own specialist areas including the Oncology service, and for contributing suggestions and ideas for the development of the pharmacy service within the organisation.
- To advise and provide information to the Chief Pharmacist regarding performance reports and submission of business cases for resources to provide innovative clinical pharmacy services.
- To be responsible for ensuring that applicable Hospital and Departmental policies and procedures are adhered to within the Pharmacy Department.
- To be an authorised signatory for pharmacy orders, up to a maximum value to be reviewed and agreed annually (delegated authority from Chief Pharmacist).
- To be a designated "code holder" to allow access to the Pharmacy Department, having responsibility for opening up the Department when necessary, and ensuring that the premises are secure, including setting the alarm system, when leaving.
- To contribute to the day to day operational running of the Pharmacy Department e.g. by assuming statutory professional responsibility whilst working in the Dispensary.
- To assist the Pharmacy Department in achieving good financial management of all allocated budgets.
- To manage own time effectively, prioritising workload to meet objectives within agreed timescales.
- To take full responsibility for all pharmaceutical requirements for the Hospital Service out of hours, when on call.

CLINICAL GOVERNANCE

- In conjunction with Clinical Oncology Pharmacist; to contribute to the development and implementation of new policies introduced into own specialist areas and for contributing suggestions and ideas for the development of the pharmacy service within the organisation.
- To be a contributory author of the hospital Cytotoxic Policy.
- In conjunction with Clinical Oncology Pharmacist; to contribute to ensuring compliance with agreed Chemotherapy protocols from Clatterbridge Centre for Oncology and other UK hospitals as necessary.
- To develop and maintain Standard Operating Procedures (SOPs) for aseptic services, ensuring consistency and safety of service levels.
- To possess thorough knowledge of legislation relating to medicines (particularly The Medicines Act, The Misuse of Drugs Act) and official guidance on manufacturing eg, Rules and Guidance for Pharmaceutical Manufacturers and Distributors (MHRA, 2007)
- To initiate, facilitate and undertake clinical and operational audits and practice research on the implementation of medicines strategies within specialist areas.
- In conjunction with Clinical Oncology Pharmacist, to co-ordinate an annual external audit of area from regional NHS Quality Control, acting on the results by the compilation of an action plan and delegating tasks to rectify any identified shortcomings.

- To investigate any medicines related incidents or complaints within specific areas of responsibility, exploring options for minimising risk of future recurrence or risk to staff.
- To ensure all activities, procedures and documentation within the Aseptic Unit complies with current legislation and statutory requirements.
- To undertake risk assessment of activities and equipment within areas of responsibility, e.g. safety of staff working alone in the aseptic isolator room.
- To complete or advise on the completion of the Medicines and Healthcare products Regulatory Agency (MHRA) Committee on Safety of Medicines "yellow card" adverse drug reaction reports as appropriate.
- To advise medical and nursing staff on the actions, properties and the safe, cost effective use of drugs, making recommendations about medication to improve patient outcomes.
- To encourage adherence to the Hospital Formulary, local protocols and national guidelines.
- To participate in clinical audits as necessary.
- To promote, and adhere to, all applicable organisational and Departmental policies and procedures.
- To attend the Noble's Hospital Mandatory Training Programme.
- To be able to record untoward incidents on the "PRISM" system.

SYSTEMS & EQUIPMENT

- To ensure the maintenance and the safe and appropriate use of the Aseptic Unit. This includes the air handling unit and the two isolators (the positive pressure Pharm-assist and the negative pressure CDC-D). All pressures should be as specified in SOPs and it is the responsibility of this post holder to action maintenance procedures if they are not correct.
- To monitor drug expenditure and wastage within clinical area, generating reports for management as appropriate.
- To be a designated "code holder" to allow access to the Pharmacy Department, having responsibility for opening up the Department when necessary and ensuring that the premises are secure, including setting the alarm system, when leaving.
- To be responsible for the secure, safe and appropriate storage of stock and assets within the Pharmacy Department.
- To be responsible for the security of confidential patient information within the Pharmacy Department.
- To be responsible for the security of data within the Departmental IT system.
- To be an authorised signatory for pharmacy orders, up to a maximum value to be reviewed and agreed annually (delegated responsibility from Chief Pharmacist).
- To have the necessary keyboard skills to be able to enter accurate patient medication details into the pharmacy computer system. This can be for inpatients, outpatients or for discharge.

- To be able to use the various printers within the Pharmacy Department (e.g. label printers, picking list printers) and replace the consumable items as necessary.

DECISIONS & JUDGEMENTS

- To judge if staff are physically fit to work in the clean room environment, referring to Occupational Health Service if necessary (via Chief Pharmacist).
- To monitor microbiology results for clean room suite, responding accordingly if results fall below given standards. This could range from asking for extra cleaning, talking to a member of staff about their personal hygiene, asking for maintenance intervention, at all time bearing in mind that patients still require this facility. Sometimes the post holder may be required to make the decision to defer patient treatment.
- To undertake risk assessment of activities and equipment within areas of responsibility, e.g. safety of staff working alone in the aseptic isolator room. To risk assess the environment for staff in the clean room suite on a sessional basis, ensuring nothing untoward has happened since last use.
- To work unsupervised on daily basis and make decisions as appropriate in the interests of patient care and safety.
- To participate in the Emergency Duty Commitment "out of hours" on-call Rota, using professional judgement: to provide urgent pharmaceutical advice to hospital medical and nursing staff, to supply urgent medicines for inpatients if requested and to attend the Hospital if required due to problems in the Pharmacy Department, such as activated fire/intruder or equipment malfunction alarms.
- To participate in the Saturday morning rota, using professional judgement, to provide pharmaceutical advice to hospital medical and nursing staff and to supervise the supply of medicines for inpatients and patients on discharge.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2002.

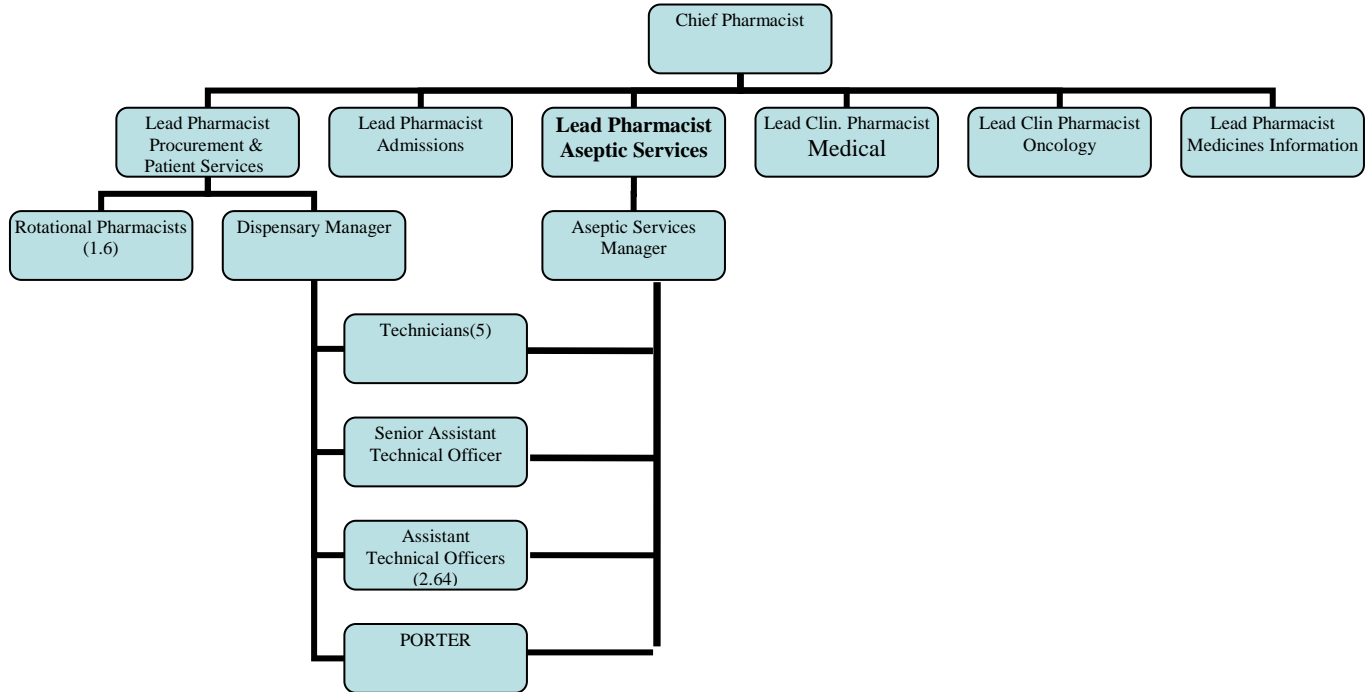
Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

JOB DESCRIPTION AGREEMENT	
I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.	
Job Holder's name (please print)	Date:
Job Holder's signature:	
Line Manager's name (please print)	Date:
Line Manager's signature:	

Isle of Man Department of Health & Social Care

Organisation Chart



JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

Physical Effort

- Work in clean room environment. (Uncomfortable plastic clothing which causes overheating).
- Make repetitive movements when preparing chemotherapy in an isolator (occasional)
- Stand for long periods in one exact position in order to keep arms in gauntlets of isolator (occasional).
- Combination of sitting, standing, walking; occasionally lifting and moving pharmacy boxes, fluids etc weighing over 15kg.
- There is a requirement to stand for long periods within the dispensary whilst completing prescription validation.
- Requirement to use a computer keyboard regularly throughout every working day.
- There is a requirement to work on the wards, which will necessitate movement between locations throughout the hospital and the Pharmacy Department, several times each day.

Mental Effort

- There is a regular daily requirement to concentrate whilst checking patients' prescriptions for appropriateness, performing calculations and measuring volumes/quantities accurately. This is done repetitively for most of the day.
- This post holder must assess suitability and dose of drugs which sometimes have a very narrow therapeutic index (high risk drugs) as a day to day requirement.
- There are frequent interruptions by requests for advice or medical information and service related enquiries.
- Whilst working within the role there will be frequent unpredictable interruptions which require that task prioritisation is altered to meet service demands.
- To devise and deliver lectures/teaching to nurses and patient groups within specialist area.
- To write reports for management, providing detailed information on all aspects of the aseptic service

Emotional Effort

- There will be direct exposure to patients, on the wards and patients attending the dispensary, some of whom may have terminal illnesses and other distressing conditions.
- There may be a requirement to discuss adverse drug reactions with distressed patients.
- Rare exposure to verbal aggression from patients and carers when carrying out duties in the Dispensary and on the Wards/Departments (when solving issues and problems with medication supply and the Pharmacy Service).
- There may be a requirement to deal with patients or staff who may have complaints concerning Pharmacy service.
- There will be a requirement to provide peer support to colleagues.

Working Conditions

- Excessive temperatures (because of protective clothing and equipment in a confined space)
- Daily unpleasant smells from aseptic unit (eg isopropyl alcohol spays in high concentrations)
- Contaminated equipment and work areas (cytotoxic and biological agents)
- Working in isolation (sealed clean room environment)
- Potential for exposure to needle stick injuries (cytotoxic contamination)
- Chemical spills/hazardous chemicals including cytotoxic and biological agents.
- Work in artificial light for the whole of the working day, reading hand-written prescriptions which may be poorly written and which demand a high degree of interpretation.
- Potentially exposed to body fluids, foul linen etc. e.g. MRSA patients on wards.
- Requirement to use visual display units daily.
- Potential exposure to cytotoxic drugs, which are used for the treatment of cancer.
- Potential exposure to monoclonal antibodies, which are used for the treatment of cancer, rheumatic disorders and Crohn’s disease.
- Working alone as the On-call Pharmacist out of hours

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder’s Name (please print) **Date:**

Job Holder’s Signature:

Line Manager’s Name (please print) **Date:**

Line Manager’s Signature:

ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

PHARMACY DEPARTMENT /DIAGNOSTICS & PROFESSIONAL SERVICES DIVISION

**Lead Pharmacist Aseptic Services
Person Specification**

CRITERIA FOR SELECTION (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS (A clear definition for the necessary criteria)	DESIRABLE REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	METHOD OF ASSESSMENT (Application, CV, Portfolio, Certificates, Interview)	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in pharmacy • Registration with the General Pharmaceutical Council as a pharmacist • Postgraduate diploma/MSc in relevant area or equivalent experience 	<ul style="list-style-type: none"> • Postgraduate diploma/MSc in clinical pharmacy • Postgraduate diploma/MSc in technical pharmacy (aseptics) • Post graduate qualifications relevant to clinical oncology • NVQ Internal assessor 	<ul style="list-style-type: none"> • Certificates 	
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working in an aseptic unit, and of oncology • Knowledge of Good Manufacturing Practice and Good Clinical Practice 	<ul style="list-style-type: none"> • Involvement in development of protocols and procedures • Involvement in development of strategic plans • Previous experience of managing a team 	<ul style="list-style-type: none"> • CV 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Advanced pharmaceutical care knowledge and skills • Commitment to personal CPD 	<ul style="list-style-type: none"> • Awareness of imminent developments in cancer care 	<ul style="list-style-type: none"> • Portfolio • Interview 	

	<ul style="list-style-type: none"> • Able to perform pharmaceutical aseptic techniques • Able to interpret clinical blood results • Able to use word, excel, dispensary computer system • Able to teach other healthcare professionals (presentation and teaching skills) 			
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Leadership skills; • Good interpersonal skills • Good communication skills (verbal and written) • Effective negotiation skills • Team player • Innovative • Manages stress (ability to work effectively under pressure) • Good time management (ability to achieve demanding tasks and objectives against deadlines) • Aware of limitations • High degree of self-motivation and motivates others 	<ul style="list-style-type: none"> • Experience of supervising/mentoring staff during training • Activity at regional/national level • Undertaken practice research 	<ul style="list-style-type: none"> • Portfolio • Interview 	
OTHER RELEVANT REQUIREMENTS				

