Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Job Specification and Terms and Conditions
Senior Pharmacist (Oncology Clinical Trials)

Job Title and Grade	Senior Pharmacist (Cancer Clinical Trials), Cork University Hospital (CUH)
Competition Reference	
Closing Date	
Proposed Interview date(s)	
Taking up Appointment	
Location of Post	Pharmacy Dept., and Oncology Clinical Trials Unit, Cork University Hospital, Cork.
Organisational Area	Health Service Executive South
Details of Service	The pharmacy department purchases and dispenses medicine for CUH and CUMH. It aims to ensure safe, effective and economical use of medicines, and support education, training and practices-based research. The department consists of pharmacists, pharmaceutical technicians, clerical staff and porters. The Pharmacy Department provides a clinical pharmacy and technician support service to the wards in CUH and CUMH. Oncology Pharmacists and Pharmaceutical Technicians manufacture or order cytotoxic drugs for patients of the Cancer Service in CUH. They also provide a clinical pharmacy service to the inpatient and out-patient day unit. CUH is the main cancer centre of the Southern Region. The Oncology Clinical Trials Unit (Cancer Trials Cork) organises all oncology clinical trials conducted in CUH.
Reporting Relationship	The post-holder will report to the Chief Pharmacist, CUH and Chief II Pharmacist (Oncology and Compounding) or a Designated Officer
Purpose of the Post	The overall purpose of the post is to manage the Pharmacy element of Cancer Clinical Trials at CUH. As part of the Pharmacy Cancer services team, the successful candidate will be expected to partake in the provision of other Pharmacy Services, including aseptic compounding, dispensing, protocol writing and clinical pharmacy services.
Principal Duties and Responsibilities	The post holder will maintain awareness of the primacy of the patient in relation to all hospital activities. The Senior Pharmacist (Oncology Clinical Trials) will: • Review Clinical Pharmaceutical Trial proposals and liaise with Specialist Clinical Teams to assess feasibility, including Pharmacy capability and capacity to support the proposal. • Maintain communication with research staff, pharmacy and the principle investigators of Clinical Trials. • Advise on trial design, procurement of IMP, randomisation, blinding and documentation for in house Clinical Trials • Support the Principal Investigator of the Clinical Trial in applying for Clinical Trial Authorisation

	• Attend study site meetings as required including feasibility, set up, initiation and study close out. • Prepare all pharmacy documents required for a clinical trial in accordance with the Procedure for review and approval of new clinical trials in the Pharmacy Aseptic Compounding Unit. • To manage training, documentation of training and documentation of delegated duties for pharmacy staff in relation to clinical trials • Support good clinical practice, good manufacturing practice and current national and international regulatory requirements as appropriate. • Liaise with other clinical trial centres to assure standardised practice • Organise the management of IMPs and non-IMPs for cancer trials in pharmacy • Liaise with other members of the pharmacy cancer services team on the delivery of trial treatments including setting up procedures for compounding and dispensing medicines for new trials • Ensure the appropriate and timely authorisation and dispensing of IMP as required • Provide appropriate advice to clinicians, nursing staff and patients on taking IMP as per the clinical trial protocol. • Work with study coordinators and principal investigators to ensure all serious events and reactions are appropriately reported as per study protocol guidelines • Attend monthly multi-disciplinary meetings organised by the Cancer Trials Unit relevant to organising trials in the hospital • Facilitate the training of pharmacist on good clinical trial conduct and practice liaising with accredited education providers and CRO's where necessary • Efficiently manage clinical trials in pharmacy including prompt close out of studies in pharmacy where possible • Provide input to ePrescribing initiatives regarding clinical trial treatments • Liaise and negotiate with consultants, NHCDS and nurses so as to design best protocols and workflow where clinical trial medicines are concerned. • Ensure compliance to Good Clinical Practice standards in relation to clinical trials and associated medicines. • Ensure that: - Trial Medicines are labelled appropriately. - Trial Medicines are stored correctly and securely. - All trial documentation and reconciliation is complete and secured. - Medicines are dispensed or supplied in strict accordance with trial protocol. • Liaise with clinical pharmacy team as required to ensure safe service delivery to trial patients and best quality of care. • Contribute to the collation of statistical and workload activity in the oncology clinical trials unit and the Pharmacy cancer services. • Participate in the preparation, maintenance and monitoring of operating procedures, for all aspects of aseptic compounding and cancer services. • To undertake audit of these protocols to ensure best practice is being observed at all times. • Counsel patients on the use of anti cancer treatments and trial medicines where required. • Contribute to the provision of medicines information and advice on drug availability and procurement to clinical staff in relation to SACT and associated medicines including trial medicines. • Report incidents / near misses in accordance with risk management policies. • To liaise with management and staff in matters of departmental procedure or as and when problems arise;

