

National Cancer Control Programme

Job Title	Pharmacist, Senior (NCCP)
Closing Date	Friday 28 th July 2023 at 12:00pm
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
Location of Post	<p>National Cancer Control Programme (NCCP)</p> <p>There are currently two temporary whole time posts (6 months to 1 year from start date) available in the National Cancer Control Programme (NCCP), Kings Inn House, 200 Parnell Street, Dublin 1.</p>
Informal Enquiries	<p>Name: Margaret Triggs, Chief II Pharmacist</p> <p>Email: margaret.triggs@cancercontrol.ie</p> <p>Telephone: 087 1881744</p>
Details of Service	<p>The National Cancer Control Programme (NCCP) is responsible for the planning, organisation and delivery of cancer services in 26 hospitals in Ireland that provide cancer care. The NCCP is part of the Acute Hospitals Division of the HSE. Established in 2007 to implement the recommendations of the Cancer Strategy 2006, the NCCP has responsibility for the organisation of cancer prevention, control and treatment services.</p> <p>Systemic Anti-Cancer Therapy (SACT) is one of the three treatment modalities for cancer, along with surgery and radiotherapy. SACT is provided through the medical specialties of medical oncology and haematology. SACT includes the treatment of patients with chemotherapy, immunotherapy and other drugs and agents. SACT services are provided in 26 hospitals nationally. The services are provided by medical oncologists, haematologists, oncology nurses, hospital pharmacists and a wide range of health and social professionals.</p> <p>The NCCP Systemic Therapy Programme incorporate a number of initiatives aimed at coordinating and managing cancer drug services, ensuring appropriate access to and monitoring of cancer drug use and ensuring that appropriate forward-planning is undertaken to meet future requirements. This programme aims to ensure that the needs of the anticipated increased incidence in cancer diagnosis and requirements for treatment continue to be met. It incorporates a number of initiatives aimed at coordinating and managing cancer drug services, ensuring appropriate access to and monitoring of cancer drug use and ensuring that appropriate forward-planning is undertaken to meet future requirements.</p> <p>The NCCP's National Programme for Systemic Therapy was established in late 2012, with the aim of organising and developing medical oncology & haematology services. This national programme is responsible for developing the quality and safety of SACT services, through the development of national protocols and guidelines, audits, the support of expensive oncology drugs and the development of national plans for the future of systemic therapy services.</p> <p>The NCCP is currently implementing a National Cancer Information System to manage the e-prescribing, scheduling and administration of SACT to patients on a national system. The national treatment protocol library will underpin this system.</p> <p>Work is also ongoing on developing a model of care for Systemic Anti-Cancer Therapy.</p>
Reporting Relationship	<p>The post-holder will initially report to the Chief Pharmacist I NCCP or other nominated senior manager as appropriate.</p> <p>The post holder will be expected to work on his/her own initiative and also contribute as a member of the National Systemic Therapy Programme.</p> <p>The post holder will be involved in projects as outlined in the job description and any other projects as relevant to the Systemic Therapy Programme.</p>

Purpose of the Post	<p>The Pharmacist, Senior will be a core member of the Systemic Therapy Programme (STP).</p> <p>The Pharmacist, Senior will support the development of the National Systemic Therapy Programme, working particularly with SACT Drugs Programme Team in the development and maintenance of national chemotherapy protocols and policies as well as with the Programme Lead and Programme Manager, to progress a variety of priority projects for the programme.</p> <p>The Pharmacist, Senior will also be involved in projects as outlined in the job description and any other projects as relevant to the Systemic Therapy Programme.</p> <p>As this project involves interacting with acute hospitals, the selected candidate may be required to travel to hospital sites on an occasional basis.</p>
Principal Duties and Responsibilities	<p><i>The Pharmacist, Senior (NCCP) will:</i></p> <p><u>Clinical / Professional</u></p> <ul style="list-style-type: none"> • Develop and review, in partnership with other clinical disciplines, national Systemic Anti-Cancer Therapy (SACT) protocols. • Assist in the development and review of processes to develop and approve SACT protocols • Contribute to the development of evidence based reviews concerning SACT and their optimal usage • Assist in the development and review of SACT management policies to optimise patient care, improve efficiencies and reduce risks to the patient and healthcare professionals. • Provide other members of the healthcare profession with assistance and information regarding SACT and other associated medicines. • Contribute to the collation of statistical and workload activity • Contribute to the development and analysis of audits on SACT services and drug usage as required • Liaise closely and co-ordinate with other team members to ensure high level of teamwork within STP • Assist in the provision of expertise & advice at national level to NCCP and Health Service Management to ensure that medicines used in the care of cancer patients are managed safely and efficiently. • Play a key role in the build and maintenance of the NCIS drug file and build, maintenance and release of the national chemotherapy regimens throughout the lifetime of the system. • Work with the wider NCIS team to ensure that the product development is in line with user requirements and aligned to the wider requirements of the NCCP and the HSE. • Work with prescribers and other healthcare staff to implement good clinical pharmacy and multidisciplinary policies and practice to ensure safe and efficient use of medicines. • Work to progress the NCCP cancer drug funding model • Support other project work as appropriate. <p><u>Educational</u></p> <ul style="list-style-type: none"> • Participate in continuing education and in such activities consistent with the post. Attend such study days and continuing education courses as may be deemed

necessary for the development of both the service and the individual. Endeavour to keep abreast of knowledge of new technologies relevant to SACT.

Management

- Confidentiality: In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients and/or staff or other health services' business. Such records and information are strictly confidential, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

General

- Develop and implement policies, procedures, protocols and guidelines (PPPGs) relating to medicines management.
- Contribute to the development, maintenance, updating and implementation of PPPGs for SACT in line with changing practices
- Have a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate
- Take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
- Be aware of and comply with the HSE PPPGs as appropriate.
- Be responsible for general administrative and financial duties including recording keeping and drug use monitoring.
- Supervise and manage any pharmacist and other staff assigned to him / her;
- Perform such other duties appropriate to the office of Pharmacist, Senior as may be assigned to him / her from time to time by the Chief Pharmacist.
- Conduct research and audit relating to the use of medicines and medicines management

Health & Safety

- Employees must attend fire lectures periodically and must observe fire orders
- All accidents within the Department must be reported immediately
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Building is not permitted
- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.

	<ul style="list-style-type: none"> • No employee may undertake any task for which they have not been authorised and for which they are not adequately trained. • Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • All employees are under a duty to familiarise themselves with the Risk Management/Fire, Health & Safety Policies. • All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks. • The management of Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. • The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. • The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • Have a working knowledge of the Health Information and Quality Authority (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 and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>The above Job Specification 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.</p>
Eligibility Criteria Qualifications and/ or experience	<p>Candidates must have at the latest date of application: -</p> <p>1. <u>Professional Qualifications, Experience etc.</u></p> <p>a) Eligible applicants will be those who on the closing date for the competition:</p> <p>i) Are a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.</p> <p style="text-align: center;">And</p> <p>ii) Have at least three years satisfactory post registration experience in either a community <u>or</u> a hospital environment, <u>or</u> a combination of both.</p> <p style="text-align: center;">And</p> <p>iii) Candidates must possess the requisite clinical knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.</p> <p>2. <u>Annual Registration</u></p> <p>Practitioners must maintain annual registration on the Pharmacist Register maintained by the Pharmaceutical Society of Ireland.</p> <p>Health</p>

