ADVANCED PHARMACIST - CLINICAL TRIALS
Pharmacy
Royal Hospital for Children

Job Reference: 0000046600G
Closing Date: 07 April 2017

www.nhsggc.org.uk
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.2 billion per year. It serves a population of 1.2 million people and employs 39,000 staff.

Along with many NHS providers, the Board must respond vigorously to operational, quality and financial challenges in order to continue to improve outcomes for, and the experience of, our patients and the communities we serve. The Board is a large organisation operating in an increasingly tough environment. Building enduring relationships with our partners is vital to continue to drive the changes we are making. Effective communication and productive dialogue is challenged by the spread of the organisation’s sites and stakeholders over a wide geographical area, as well as the variety and large number of partners we work with. The Board is managing these challenges and has developed a positive platform to continue to improve towards excellence.

To drive forward these improvements the Board must have the ability to make tough decisions at a time of change. The next step in the Board’s journey is essential: to build and deliver a strategy that will engage the workforce and public in changing for the future to provide sustainable healthcare services, further embed a culture of innovation and meet the demands and exceed the expectations of our patients.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
1. JOB IDENTIFICATION

Job Title: Advanced Pharmacist, Clinical Trials
Department(s): Pharmacy Department, Royal Hospital for Children
Job Reference: Pharmacy and Prescribing Support Unit

2. JOB PURPOSE

- To lead and co-ordinate the development and maintenance of a clinical trials pharmacy service within a specific research portfolio in line with local and national policies. Thereby ensuring that clinical trials involving medicines are established in accordance with the EU Directives on Clinical Trials, the Research Governance Framework and fulfil requirements of all local, national and internal standards and legislation.

- To work collaboratively with the multidisciplinary teams (researchers and R&D staff) across the multiple-sites that the research portfolio covers, and with interface pharmacists and pharmacists in the community across NHSGGC.

- To provide highly specialised advice in all pharmaceutical matters relating to a specific research portfolio and in relation to individual patients.

- To deliver a clinical pharmacy service and/or to conduct research within a specified patient group.

- To co-ordinate the professional pharmaceutical aspects of research and development within the specific research portfolio, including responsibility for the provision of pharmaceutical input into commercial and non commercial clinical trials.

- To be responsible for the safe and effective procurement, storage and supply of clinical trial medicines within the specific research portfolio. These medicines are predominantly unlicensed and therefore subject to strict legislation. Many are also high risk medicines.

- To participate in a programme of research, audit and risk assessments in relation to medicines use.

- To provide and evaluate specialist education and training to pharmacy staff and
To provide leadership and be responsible for the planning and organisation of pharmacy activity of clinical trials in GG&C in liaison with site based dispensary staff.

To contribute to ensuring the reimbursement of pharmacy fees and drug costs as a result of work undertaken for commercial clinical trials.

Provide professional support and guidance to practitioners providing pharmaceutical care to patients within the specified research portfolio.

### 3. ORGANISATIONAL STRUCTURE

- **Lead Pharmacist**
  - R&D / Clinical Trials

- **This Post**

- **Senior Technician**
  - Clinical Trials

### 4. SCOPE AND RANGE

The role of NHS Greater Glasgow and Clyde PPSU is to:

- Ensure that patients derive maximum benefit and minimum harm from their medicines
- Provide a single system approach to pharmacy and prescribing policy issues, including integration of systems within pharmacy and prescribing support functions
- Support clinicians in their provision of high quality, effective and efficient pharmaceutical care to individual patients at whatever their point of need in their healthcare journey
- Provide prescribers and managers with high quality, timeous information, analysis and advice to assist them to deliver effective prescribing management
- Ensure that medicines are purchased, stored, dispensed and prescribed as cost effectively as possible

The Pharmacy Clinical Trials Team will have its organisational base in Acute Services and covers the entire NHS GG&C system, including CHCPs, Mental Health Partnership, Health Improvement Network and the NHS Board.

Medicines are integral to any modern healthcare system. Medicines can lead to significant health improvements but they need to be managed well so that patients get most benefit. Medicines used in clinical trials are generally used outwith their product license for example at different dosage regimen or in
Clinical Trials
Currently within Scotland there is a move towards greater collaboration and integration of medicines research between the Universities and NHS sites in the major cities. Glasgow is one of the four research “hubs” with clinical research facilities that support developments in infrastructure for clinical trials within Scotland.

Pharmacy Clinical Trials services are provided on nearly all acute sites across GG&C. All clinical trials must comply with UK and European legislation namely the EU Directive 2001/20/EC and the Medicines for Human Use (Clinical Trials) Regulations which came into effect in May 2004 to ensure patient safety when conducting clinical trials.

Pharmacy involvement occurs throughout the planning, setup and conduct of the clinical trial, with many studies operating on several sites within GG&C. GG&C (solely or in collaboration with the University of Glasgow) are directly sponsoring an increasing number of projects and pharmacy have an integral role in contributing to the safe and successful conduct of these trials.

The postholder will provide leadership in the field of pharmaceutical aspects of research and development in GG&C. This will in turn contribute to the development of the Glasgow ‘hub’ as a centre of excellence for research and facilitate the hosting of large scale national, international and collaborative clinical trials.

5. MAIN DUTIES/RESPONSIBILITIES

Organisation and Management
To deliver, develop and evaluate a pharmacy clinical trials service within a defined research portfolio in line with local & national strategies.
- To provide specialised advice relating to the use of medicines in research.
- To implement and monitor policies and procedures within the pharmacy clinical trials service to ensure service quality and safe working practice in order that the service meets the standards dictated by EU and UK legislation, the General Pharmaceutical Council and, Research Governance
- To continually review legislation and practice standards relating to the conduct of clinical trials involving medicines and advise on the implications and implement any updates as required across NHS GG&C.
- To liaise with appropriate members of the Pharmacy Prescribing and Support Unit (PPSU) on the likely impact of research involving high cost medicines and/or studies recruiting substantial patient numbers.
- To oversee the set-up of clinical trials that involve multiple sites within GG&C.
- Provide advice to other team leaders, advanced, specialist and clinical pharmacists regarding proposed and on-going clinical trials within their clinical specialty.
- Provide expert advice on the processing of unlicensed medicines which will be used in research and in clinical practice when appropriate.
- To implement processes and systems to ensure that pharmacy input to clinical trials is adequately documented
- To participate in local, regional and where required national groups involved in the pharmaceutical aspects of clinical trials with medicines.
- To work collaboratively with senior pharmacy and medical staff and the multidisciplinary team ensuring that issues related to pharmaceutical care of patients in clinical trials are appropriately managed.
- To review adverse clinical incidents and use expert knowledge to advise R&D and the clinical
governance group on strategies to minimise risks during the use of medicines within clinical trials in conjunction with the Lead Pharmacist.

**Clinical Trials**

- Review and analyse protocols, and provide expert advice for all proposed clinical trials involving medication for a specific research portfolio.
- Contribute expert advice to the pharmacy/R&D review of research projects involving medicines with particular emphasis on those studies where GG&C are acting either solely or jointly as ‘sponsor’ as defined within EU Directive 2001/20/EC in order to minimise risk to the organisation.
- Liaise and negotiate with the Principal Investigators, R&D staff and with pharmaceutical companies to ensure that pharmacy is able to support the trial.
- Assess pharmacy capacity issues as regards clinical trials and highlight any areas of concern to the Lead Pharmacist Clinical Trials. The post holder will be involved in the development of any related business case submissions.
- Sign off and provide pharmacy authorisation, including financial approval, for all non-commercial clinical trials
- Responsible for compliance with Good Clinical Practice Standards in relation to clinical trials and medication
  - Clinical trial medication is labelled appropriately
  - Clinical trial medication is stored correctly and securely
  - Clinical trial documentation is completed and filed accordingly
  - Clinical trial medication is dispensed or supplied in strict accordance with protocol
  - Prepare and review all documentation relevant to clinical trials.
- Ensure that standard operating procedures and documentation completion instructions are in place for each clinical trial.
- Responsible for pharmacy staff training with regards to standard operating procedures for clinical trials.
- To act as a source of expert advice to pharmacy staff, investigators and other health care professionals involved in research on:
  - processes for management and accountability of investigational Medicinal Products for multi-site studies conducted both within and outwith NHS GG&C.
  - the procurement and packaging of trial supplies in conjunction with the lead pharmacist QC/QA and senior pharmacists at the Pharmacy Production Unit, Western Infirmary
  - application for regulatory approval from the Medicines and Healthcare Product Regulatory Agency
- Ensuring that the costs of any medicines and pharmacy related services for the conduct of research involving medicines are appropriately funded. Costs may include drug costs (no limit to costs) and services such as manufacture and/or packaging.
- Audit trail for pharmaceutical related aspects.
- Disposal/destruction of IMPs
- Focussing particularly on the studies for which NHS GG&C are sponsor, provide expert advice to ensure that all reasonable steps are taken to protect patient safety. This may involve working with complex and conflicting information where there is little evidence on which to guide decisions. It will involve protection of patients by ensuring that:
  - only medicines of appropriate quality are used in patients who are participating in research ie. that medicines are manufactured to GMP standards or equivalent.
  - there is sufficient information to support the use of the medicine in the clinical trial. Medicines used in clinical trials are generally used outwith their product license for example at different dosage regimen or in a different patient group. Clinical trials may also involve the use of novel medicines which have not yet been subject to the licensing process and so are potentially high risk.
  - that through the study design patients that patients at highest risk of adverse effects or in whom the medicine is Contra-indicated are excluded
  - that patients are appropriately informed of the risks associated with use of medicines in research
  - wherever possible, controls will be put in place to minimise risk to patients and the organisation
Use expert knowledge to provide expert professional advice and respond to requests from the multidisciplinary team and Clinical Research Associates with regards to clinical trial protocol queries or protocol deviations.

Liase and maintain regular communications with Clinical Research Associates to ensure clinical trial medication is dispensed in accordance with the protocol and that appropriate accountability and documentation is completed.

Liase with and provide regular communication and training to the clinical pharmacy team regarding active clinical trials in their areas of practice.

Lead, plan, coordinate and participate in internal and external audits as part of the multidisciplinary clinical trials team.

Establish links with other clinical trials pharmacists to share good practice and coordinate the conduct of multi-centre clinical trials.

Clinical Practice
- Act as a role model for pharmacy staff
- Responsible for providing pharmaceutical care to a group of patients.
- Apply specialised clinical knowledge to analyse complex patient information to ensure optimal clinical outcome.
- Apply specialised clinical knowledge and judgement and analyse information, at times where evidence may be lacking, in order to negotiate the optimal clinical outcome.
- Apply specialised knowledge on the use of medicines, to deliver pharmaceutical care to patients and improve patient care.
- Ensure that the patients receive the right medicines, in the right doses, at the right time and for the right reasons, including practising as a non medical prescriber.
- Identify, resolve and prevent medicine related problems so that the desire therapeutic goal for each medical condition being treated is achieved.
- Document care and risk management issues including:
  - Provide advice to other team leaders within the clinical speciality
  - Provide information and negotiate with clinical staff to ensure compliance with formulary guidelines, drug and therapeutic committee decisions, Scottish Medicines Consortium guidance and other pharmacy related strategies.

Audit, Research and Development
- Promote, develop and participate in multi-disciplinary research and audit within the specific research portfolio.
- Maintain and enhance links with local universities to develop pharmacy-led research.
- Co-ordinate the pharmacy undergraduate, pre-registration, vocational training scheme and MSc student research activity in own area of practice.
- Advise on and develop new initiatives and ways of working informed by local and national policy.
- Publish and present the outcomes of research and audit at a national level.
- Guide and support others undertaking research or audit.

Education & Training
- Identify training needs of pharmacy staff within and outwith clinical trials and plan, develop and implement these needs in order for staff to undertake roles required.
- Establish peer review and provide support for pharmacists and technicians working within clinical trials and ensure staff are participating in continuous professional development.
- Plan, develop and implement training in clinical trials for undergraduates, pre-registration and all grades of pharmacists and MSc students.
- Plan, develop and implement education and training for the multi-disciplinary team, including pharmacy, medical and nursing staff, in relation to the pharmaceutical aspects of clinical trials with medicines.
- Undertake formal student and trainee assessments.
<table>
<thead>
<tr>
<th>General responsibilities</th>
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<tbody>
<tr>
<td>• Maintain a broad level of pharmacy practice and expert knowledge in specialist area.</td>
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<tr>
<td>• To personally fulfil the General Pharmaceutical Council continuing professional development requirements</td>
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<tr>
<td>• Maintain a broad understanding of pharmacy including dispensing, distribution and safe preparation of intravenous medicines.</td>
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<tr>
<td>• The post-holder will understand and appreciate all risks associated with handling all classes of medicines, including cancer chemotherapy agents and medical gases.</td>
</tr>
<tr>
<td>• Carry out responsibilities professionally in a way which is consistent with statutory, legal and ethical obligations.</td>
</tr>
<tr>
<td>• Comply with NHS GG&amp;C policies and procedures.</td>
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<tr>
<td>• Participate in weekend and out of hours rotas in line with departmental policy</td>
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### 6. SYSTEMS AND EQUIPMENT

The post-holder will utilise the following resources on a regular basis:

- the pharmacy computerised stock control system ASCribe, including prescription entry, report generation (hospital only)
- Ascribe Reporter will be used to generate financial reports (hospital only).
- Microsoft Office, i.e., Word, Excel and Powerpoint will be used regularly, e.g. to analyse data, create reports for a wider audience, present to a wide range of audiences.
- the internet, e-library and medicines information databases will be used to effectively source specialised medicines related information eg medline to influence management of patients
- specialist computer systems e.g. IDLS, PRISMs, Ascribe, GPASS, Chemocare, Impala, Vision etc
- specialist pharmacy software, i.e., IDLS, will be used to facilitate the discharge process, including the preparation of discharge medication and entry of information to communicate to primary care.
- Specialist R&D software such as the R&D database
- The postholder will need to be familiar with a range of current and forthcoming legislation (general legislation relating to medicines and regulations relating to clinical trials, health & safety, record retention, patient confidentiality etc.)
- Clinical systems, e.g., biochemistry and haematology will be used for information retrieval and facilitate the provision of advice.
- E-mail will be used to communicate quickly and effectively on a daily basis.
- Specialist pharmacy documentation e.g. patient profiles, screening sheets and care plans will be completed for all appropriate patients
- Pharmaceutical care advice will be documented in medical records.
- When appropriate, Yellow Cards will be submitted to the CSM in the incidence of an Adverse Drug Reaction occurring.
- Clinical incidents/medication errors will be reported using local procedures and reporting form.

### 7. DECISIONS AND JUDGEMENTS

The post-holder:

- is an independent practitioner who is responsible for managing their workload and that of their clinical trials team without supervision guided only by local and national policies and principles.
- is a senior member of the pharmacy profession and an expert in pharmaceutical related aspects of clinical trials, working autonomously within their specialist field, with minimal interaction
with their line manager.

- is required to make decisions based on the evaluation of limited information and to use professional knowledge in order to provide pharmaceutical care to patients
- is expected to help provide expert pharmaceutical advice for this specialist service and make judgements on the operational, clinical, financial and capacity issues relating to clinical trials and deal with problems and incidents as they arise.
- demonstrates and applies highly specialist clinical knowledge with advanced level of clinical reasoning and judgement in the use of medicines, ensuring that their practice is evidence-based and in accordance with current good-practice and local policy.
- makes clinical and professional decisions based on the evaluation of limited information in particular due to the nature of clinical trials.
- anticipates problems and needs to be able to independently resolve these.
- promotes safe, rational, cost effective prescribing of medicines by analysing and interpreting the evidence base and advising on medicine treatment protocols.
- acts as the patients advocate when discussing their drug therapy with other health care professionals
- will be reviewed annually by the Lead Pharmacist for Clinical Trials and objectives agreed.

8. COMMUNICATIONS AND RELATIONSHIPS

- The post demands a high degree of communication and co-ordination with a wide range of senior healthcare staff within and external to NHS GG&C.
- There is a need to present highly complex, highly sensitive and often contentious information to senior clinicians and senior managers on a frequent basis, The advice offered may often be challenged and negotiation skills will be required to reach consensus opinion.
- The postholder will be expected to network locally and regionally with pharmacy staff and other health care professionals in order to facilitate the development of services,
- The post-holder communicates with many people, including the following, to negotiate and persuade regarding pharmaceutical aspects of the clinical trial thus ensuring patient safety. Often the information will be challenged and require to be supported by evidence. There is a frequent requirement to clearly communicate highly complex clinical, technical and legal clinical trial related issues to people who may not have a clinical or pharmaceutical background.
  - Research & Development staff
  - R&D Finance staff
  - Pharmaceutical Industry Sponsor Organisations
  - Clinical Research Associates
  - Non-commercial sponsor organisations
  - Medical Investigators/Researchers (including Chief Investigators)
  - Licensed NHS Manufacturing Units
  - Commercial unlicensed medicine and IMP manufacturers
  - Commercial Unlicensed Medicine and IMP importers
  - Lead Pharmacists
  - Clinical pharmacists
  - Non-sterile production pharmacists
  - Aseptic Services pharmacists
- Chief Pharmacist, Lead Pharmacists and other Lead Clinical Pharmacists.
- Consultant medical practitioners and other medical staff
- Research Nurses clinical nurse specialists
- Ethics Administrators
- Other healthcare professionals
- The Medicines Healthcare Regulatory Agency re lanai aspects for clinical trials
- Senior auditors eg MHRA personnel
- People involved in clinical trial external to NHS GG&C
- Research and Development Groups across GG&C,
- GPs, Community pharmacists/other primary healthcare professionals as appropriate

### 9. PHYSICAL MENTAL AND EMOTIONAL DEMANDS OF THE JOB

<table>
<thead>
<tr>
<th>Physical Effort</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Walking e.g. between wards and pharmacy department or GP Practices.</td>
<td>Several times a day</td>
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<tr>
<td>Prolonged periods of standing during wards rounds.</td>
<td>Daily</td>
</tr>
<tr>
<td>Prolonged periods of working on personal computer.</td>
<td>Several times a day</td>
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<tr>
<td>Lifts and moves resources e.g. pharmacy boxes containing e.g. fluids, laptops</td>
<td>Occasional</td>
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<tr>
<td>Car driver/owner is desirable to maximise efficiency of cross site working.</td>
<td>Several times per week</td>
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<tr>
<th>Physical Skills</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Advanced keyboard use.</td>
<td>Several times a day</td>
</tr>
<tr>
<td>Manipulation skills where accuracy is essential e.g. dispensing of medicines or preparation of injections/infusions.</td>
<td>Occasional</td>
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<tr>
<td>Standard driving skills</td>
<td>Regularly</td>
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<tr>
<th>Mental Effort</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Prolonged periods of concentration with frequent interruptions.</td>
<td>Continuously throughout the day</td>
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<tr>
<td>Carry out difficult calculations and analysis of highly complex patient data. E.g. therapeutic drug monitoring, parenteral nutrition,</td>
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chemotherapy calculations. Recall of knowledge to make effective and safe clinical decisions. Unpredictable workload, frequent interruptions and reprioritisation required eg responding to urgent requests for advice. Excellent critical appraisal and numeracy skills, the ability to provide and receive large amounts of highly complex information.

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<tr>
<td></td>
<td>Daily Occasional</td>
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<table>
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<tr>
<th>Working conditions</th>
<th>Potential exposure to infection within ward areas/GP practices.. Exposure to cytotoxic medicines.</th>
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<tbody>
<tr>
<td></td>
<td>Occasional</td>
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10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Maintaining consistency in the pharmacy clinical trials service and patient safety in the use of medicines within the research portfolio,
- Prioritisation of workload within the specific research portfolio.
- Maintenance of effective communication to deliver a pharmacy clinical trials service across a number of hospital sites
- Working with limited information, to short timescales within stressful environments.
- The post-holder will be required to work under pressure on a regular and frequent basis, in order to meet deadlines set by senior clinicians and management to provide expert pharmaceutical advice and for the preparation of reports and papers.
- The post-holder will be required to manage, analyse and act professionally when faced with difficult and ambiguous problems.
- Positively influencing and change prescribing practice of health professionals in the use of medicines by patients in order to improve the quality of patient care and where appropriate the cost effectiveness of prescribing.
- Providing a high standard of pharmaceutical care to individual patients with professional responsibility for clinical and prescribing decisions.
- Influencing changes in the organisation and delivery of patient care in line with local and national guidelines and in response to specific Directorate/partnership requirements.
- Build effective relationships within and out with the Directorate/partnership to facilitate delivery of the NHS GG&C prescribing strategy.
- To keep appraised of all local and national guidance on prescribing as well as current clinical trial date to be able to inform and educate health professionals.
- The postholder will need to be self-motivating and able to balance the demands of various roles within the post in order to deliver of key areas in order to provide advice where opinions may be are divided and/or information is sparse whilst ensuring that patient safety remains paramount
working to deliver a high quality clinical trials with limited resources and time constraints

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

See Attached personal specification

<table>
<thead>
<tr>
<th>12. JOB DESCRIPTION AGREEMENT</th>
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<tbody>
<tr>
<td>A separate job description will need to be signed off by each jobholder to whom the job description applies.</td>
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</table>

Job Holder’s Signature:  
Head of Department Signature:  

Date:  
Date: 
## PERSON SPECIFICATION

**Job Title:** Advanced Pharmacist Clinical Trials  
**Base:** Royal Hospital for Children

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Attribute</th>
<th>Essential (E)</th>
<th>Desirable (D)</th>
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<tbody>
<tr>
<td><strong>QUALIFICATIONS</strong></td>
<td>Masters Degree in Pharmacy</td>
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<td>Membership of the General Pharmaceutical Council (Professional Registration body)</td>
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<td>Post graduate diploma/ MSc in Clinical Pharmacy or equivalent qualification/experience.</td>
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<td>Demonstrates a commitment to CPD</td>
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<td></td>
<td>Practice certificate in and registered as independent prescriber</td>
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<td><strong>EXPERIENCE</strong></td>
<td>Minimum of 5 years post registration experience in hospital pharmacy</td>
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<td>Demonstrable experience in clinical pharmacy practice</td>
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<td>Demonstrable evidence of influencing members of the multidisciplinary team in delivering patient care and optimising use of medicines</td>
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<td>Demonstrable evidence of undertaking research and/or audit and using the results to improve patient care</td>
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<td></td>
<td>Experience of electronic prescribing systems</td>
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<tr>
<td><strong>KNOWLEDGE</strong></td>
<td>Good knowledge and understanding of relevant standards and guidelines</td>
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<td></td>
<td>Good understanding of relevant NHS policy and systems</td>
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<td></td>
<td>Excellent analytical and problem solving skills</td>
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<td></td>
<td>Excellent critical thinking and appraisal skills</td>
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<td>Excellent IT skills</td>
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<td></td>
<td>Ability to process and utilise complex patient and medicines information</td>
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<td></td>
<td>Advanced level of clinical reasoning, judgement and clinical experience when information/guidance is limited</td>
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<td></td>
<td>Ability to effectively manage and prioritise own workload, delivering to deadlines with minimal information and/or guidance often under pressure and in stressful situations</td>
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<td>Ability to work autonomously and to react to make decision judgements</td>
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<td></td>
<td>Ability to identify and meet the training needs of others</td>
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<td></td>
<td>Previous experience of line management responsibilities</td>
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### Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Advanced Pharmacist - Clinical Trials</th>
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<tbody>
<tr>
<td>Job reference number</td>
<td>0000046600G</td>
</tr>
<tr>
<td>Closing date</td>
<td>07 April 2017</td>
</tr>
<tr>
<td>Vacancy enquiries to</td>
<td>For information specific to the role, contact: Samantha Carmichael, 0141 211 2043</td>
</tr>
<tr>
<td>Agenda for Change band:</td>
<td>Band 8A</td>
</tr>
<tr>
<td>Salary</td>
<td>£40,428 to £48,514 per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.</td>
</tr>
<tr>
<td>Hours</td>
<td>18.75 hours per week</td>
</tr>
<tr>
<td>Base</td>
<td>Royal Hospital for Children</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed Term for 2 years</td>
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<tr>
<td>Annual leave</td>
<td>The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.</td>
</tr>
<tr>
<td>Superannuation</td>
<td>All employees are automatically enrolled it the Scottish Public Pensions Agency.</td>
</tr>
<tr>
<td>Healthcare Support Workers</td>
<td>All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.</td>
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<tr>
<td>Smokefree policy</td>
<td>NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.</td>
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<tr>
<td>Equal opportunities</td>
<td>NHS Greater Glasgow and Clyde is as an equal opportunities employer.</td>
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The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer). Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitae (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)

The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.

The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

Part D (Equal Opportunities)
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

Data Protection Act 1998
The information you provide on your application will be treated in confidence. Only those NHS Greater Glasgow and Clyde staff involved in the selection process and processing your application will see your application form. If you are the successful applicant your application form will be retained and used to create your employee record file. Your application form will be held for 12 months, from the date of your application, within the NHS Greater Glasgow and Clyde recruitment system, after which period it will be deleted from the system.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at [www.nhsggc.org.uk](http://www.nhsggc.org.uk).

If you want to know more about the NHS Scotland, visit [www.show.scot.nhs.uk](http://www.show.scot.nhs.uk).

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
• Click Here to find out more about our Community Services
• Click Here to find out more about our Mental Health Services
• Click here to find out more about the services in your area
**Employee benefits**
We offer all our staff excellent benefits including;
- NHS Superannuation pension scheme,
- Child Care Vouchers,
- Bursaries to support education and training,
- Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
- Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit [www.healthservicediscounts.com](http://www.healthservicediscounts.com).

**Further information**
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde  
**Recruitment Services**  
West Glasgow Ambulatory Care Hospital  
Dalnair Street  
Glasgow  
G3 8SJ  

Tel: +44 (0)141 278 2700  
Email: nhsggcrecruitment@nhs.net