	• To make recommendations to the Chief II Pharmacist as to how methods and procedures can be improved; • To advise the Chief II Pharmacist of malfunctioning or unsafe equipment in the pharmacy; • To ensure that work is carried out in a safe manner in accordance with the provisions of legislation. • To liaise closely and co-ordinate the clinical trial service delivery with the other Pharmacists and pharmaceutical Technicians, to ensure a high level of teamwork between pharmacists and pharmaceutical technicians. • To carry out any other duties relevant to this line of work as may be designated by the Chief II Pharmacist. The post holder agrees to liase with the Chief II Pharmacist and other staff on matters concerning departmental procedures and on matters concerning safety, security, complaints concerning the service and unusual occurrences or conditions relating to drugs, drug requests, usage and their security in the hospital. Appropriate training, subject to availability, will be offered to facilitate personal development within the post. **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**
Eligibility Criteria **Qualifications and/ or experience**	**Candidates must, on the latest date for receiving completed application forms possess:** **1. <u>Professional Qualifications, Experience, etc</u>** a) Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered **And** b) Have at least three years satisfactory post registration hospital experience **And** c) Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. **2. <u>Age</u>** Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. **3. <u>Health</u>** Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **4. <u>Character</u>** Candidates for and any person holding the office must be of good character. Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the Register of Pharmacists maintained by the Pharmaceutical Society of Ireland
Post Specific	• Experience of Good Clinical Trial practice is desirable but not necessary as training will be

Requirements, additional qualifications and/or experience required	provided. • Experience in working within an Aseptic Compounding Unit and/or provision of a clinical service to a haematology/oncology units is highly desirable.
Skills, competencies and/or knowledge	• Demonstrate evidence of ability to critically analyse commercial and core clinical journal material on medicines. • Demonstrate evidence of ability to conduct research. • Demonstrate knowledge and understanding of relevant legislation including Health & Safety in the workplace. • Demonstrate knowledge and understanding of protocols for drug use, storage, safe handling etc. • Demonstrate evidence of effective organisation and management skills including awareness of resource management and importance of value for money. • Demonstrate a strong ability to work cohesively and constructively in multidisciplinary teams under varying working pressure conditions. • Demonstrate the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads according to need. • Demonstrate leadership and team management skills including evidence of the ability to work with multidisciplinary team members. • Demonstrate an ability to work individually and with people at all levels of an organisation. • Demonstrate an excellent understanding of the needs of patients and other hospital staff and work to ensure the pharmacy service meets these needs as fully as possible • Demonstrate a commitment to assuring high standards and strive for a user centred service. • Demonstrate good communication skills both verbally and literally. • Demonstrate excellent interpersonal skills and show leadership in a team environment. • Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care. • Demonstrate commitment to continuing professional development. • Demonstrate initiative and innovation in identifying areas for service improvement. • Demonstrate the willingness and ability to both teach and learn. • Demonstrate evidence of computer skills including as part of the dispensing process, Word, Excel and Power Point, Clinichemo and Cliniscript. • Demonstrate leadership and decision-making ability. • Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team.
Competition Specific Selection Process	N/A
Code of Practice	

The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.
This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

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HEALTH SERVICES EXECUTIVE

Terms and Conditions of Employment
Senior Pharmacist

Tenure	The initial vacancy for this post is one year. This post is pensionable. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	The Salary scale (correct as at 01/05/2021) for the post consists of eight points: € 63,974 – €66,915 – €67,856 – €68,793 – €68,908 – €70,218 – €71,612 – €74,042
Working Week	The standard working week applying to the post is 37 hours. HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).
Annual Leave	The annual leave associated with the post is 29 days.
Superannuation	Membership of the HSE Employee Superannuation Scheme applies to this appointment. Existing Members who transferred to the HSE on 1st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those to which they were entitled at 31st December 2004. Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months.
Protection of Persons Reporting Child Abuse Act 1998[1]	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.

Health & Safety	Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.