	<p>A candidate 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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
Post Specific Requirements	<ul style="list-style-type: none"> • Demonstrate depth and breadth of experience in Oncology and haemato-oncology, either in a clinical setting or other patient centred environment as relevant to the role. • Demonstrate depth and breadth of experience in the use of SACT and familiarity with SACT drugs and common treatment protocols as relevant to the role. • Demonstrate depth and breadth of experience in the development and review of evidence based SACT treatment protocols as relevant to the role.
Other requirements specific to the post	<ul style="list-style-type: none"> • The post holder should have access to appropriate transport as the post may involve occasional travel to hospitals in Ireland, which may not be accessible by public transport in some cases. • Flexibility around working hours to ensure that deadlines are met
Skills, Competencies and/or Knowledge	<p><i>Candidates must demonstrate:</i></p> <p><u>Professional Knowledge and Experience</u></p> <ul style="list-style-type: none"> • A high level of knowledge and experience relevant to the role • The ability to function effectively in the role as detailed in the job specification. • A broad pharmaceutical knowledge and an understanding of the role of pharmacy in the delivery of systemic anti-cancer therapy services including the technical aspects of chemotherapy compounding and capacity management. • Knowledge of computer systems to support the delivery of systemic anti-cancer therapy services. • Experience in the build and implementation of an ICT solution for an electronic patient record and medication prescribing or similar • A general understanding of the health service, the cancer services and cancer policy in Ireland. • Excellent IT skills, particularly the use of MS Word, Excel, PowerPoint and email. • A working knowledge of relevant legislation and standards, including Data Protection legislation, the Health Information Bill and HSE policies and standards, including the HSE Information Governance Standards, data protection guidance, records management, ICT and confidentiality. <p><u>Planning & Organising and Delivery of Results</u></p> <ul style="list-style-type: none"> • The ability to successfully manage a range of different projects and work activities concurrently utilising computer technology effectively. • The ability to manage multiple tasks and work effectively to deadlines. • The ability to proactively identify areas for improvement and to develop practical solutions for their implementation. • The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work.

	<p><u>Evaluating Information, Problem Solving & Decision Making</u></p> <ul style="list-style-type: none"> • Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources. • Excellent problem solving and decision making skills. • The ability to confidently explain the rationale behind decisions when faced with opposition. • Ability to make sound decisions with a well-reasoned rationale and to stand by these. • Initiative in the resolution of complex issues. <p><u>Communications & Interpersonal Skills</u></p> <ul style="list-style-type: none"> • The ability to engage with a range of stakeholders to progress strategic and operational projects. • The ability to present information clearly, concisely and confidently. • Strong written communication skills, including report writing, with the ability to produce professional documents to publication standard. • The ability to coordinate and compile succinct reports on data and policy areas. <p><u>Building and Maintaining Relationships including Teamwork & Leadership Skills</u></p> <ul style="list-style-type: none"> • The ability to work both independently and collaboratively within a dynamic team and multi-stakeholder environment. • The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working • The ability to facilitate the high performance of project boards and committees and to identify and deliver on clear and realistic objectives to advance the aims of the systemic therapy programme. • Flexibility and willingness to adapt, positively contributing to the implementation of change. • The ability to use information to influence and persuade others with confidence and conviction. <p><u>Commitment to a Quality Service</u></p> <ul style="list-style-type: none"> • Evidence of incorporating the needs of the patient into service delivery. • Evidence of practicing and promoting a strong focus on delivering high quality, person-centred services. • Commitment to developing own knowledge and expertise. • Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within the area of responsibility.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting/ Interview</p>	<p>Submission of CV's assessed against competencies above.</p> <p>Where assessments are used, the same assessment type will be issued to all applicants. Assessments for ranking purposes and or shortlisting are based on the requirements of the</p>

	post as outlined in the skills, competencies and/or knowledge section of this job specification.
Code of Practice	<p>Please note that NCCP will continue to adhere to HBS Recruit principles for any Temporary or Agency recruitment.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie.</p>
<p>This job specification 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.</p>	
Protection for Persons Reporting Child Abuse Act 1998	<p>As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
Infection Control	<p>Have a working knowledge of Health Information and Quality Authority (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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</p>
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy