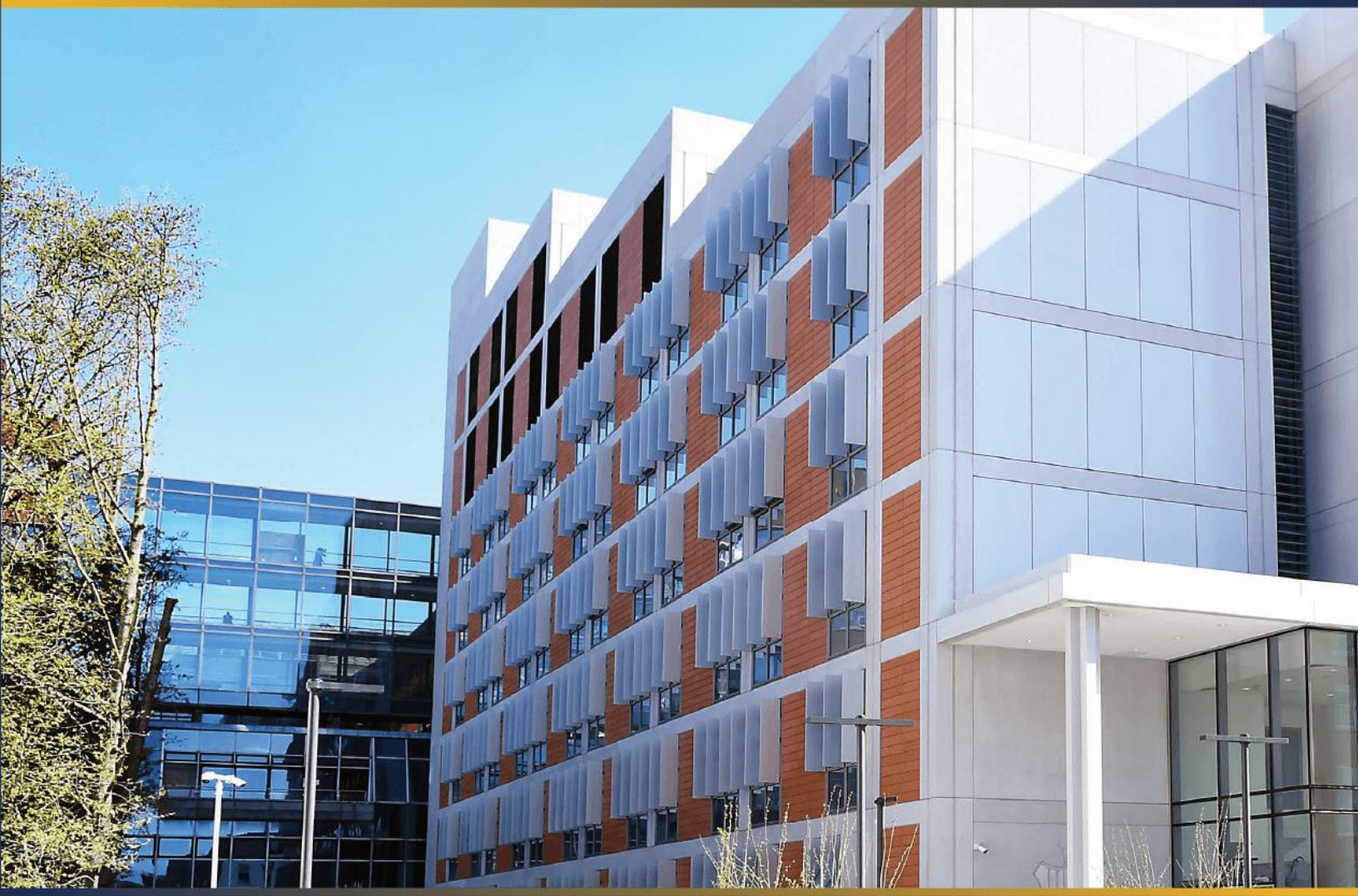
Mater University Hospital



Senior Pharmacist; Cancer Services

Pharmacy Department

Job Description & Person Specification

Job Title / Grade:

Senior Pharmacist; Cancer Services

Department:

Pharmacy

Directorate:

Pharmacy and Medicines Optimisation

Location:

Mater Misericordiae University Hospital

Reporting Relationship:

Aseptic Compounding Service Manager

Responsible to:

Head of Pharmacy Services

About The Role

The Pharmacy & Medicines Optimisation (PAMO) Directorate plays a pivotal role in the safe, effective and economic provision of pharmaceutical care to MMUH patients. The PAMO Directorate workload is intrinsically bound with the work of a variety of other Departments, Directorates and Hospital Management. The core services delivered within the PAMO directorate include Clinical Pharmacy, Dispensary, Drug Safety, Medicines Information and Pharmacy Cancer Services.

This Cancer Services role involves provision systemic anti-cancer therapies manufactured in the house aseptic compounding unit and drug supply through clinical trials and managed access programmes. This post also supports drug re-imbursement processes for cancer drugs and clinical pharmacy service provision to inpatient cancer wards.

Job Description

Job Purpose:

The provision of a pharmaceutical service to patients consistent with the mission and ethos of the Pharmacy Department and the hospital.

Mission Statement: The Pharmacy Department strives to safely and efficiently source, acquire, purchase, store, formulate, compound and distribute all drugs and medicines used in the Mater Misericordiae Hospital, to the highest standards, as well as to advise on the safe, effective and rational use of these drugs and medicines, so as to improve the quality of life of patients who come under our care

Key Responsibilities:

General

- Maintain an awareness of the primacy of the patient in relation to all activities.
    - Demonstrate behaviour consistent with the values of the hospital.
    - Participate in the pharmacy service as part of a punctual, dedicated and professional team.
    - Create, promote and maintain open communications and healthy working relationships.
    - Recruit, train, lead and supervise a team of skilled staff.
    - Maintain the principles of equity, accountability and quality in daily work.
    - Participate in departmental mentor / mentee & tutor / tutee programmes.

Pharmacy

- The purchase, storage, supply, rationalisation and dispensing of drugs consistent with safety, quality and value for money.
- Ensure drug storage, picking, labelling, packaging and delivery are undertaken in accordance with departmental, and hospital procedures in a safe and effective and expeditious manner.
- Adhere to all relevant legislations, e.g. Pharmacy Act 2007, guidelines and standards with regard to Standards of practice, Continuing Professional Development etc.
- Identify defects in supplies and / or equipment within the service and liaise with the Pharmacy Management and suppliers regarding replacement and repair.
- Implement corrective actions and record details as a result of variances.
- Provide advice to medical and nursing and other healthcare professional staff. This includes appropriate review and clinical input as required on all aspects of the medication use process.
- Ensure that the relevant documentation or electronic files are generated, reviewed and stored in the appropriate manner in accordance with current and evolving standards.

Key Responsibilities Cont.

- Ensure the safe & cost effective use of drugs & resources by service manager liaison and documentation submission through the appropriate mechanisms & hospital committees.
- Appraise Pharmacy management of practice changes likely to changes in pharmacy policies, procedures, protocols, guidelines (PPPGs) or expenditure / purchasing patterns.
- Communicate any concerns regarding the use, storage, ordering and disposal of medicines to the relevant Consultant staff, Nurse Manager and Pharmacy Management.
- Support drug reimbursement processes and formulary development & implementation.
- Perform and supervise duties & responsibilities in line with all Pharmacy & hospital PPPGs.
- Ensure best practice & compliance with agreed clinical PPPGs and ensure hospital staff are made aware of such guidelines where appropriate.

Cancer Services

- Provide an Aseptic Compounding service to patients receiving systemic anticancer therapy (SACT).
- Ensure the secure, safe and effective storage, retrieval, manufacture and distribution of SACT in keeping with Good Clinical Practice (GCP) and Good Manufacturing Practice (GMP) requirements
- Support the safe & effective operation of the Aseptic Compounding Unit (ACU) to ensure sterility & stability of the final product in line with Irish, EU & International standards.
- Participate in policy formation and the development of pharmacy services under the leadership of the Aseptic Compounding Service Manager.
- Possess a working knowledge of the appropriate IT software systems in use in ACUs, the hospital and in the Pharmacy Department.
- Possess a knowledge of current Irish, EU and International ACU Standards pertaining to including but not limited to H-PICS.
- Liaise with the National Cancer Control Programme and/or other relevant agencies in relation to national initiatives for the provision or drugs and services to cancer patients.
- Ensure microbial and physical monitoring regimens are maintained within the ACU.
- Possess a knowledge of the functional relationship between equipment in the ACU.
- Possess knowledge of international guidelines regarding clean room equipment and technologies.
- Understand the inter-relationship of air handling units, clean rooms and isolator technology.
- Maintain a familiarity with and implement national or EU legislation or directives as they apply to the conduct of Clinical Trials.
- Support the pharmaceutical component of Clinical Trials regimens and managed access programmes. This co-ordination and management includes appropriate receipt, storage, dispensing, documentation and disposal of drug stocks in line with GDP and GCP guidelines.

Key Responsibilities Cont.

Clinical Pharmacy

- Provide a ward-based clinical pharmacy service, including the provision of advice to medical, nursing and allied healthcare professional staff. This includes ward-based drug review and clinical input on all aspects of the medication use process.
- Ensure that drug chart review and transcription is undertaken out in a safe and effective and timely manner and that all operational processes associated with the drug use process meet relevant standards.
- Provide advice to patients on drug related issues in relation to therapies.
- Participate as a key member of Clinical Teams.
- Support review and implementation of the MMUH drug formulary.
- Educate patients on drug therapy as required.

Quality, Safety & Risk

- Support distribution, implementation & maintenance of PPPGs & service communications developed by Pharmacy, including institutional implementation & dissemination.
- Adhere to all departmental & hospital wide Health & Safety procedures and promptly address all areas of non-compliance.
- Be competent to facilitate audit & inspection of Pharmacy Services with regard to statutory bodies including Health Products Regulatory Authority (HPRA), Pharmaceutical Society of Ireland (PSI) & Health Information & Quality Authority (HIQA).
- Participate in risk management; identify risks and take responsibility for appropriate action
- Report drug variances, when appropriate, & to ensure compliance with drug safety practice initiatives in the hospital
- Lead and contribute to audit and quality improvement initiatives.
- Adhere to all departmental and hospital Health and Safety protocols and procedures and promptly address all areas of non-compliance.
- Facilitate Pharmacy Services audit and inspection by statutory bodies, e.g. Pharmaceutical Society of Ireland (PSI), Health Products Regulatory Authority (HPRA), Health Information and Quality Authority (HIQA).
- Ensure that the medication use process is measured, analysed and optimised by undertaking regular clinical audit.
- Facilitate the maintenance and updating of Standard Operating Procedures (SOPs) in line with changing practices locally, nationally and internationally.

Key Responsibilities Cont.

Education, Training and Development, Research and Evaluation

- Maintain Pharmaceutical Society of Ireland (PSI) registration, education and competency requirements for the position.
- Develop & deliver presentations to attain & maintain safe drug practices in the hospital.
- Train Pharmacy staff and support on-going education and development of pharmacy colleagues.
- Identify own training needs. Maintain and update knowledge as required.
- Participate in teaching, continuing education & research activities consistent with the goals of the Pharmacy, the PAMO Directorate & the hospital.
- Actively promote evidence-based practice in cancer services and the wider organisation.
- Collaborate with the MDT to contribute to research and its application within the cancer service and throughout MMUH.
- Deliver teaching sessions clinical staff in relation the cancer Service.
- Participate in education and training in an external environment as required by the Head of Pharmacy. This may include having teaching responsibility in universities.
- Participate in mandatory training programmes.
- Collaborate with the cancer MDT on clinical research studies, ensuring compliance with Good Clinical Practice (GCP).

Other Duties

- Provide cover to relevant Pharmacy services as instructed by the Head of Pharmacy Services or the Pharmacy Head of Operations
- Ensure a high level of teamwork in the Department.
- Motivate team members, through the use of agreed goals & objectives.
- Participate in the MMUH Clinical Pharmacy service, as may be required
- Ensure LEAN Six Sigma practices are employed where possible.
- Possess a knowledge of hospital technology systems & participate in further technology developments, including electronic prescribing, to optimise the drug use in the hospital,
- Participate in on-call duties & extended opening rosters including weekend opening as may from time to time be assigned by the Head of Pharmacy Services.

Person Specification

Job Title / Grade:

Senior Pharmacist – Cancer Services

Department:

Pharmacy

Location:

Mater Misericordiae University Hospital

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	a) Registered Pharmacist with the Pharmaceutical Society of Ireland or be entitled to be registered. b) Three years' pharmacy experience in a hospital or equivalent for the role.	a) Further Qualification such as a Diploma or M.Sc. in Pharmacy. b) Experience of; - Interdisciplinary team management in the hospital environment - Clinical pharmacy staff training - Aseptic Compounding services

CRITERIA	ESSENTIAL	DESIRABLE
Professional Knowledge	a) The role and responsibilities of all hospital pharmacy grades b) All aspects of Pharmacy legislation and its application to hospital professional practice. c) Health & safety legislation and other relevant laws, regulations and codes of practice to maintain a safe work place for staff. d) Supervisory and training experience with professional & technical grades. e) Pharmacy service delivery	a) Awareness of the role of Pharmacy on hospital committees. b) The role of pharmacists in all aspects of patient care including primary & secondary care.

CRITERIA	ESSENTIAL	DESIRABLE
Core Competencies	a) Self-motivated and committed towards quality service provision. b) Motivates others. c) Person-centered focus that is respectful and assertive towards all contacts. d) Enjoys team work. e) Honest and trustworthy f) Accurate g) Computer literate h) Excellent oral and written communication skills. i) Ability to plan, manage and implement pharmacy projects. j) Can prioritise workload.	

CRITERIA	ESSENTIAL	DESIRABLE
Capabilities	a) Communication: Strong oral and written communication skills: listens, questions, and explains in a succinct and evidence-based manner. Adapts style of communication to suit the audience. b) Multidisciplinary Collaboration: Practical problem solver, collaborates to create solutions. c) Managing Complex Environments: Keeps day-to-day operations running smoothly, through effective prioritising, resourcing, and streamlining of processes. Gets things done efficiently while maintaining quality and standards.	a) Innovation: Adaptable, open to change and new ways of working in a complex, dynamic environment. Drives a culture of continuous improvement and innovation. b) Compassionate Leadership: Appreciates, motivates, encourages, and celebrates successes to enhance the delivery of world-class care. Confident in acknowledging own strengths and limitations.

General Responsibilities and Accountabilities

1. Confidentiality

You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.

2. Policies & Procedures

You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.

3. Hygiene Standards

The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospitals requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards.

4. Health and Safety

Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.

5. Information Technology

Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.

6. Business Continuity Management

Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation" (BS 25999) All Staff employed in the Mater Misericordiae University Hospital are obliged to:

- make themselves familiar with the Organisational Business Continuity Plan
- attend BCM education sessions provided for them
- make themselves familiar with their individual roles as set out in their departmental business continuity plan if applicable and or the Organisational business continuity plan

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.