**Job Description**

Sheffield Teaching Hospitals NHS Foundation Trust is one of the UK’s largest, busiest and most successful NHS foundation trusts, providing a full range of hospital and community services for people in Sheffield, as well as specialist care for patients from further afield. We manage five of Yorkshire’s best known teaching hospitals including the Northern General Hospital, Royal Hallamshire Hospital, Charles Clifford Dental Hospital, Weston Park Cancer Hospital and Jessop Wing Maternity Hospital.

We have a long history of providing high quality care, clinical excellence and innovation in medical research. In recent years we have been awarded the title of ‘Hospital Trust of the Year’ in the Good Hospital Guide three times and we are proud to be in the top 20% of NHS Trusts for patient satisfaction.

The Trust vision is to be recognised as the best provider of health, clinical research and education in the UK and a strong contributor to the aspiration of Sheffield to be a vibrant and healthy city region.

Specialist research units include the Sheffield Cancer Clinical Trials Centre (CCTC) and NIHR Clinical Research Facilities (CRF) at the Royal Hallamshire and Northern General Hospitals. Sheffield Hospitals and the University of Sheffield share a Research & Innovation Governance Office ensuring close collaboration with academia and **The University Clinical Trials Research Unit.** Sheffield is noted for its world leading research in bone marrow transplantation for non-malignant conditions and in neurodegenerative disorders through the Sheffield Institute for Translational Neuroscience (SITraN).

The Pharmacy Clinical Trials Service manages investigational medicinal products (IMPs) for all hospitals sites for a wide range of clinical trials from early phase I/II to phase III studies.

**Job** **Description**

 **1.     JOB DETAILS**

**Job Title**

**Pharmacy Leadership Fellow – Innovation in Pharmacy Clinical Trials**

**Grade**:  AfC 8a

**Responsible to**: Tim Hopkins, Information Services Pharmacy Manager

**Reports to**: Damian Child, Chief Pharmacist

**Minimum requirements:** Pharmacist registration with the General Pharmaceutical Council and a post-graduate diploma in Clinical Pharmacy

**2.     JOB PURPOSE**

Lead on a project to develop new ways of working with investigational medicinal products at Sheffield Teaching Hospitals. This will involve reviewing the current governance structure and resources and proposing new models of working. The post holder will devise, deliver and evaluate pharmacist training in the clinical review of research protocols feeding into the Foundation and Advanced Pharmacist Frameworks.

Develop generic leadership skills by following the health leadership model and learning competency framework, through self-directed learning and completion of an academic leadership qualification. The specific details of the course to be attended will be agreed with the successful candidate and take consideration of their prior qualifications and aspirations. Suggested courses include the University of Sheffield Post Graduate Certificate In Leadership and Service improvement, or Sheffield Hallam University, MSc Health and Social Care Leadership. Individual modules may be undertaken as appropriate.

Actively participate in the leadership study days provided by Health Education England.

Disseminate the project findings and learning resources developed through conference attendance, and publication in appropriate peer reviewed journals.

Attend trust and / or regional level meetings as appropriate related to research and service improvement. This will include meetings with members of the executive committee.

**3.     ROLE OF THE DEPARTMENT**

The pharmacy department has a culture of positivity, support and development. All graduate pharmacists are supported through the post-graduate diploma in clinical pharmacy as a foundation of their practice, and experienced pharmacists are supported to undertake the independent prescribing qualification. Six pharmacists have completed Doctoral level programmes whilst employed at Sheffield Teaching Hospitals and we have supported seven pharmacists through the HEE Future Leader Programme.

The pharmacy provides a comprehensive array of services with the overall aim of ensuring safe, effective and economical use of medicines throughout the Trust.

These aims are delivered through:

* Educational and governance frameworks applicable to the safe use of medicines.
* Assurance that pharmaceutical services are always patient orientated, of high quality and geared to the needs of all service users
* Application of pharmaceutical expertise to help maximise drug efficacy and minimise drug toxicity in individual patients.

The main focus of our role involves applying our extensive pharmaceutical knowledge to ensure that licensed, unlicensed and investigational medicines are used in the most effective and appropriate way as well as reducing the incidence of any unwanted side effects.

Managing patients’ medicines involves checking prescriptions to ensure that the right medication is being used at the right dose for the right condition. Medicine safety is of paramount importance so part of our role involves regular monitoring of the patient's condition by ensuring the necessary checks and blood tests are performed.

Most importantly we help patients understand what medicines they need to take, when to take them, what they are being used for and educate them about possible side effects. When patients are unable to take their medicines for whatever reason, we work with them to find ways around the problem, for example offering liquids rather than tablets or placing the tablets in reminder trays and giving reminder cards so patients do not forget.

Pharmacy has a Trust-wide responsibility for ensuring high quality medicines management and safe and secure storage of medicines. The Medicines Management and Therapeutics Committee is the Trust committee which oversees all medicines management issues including the Trust formulary and assessment of new drugs.

  **4.     DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART**

**5. MAIN DUTIES AND RESPONSIBILITIES**

1. **Leadership**

This post will understand best practice and develop, implement and evaluate new systems for the management of investigational medicinal products (IMP) for clinical research including governance, finance, staff and training. Main objectives are listed below however, these may be adapted as the project develops and according to current NHS, Trust and departmental priorities.

1. Describe models of best practice for IMP management in hospitals
2. Identify clinical, technical and data management IMP tasks within pharmacy
3. Propose, develop and evaluate innovative systems of IMP management
4. Propose, develop and evaluate new methods of electronic document management to support digital transformation
5. Identify and develop internal and external links with multi-professional clinical research stakeholders
6. Devise, deliver and evaluate pharmacist training in the clinical review of research protocols linked to the Foundation and Advanced Pharmacist Frameworks
7. Devise, implement and evaluate a cross-Trust reporting method of pharmacy clinical trials activity to ensure financial clarity
8. Publish a paper describing the project and outcomes
9. Contribute to the research governance agenda(s) of the Pharmacy Department, clinical directorates and STH
10. Be actively involved in national/regional multi-professional specialist interest groups relevant to IMP management
11. **Management**
* Identify resources required to undertake development of new methods of working with IMPs.
* Provide clinical and professional advice/supervision to pharmacists, technicians and other members of pharmacy staff, some of whom may not be directly line-managed within the pharmacy team.
* Propose policy or service changes to the Trust that improve how IMPs are obtained, managed and supplied which may have multidisciplinary implications.
* Investigate complaints and clinical incidents under the direction of the Pharmacy Information Services Manager, Pharmacy Research Lead and the multidisciplinary team.

1. **Clinical Trials/ IMP Management**
* Complete Good Clinical Practice Training (GCP)
* Develop good working relationships with the STH pharmacy clinical trials teams
* Assist with clinical trials pharmacy review and study set up such that it informs the leadership project
* Develop links with other pharmacy clinical trials team through the NIHR pharmacy forum
* Represent the Pharmacy Department at research governance and clinical trials meetings including meetings with members of the executive committee
1. **Professional and Personal Development**
* Maintain a portfolio of practice meeting the requirements of the General Pharmaceutical Council
* Identify own learning needs
* Attend Future Leader training provided by Health Education England
* Develop generic leadership skills by following the health leadership model and learning competency framework, through self-directed learning and completion of an academic leadership qualification. The specific details of the course to be attended will be agreed with the successful candidate and take consideration of their prior qualifications and aspirations. Suggested courses include the University of Sheffield Post Graduate Certificate In Leadership and Service improvement, or Sheffield Hallam University, MSc Health and Social Care Leadership. Individual modules may be under taken as appropriate.
* Attend mentoring opportunities with the Chief Pharmacist and clinical and research leaders.
1. **Clinical Practice**

There is no compulsory clinical element to this post. However, there will be a discussion with the successful candidate about the opportunities and threats that a small element of clinical practice will bring to the delivery of the project and engagement of the staff in Pharmacy to deliver the changes and educational elements suggested by the successful applicant. This could be working 1 day every 5 weekends in the out of hours service. Clinical responsibility may arise as part of contemporary incident investigations, whereby application of pharmaceutical knowledge and prescribing skills will be required to safe and timely prescription reviews. For the purpose of grading of the post this may be significant and the duties would be as listed below.

Responsibility for identifying, developing and delivering a highly complex clinical pharmacy service to, for example, wards, outpatients, consultant ward rounds and multidisciplinary teams.  This will be across various areas, departments and sites.

This is achieved through:

* Practising as a competent, fully registered, non-medical prescriber.
* Highly complex clinical analysis and interpretation of prescription charts for individual patients to aid the medication review.
* Analysis and interpretation of clinical data (drug levels, U&E’s, FBC, microbiological sensitivities, co-morbid conditions) to guide drug therapy.
* Highly complex advice on the pharmaceutical and pharmacodynamic properties of drugs required and alterations of these parameters in particular patient groups.  This may involve complex calculations of, for example, dosage or administration rates.
* Provision of highly complex advice on new or unusual formulations and presentations (including drug therapies not readily available in the UK), for example, where the oral route may be inappropriate or unavailable.  To be responsible for arranging supplies of these therapies via specialised manufacturers if necessary.
* Recommendation of appropriate therapy for individual patients (including drug therapies not readily available in the UK) where evidence is not available, controversial evidence exists or other professionals may challenge advice.
* Promoting adherence to therapeutic protocols, NICE guidance and the STH formulary.
* Communication of highly complex medicines information (e.g. medicine doses and side effects) in oral or written form to patients and/or their carer, who may have difficulties with understanding.  This could include patients with physical and mental disabilities, or those with hearing or vision impairment.
* Application of highly complex knowledge of the evidence base behind drug therapies
* Development, implementation, monitoring and evaluation of protocols and guidelines within clinical services.  These policies may be used both Trust-wide and external to the Trust.
* Identification of Adverse Drug Reactions and reporting them to the MHRA via the “Yellow Card” system.
* Inputting and maintaining pharmacy records, for example, documentation for unlicensed or named-patient medication, controlled drugs, clinical trial materials, or other highly complex treatments.
* Clinically check all prescriptions for safety and efficacy, ensuring no drug interactions, appropriate route of administration and course lengths of treatment.
* To maintain competency and confidence with medical/scientific databases and on-line resources.
* To participate in the evening, weekend and bank holiday rotas, this may involve undertaking clinical duties. This is valuable to maintain relationships and evaluate the impact of changes with the pharmacy team during a period of change and development. Maximum 1 day every 5 weekends.

