

## Job Description

**Role Title:** Clinical Pharmacist - Bank (Clinical Trials)  
**Band:** 8a  
**Contract:** Bank  
**Responsible to:** Lead Pharmacist, Clinical Trials  
**Accountable to:** Director of Pharmacy  
**Location:** Pharmacy Medicines Research Unit (PMRU)

### Key Working Relationships:

### Our Vision, Values and Behaviours

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

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

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



### Net Zero and Sustainability.

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

## Job Summary

The primary role of this senior post is to work closely with the Lead Pharmacist Clinical Trials to lead on organising, initiating and running the pharmacy aspects of clinical trials across University Hospitals Coventry & Warwickshire (Coventry and Rugby Sites).

The post-holder (with appropriate training) is responsible for all studies including aseptic-based, outpatient-based and ward-based across all specialties, as well as manage the clinical trials team.

To deputise for specific aspects for the Lead Pharmacist Clinical Trials as necessary.

### Key Relationships

- Lead Pharmacist, Clinical Trials
- Pharmacy Clinical Trials Team & Technical Services Team
- Research & Development Department
- Research Nurses/ Research Clinicians in various Speciality Teams
- Clinical Trial Sponsors or Contract Research Organisations (CROs)

## Main Duties

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

## Clinical trials duties and responsibilities

1. To provide advice and guidance for the Trust regarding the documentation, preparation, storage and use of CTIMP (Clinical Trial investigational medicinal product), to the R&D department, investigators, research staff and other users across the Trust.
2. To act as a point for contact for Research Teams and escalate if required to the Lead Pharmacist.
3. Work as a senior member of the UHCW Pharmacy Clinical Trials Team, supporting the management of all clinical trials involving medicines. Including:
  - a. Ensuring pharmacy policies and procedures for the pharmaceutical aspects of clinical trials meet statutory requirements and national and local guidelines.
  - b. Working closely with the Technical Services team to support the safe introduction of clinical trials that involve aseptic manipulations of medicines.
  - c. Undertake risk management.
4. To manage the overall pharmacy implementation of trials and the Pharmacy Clinical Trials Team.
5. To review trial protocols to assess whether Pharmacy can support them. Be involved in study feasibility assessment and study setup including prescription, worksheet and SOP generation.

6. Ensure pharmacy comply with all aspects of EU and UK legislation, GCP, GMP and GDP pertaining to clinical trials.
7. To follow departmental SOPs for storage, handling, accountability and destruction of Investigation Medicinal Products both within Pharmacy and outside of Pharmacy.
8. To ensure that UHCW policies and procedures for the pharmaceutical aspects of Clinical Trial management meet statutory requirements and national and regional guidelines. With the assistance of the Pharmacy Clinical Trials Team, ensure the receipt, storage, dispensing and destruction of IMP is safe and secure according to relevant regulations and legislation.
9. To support the department during MHRA GCP inspections, implementing any corrective or preventative actions required.
10. To participate in updating and reviewing Pharmacy Clinical Trial SOPs (standard operating procedures) as needed.
11. Work with investigators and research staff to provide SOPs which will ensure compliance with the study-specific prescribing and administration requirements of IMPs.
12. To manage the creation and validation of Clinical Trial prescriptions, including using an electronic prescribing system for Chemotherapy prescriptions where possible.
13. To deliver Clinical Trial training programmes and oversee Clinical Trial training for pharmacy staff.
14. To review clinical trial incidents and implement corrective and preventative actions as required.
15. To deputise for specific aspects for the Lead Pharmacist Clinical Trials as necessary.

#### **Pharmacy duties and responsibilities:**

1. Check prescriptions for clarity, safety and efficacy on wards, in dispensaries and the aseptic suite and when necessary take accurate drug histories to facilitate this. Query with, and provide the prescriber with appropriate information to effect a change in the prescription when clinically required, to ensure patients safety and effective therapy.
2. Provide information to nursing and medical staff across the trust on any aspect of medicines policy ensuring safe practice. Provide information to patients on allocated wards or in dispensaries concerning their medication and answer any resulting questions or queries.
3. Provide when necessary, through checking dispensing or supervision of technicians, an efficient medication supply service from any of the pharmacy departments, including the aseptic suite.
4. Ensure patients discharge medication is accurate and dispensed in advance of the patients' discharge, by writing the patients' medication on the GP discharge prescription and conveying to the GP all necessary information concerning the patient medication to ensure a safe transfer to primary care. Reducing pharmaceutical waste by utilising patients own drugs in the discharge process.
5. Within your designated clinical area of responsibility, ensure best practice and clinical governance is applied to drug therapy by providing medical and nursing staff with:

- a. Appropriate evaluated drug information with recommendations for patient treatment
  - b. Support in writing clinical guidelines and shared care guidelines
  - c. Participation in and delivery of education and training
  - d. Undertaking clinical audit and practice research as required by your specialist area or the Pharmacy Department
  - e. Ensuring procedures for the introduction and monitoring of new drugs are followed
  - f. Monitoring of drug expenditure and provision of advice on the financial implications of changes in practice
  - g. Train, and act as role model to pharmacy staff allocated to specialty
  - h. Liaise with community medical nursing and pharmacy staff to ensure effective and seamless care
6. Provide clinical pharmacy and prescribing services within the Trust as an independent prescriber (as required).
7. To lead, participate in and coordinate the competency based assessments and training of junior staff within the team. To participate in performance management of members of the team as needed.
8. Work flexibly across all of the Pharmacy departments, covering the work of colleagues during peak periods or absence.
9. Participate in appropriate training and development activities including your own personal development and participate in the education and training of colleagues and all other healthcare professionals on medicine legislation, pharmacology, medication risk and best prescribing practice. Contribute to local undergraduate and postgraduate education and training within your speciality both within the Trust and for other programmes of study. To work with the Lead Pharmacy Technician – Education and Training to ensure the effective delivery, assessment and induction of staff in the department.
10. Participate in weekend, Bank Holiday and on-call working as may be required.
11. Undertake any other duties as required by the Director of Pharmacy in accordance with the grade and nature of the post.

## Person Specification

**Job Title: Clinical Pharmacist - Bank (Clinical Trials)**

### Supporting Evidence

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

Factors	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Masters Degree in Pharmacy 1 year pre-registration training (or equivalent)</li> <li>• Registered as a practising pharmacist with the GPhC</li> <li>• Evidence of up to date Continuing Professional Development (CPD)</li> <li>• Diploma in Clinical Pharmacy or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Royal Pharmaceutical Society membership</li> <li>• Published articles in relevant professional periodicals</li> <li>• Membership of relevant Clinical Pharmacy Groups and evidence of participation</li> <li>• Up to date Good Clinical Practice (GCP) certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Suitable hospital pharmacy experience post registration</li> <li>• Suitable experience dealing with complex clinical situations in hospital</li> <li>• Experience working with and influencing senior medical and nursing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of: multidisciplinary working; working within Aseptic Services; clinical audit; policy review and development; education and training of others</li> <li>• Previous experience of working in clinical trials</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good sound clinical pharmacy knowledge in a broad range of specialties.</li> <li>• Up to date knowledge of Medicines Legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist knowledge of required clinical pharmacy cover – clinical trials.</li> <li>• Oncology, Haematology, speciality knowledge.</li> <li>• Good Clinical Practice (GCP)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to work in multidisciplinary teams and independently and supervise the work of others.</li> <li>• Strong interpersonal skills</li> <li>• Able to manage change</li> <li>• Able to communicate effectively in a calm, courteous manner to patients and all levels of colleagues</li> <li>• Able to present clinical and complex information to groups and individuals</li> <li>• Able to provide written information in a concise readable manner for patients and colleagues</li> <li>• Able to undertake a level of handling &amp; moving.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to cope in stressful situations and under pressure.</li> <li>• Ability to influence a situation to achieve successful clinical outcomes.</li> <li>• Ability to manage staff</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrate interest in the role</li> <li>• High degree of personal integrity</li> <li>• Flexibility</li> <li>• Interest in developing others</li> <li>• Committed to own personal development</li> <li>• Demonstrates self motivation and</li> </ul>	

	enthusiasm <ul style="list-style-type: none"> <li>• Good attendance and time keeping</li> <li>• Professional appearance</li> <li>• Able to meet deadlines</li> <li>• Team player</li> </ul>	
<b>Commitment to Trust Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate behaviours consistent with the Trust's values. (As detailed in UHCW's Values in Action document below)</li> <li>• Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Able to provide out of hours emergency duty</li> <li>• Able to participate in weekend working and bank holiday working</li> <li>• Employed under the understanding that the trust is working towards 7 day a week service and may be required to participate in changes to shift patterns.</li> <li>• Able to work cross site at rugby St Cross if asked to do so.</li> </ul>

### Contractual Responsibilities

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

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

## Our values in Action

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

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