1. **Other**

**KEY WORKING RELATIONSHIPS:**

Liaison with:

Clinical Trials pharmacy teams at Sheffield Teaching Hospitals and other provider trusts in Yorkshire and Humber and further afield

Multi-professional clinical research teams at Sheffield Teaching Hospitals

Research governance teams at Sheffield Teaching Hospitals and in the Yorkshire and Humber Clinical Research Network

Representatives of the Academic Health Sciences Network (AHSN)

Designated member of the Trust Executive Board

Pharmacy staff within the Trust

Other hospital staff, health care professionals and patients as appropriate

**Personal Specification**

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| --- | --- | --- |
| **Department**: Pharmacy | **Job Title:** Leadership Pharmacist for Clinical Trials | **Weekly Hours**: 37.5 (including weekends and bank holidays on a rota if appropriate) |
| **Location**: STH  | **AfC Band**: 8a | Fixed Term – 12 months |
| **Drawn up by**: Hazel Jamieson |

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| --- | --- | --- | --- |
| **Shortlist**Criteria relevant to the job | **Essential**Requirements necessary for safe and effective performance in the job | **Desirable**Where available, elements that contribute to improved/ immediate performance in the job | **Evidence obtained from:**Presentation - PInterview - ISkills Assessment - SApplication form - A |
| **Qualifications**(General education/further and professional) | MPharm degreeRegistered with the General Pharmaceutical Council (Pharmacist) Higher Degree / Postgraduate Diploma in Clinical Pharmacy, or an equivalent Postgraduate Diploma in a specialist pharmaceutical area, or, demonstrable and extensive postgraduate experience in clinical pharmacyMembership of appropriate professional organisations (eg Royal Pharmaceutical Society) | Registered Independent PrescriberHave completed and maintained training in Good Clinical Practice (GCP) | A |
| **Experience**(Previous/current work or any other relevant experience) | Extensive post-registration clinical experienceExtensive hospital pharmacy experienceExperience of training and education development and provisionExperience of proactively leading changes in service and demonstration of patient benefit | Demonstrable experience of working within clinical trials activity and / or research and development activity within a pharmaceutical setting.Recent clinical experience in oncology and/or haematology would be an advantage, but is not essential for the right candidate with a good understanding of GCP and clinical trials delivery. | A, I |
| **Further Training**(Specialist/Management previous job training) | Clinical audit experience | Appropriate short management or leadership courses Knowledge of service improvement toolsKnowledge of  the principles of change | I |
| **Special Skills/Aptitudes**(Verbal, numerical, mechanical) | Ability to develop good working relationships within pharmacy services and with multi-disciplinary clinical teams Ability to evaluate service qualityAbility to work independently and have own accountability for professional actionsEnthusiasm and drive to identify and implement innovative practiceCompetent use of IT programmesProven experience in the ability to appropriate recommend, substantiate and communicate complex therapeutic options.Ability to plan and organise training materials, audit, policies, reports which may include creation and adjustment of plans or strategies.Evidence of ability to build professional networksA good understanding of national and local prioritiesExperience of busy and stressful working environment due to urgent interruptions for advice and unpredictable workload.Meets set targets.Manages difficult and ambiguous problemsGood ability to organise and prioritise workAbility to influence senior pharmacy and medical staff, the multidisciplinary team and managementAnalytical ability for problem solvingAble to work under pressureGood personal organisation and time management skillsAbility to identify and manage risks  | Act as a role model to motivate and inspire others within pharmacy, other members of the STH multidisciplinary team and healthcare professionals external to the Trust   Integrates research evidence into practice   | A/I |
| Other Factors | Good written Communication skillsGood verbal Communication skills |   |  |
|  Signed: |  | Date: |  |

This form to be returned to the human resources Department for monitoring purposes

 ***We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce***