



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

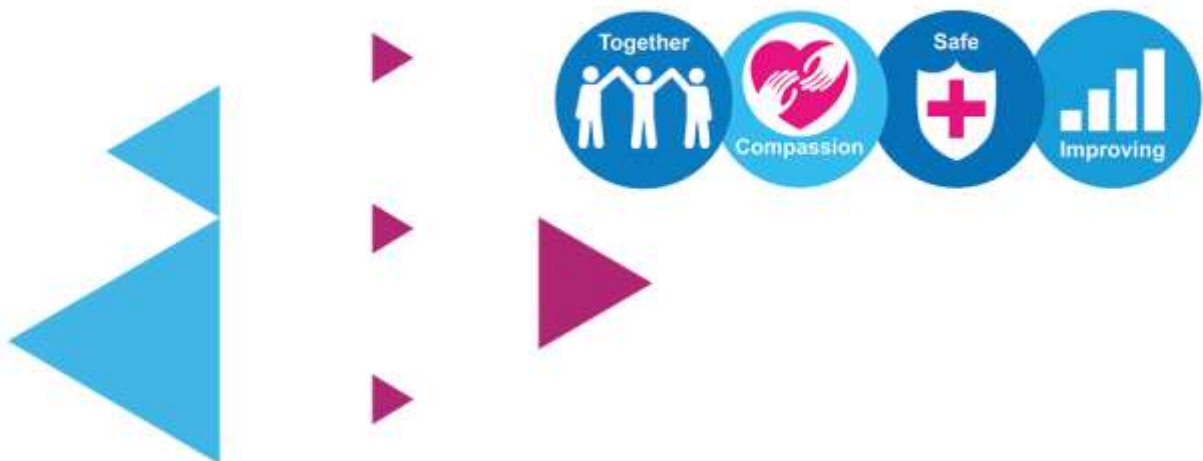
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Children's Women's and Diagnostics Division

Job Title: Rotational Clinical Pharmacist

Band: Band 6 with on-call, weekend and Bank holiday work.
On-call commitment starts after 3 month induction programme

Location: Pharmacy Directorate

Hours: 150 hours over 4 week 7 day working rota, plus on-call commitment (as required by departmental staffing levels)

Managerially accountable to: Nominated Clinical Specialist Pharmacist

Managed on a day-to-day basis (according to Pharmacy section / unit where he/she is working) by:

Relevant Clinical Team Leader / Senior Clinical Pharmacist for clinical services

Principal Pharmacist Technical Services

Senior Pharmacist / Chief Technician Patient Services

Professionally accountable to: Principal Pharmacist Clinical Services
Clinical Director of Pharmacy

Role Summary

The post holder will:

- Participate in the provision of a safe, effective, economical and timely pharmaceutical service to patients, wards and departments.
- Provide professional and clinical pharmacy support to the Pharmaceutical Service gaining experience in the comprehensive range of pharmaceutical services offered and assuming responsibility commensurate with their own personal development.
- Participate in a structured rotational training programme across all sites of the Trust, gaining experience in an extensive range of clinical specialties linked into the 'Step up' programme according to individuals experience
- Co-operate with medical and nursing staff on wards and departments to ensure that, with respect to medicines, patients get the best possible treatment
- Support senior pharmacists regarding the trust wide implementation of the UHNM Medicines Optimisation Strategy, NPSA Safety Alerts, Bedside Clinical Guidelines, North Staffordshire Joint Formulary, and the UHNM Clinical Pharmacy Framework.
- Complete the certificate year of a Clinical Pharmacy Diploma.
- Complete all requirements of the 'Step-Up' Programme during each rotation i.e. continuously.
- Participate in the out-of-hours on-call pharmacy services

Main Duties and Responsibilities

Pharmacists will undertake a structured rotation as part of the 'Step up' training programme. The rotation programme will provide the opportunity to work, receive training and obtain feedback on performance (including the assessment of competencies) in all aspects of hospital pharmacy. Each rotation has a clinical pharmacy commitment attached to it.

During the rotation, the Pharmacist will work in a number of main areas including:

- Clinical Services – specialties included on the rota are General Medicine, Gastroenterology and Respiratory Medicine, General Surgery, Cardiology and Cardiothoracic Surgery, Orthopaedic Surgery and Paediatrics.
- Medicines Information
- Patient Services

The areas will be split across Step 1 and Step 2 of the Step up training programme.

During this time the post holder will be expected to continuously complete all required objectives and collate all relevant evidence as part of the Step-Up Portfolio, and to participate in the Clinical Pharmacy Diploma/Certificate where appropriate.

Clinical Services

- To provide a clinical service to designated wards. Including:
 - Provision of advice to Consultants, medical and nursing staff, patients, relatives and other healthcare professionals
 - Review of prescription charts according to the UHNM Clinical Pharmacy Framework. This involves making recommendations tailored to the context of specific patients or situations. It includes: checking drug doses are appropriate; checking intravenous medications and compatibilities; addressing co-existing medical diseases and conditions such as hepatic and renal impairment.
 - Supply of drugs to inpatients
 - Endorsing of charts according to Standard Operating Procedures.
 - Risk management and compliance with medicines legislation
- To advise all prescribers and nursing staff on the most cost effective use of drugs on the wards as part of the department's role in managing drug expenditure and compliance with the Health Economy Formulary.
- To provide cover for other wards within the Trust as required.
- To participate in the systems to measure clinical input on the wards and provide such information as may be required. Including: intervention monitoring; workload and Controlled Drug audits, safe storage audits
- To investigate pharmaceutical problems arising from use of medicinal products and participate in and encourage medical staff in adverse drug reaction reporting.
- To supervise any ward based technicians working on the pharmacist's wards.
- To participate in the forward planning and development of the Clinical Pharmacy Service to the hospital as a whole.
- To contribute and participate in national and local risk management and clinical governance initiatives to improve the safe use of medicines.
- To assist Pharmacist Team Leaders and Directorate Pharmacists in the implementation of Directorate Pharmacy initiatives, and provide feedback on prescribing issues to the relevant Directorate Pharmacists.

Medicines Information

- To participate in the efficient provision of a high quality, professional and proactive Medicines Information (MI) Service under the direction of the Medicines Information Manager. This will include:
 - Providing a timely and responsive enquiry answering service to healthcare professionals, personnel and patients within Secondary and Primary Care. This will involve providing advice and recommendations (verbal and / or written) on a wide range of general and patient specific enquiries relating to the use of medicines.
 - To undertake literature searches using textbooks, CD-ROM and internet based information retrieval systems.
 - Maintaining the high standards of the Medicines Information Service in line with local, regional and national policies and procedures.
 - Participation in the development of prescribing guidelines.
 - Participation in audit, clinical governance and service improvement initiatives relating to the MI service
 - Undertaking training initiatives to work towards successfully attaining level 1 competency as defined in the UKMI document 'A Competency Framework for Medicines Information'.
 - To participate in the forward planning and development of the Medicines Information Services to the Trust.

Patient Services

Specific duties are:

- To provide professional and clinical pharmacist support to the dispensaries on both sites of UHNM according to rotation.
This will include:
 - Clinical screening, endorsement and review of prescription charts from wards and assessing them for legality, safety and appropriateness
 - dispensing and checking medicines (including unlicensed medicines and Controlled Drugs) as required
 - counselling patients about their medicines
 - supervising pre-registration pharmacists and technical staff to ensure that work is to a high standard and correct procedures are followed
 - dispensing of clinical trials in accordance with national and European guidelines
 - To participate in the in-house training programme within Patient Services.
- Act as responsible pharmacist on a rota basis for the inpatient pharmacy
- To liaise with medical, nursing and pharmacy staff in the provision of a pharmaceutical service.
- To provide advice on pharmaceutical matters to medical and nursing staff and other Health Care Professionals.
- To assist with the development and implementation of modernisation initiatives (e.g. prescription triage, prescription tracker, use of patients own medicines) within Patient Services, necessary for the evolution of the service.

Training

- To assist in the “in-service” training of pharmaceutical staff including pre-registration pharmacists and technicians.
- To accept and deliver lectures in medicines usage to pharmacists, medical and nursing staff as appropriate. This may include participating in the Pharmacy Directorate input in to the corporate induction program and cardiac rehabilitation lectures.
- To educate all prescribers, particularly junior medical staff, on cost-effective prescribing, safe use of medicines and clinical guidelines relating to the use of medicines.

Research and Audit

- Participates and collaborates in practice research and audit projects relating to medicines usage and Pharmacy Directorate as a whole.

Corporate Duties

- To comply with the legal and other requirements related to the purchase, supply, use, safe custody and destruction of drugs within the pharmacy and in all other areas of the hospital.
- To participate in the Trust’s initiative “Improving Working Lives” and actively seek to identify his/her training needs and opportunities to address them.
- To collaborate in maintaining and participate in appropriate on-call arrangements for Pharmacists; ensuring that when on-call the post holder can be on-site within 30 minutes of receiving the call.
- To collaborate in maintaining and participating in other rotas (late night, bank holiday and weekend) that may be necessary for the efficient running of the service as a whole.
- To ensure that health and safety provisions are observed and that safe systems of work are practised throughout the pharmaceutical service for which the post holder is responsible.

Freedom to Act

- Works within Trust and Department policies and procedures.
- Is guided by national protocols and legislation.
- Is professionally responsible for his/her own actions and the actions of others e.g. pharmacy technicians and pre-registration trainee pharmacists undertaking duties within the area in which he/she is working.

- Interprets policies for specialist area within rotations and provides advice on issues related to pharmaceutical and /or clinical matters.

Physical Effort

- Able to carry out tasks seated, standing, frequent moving between clinical areas to deliver service and liaise with staff.
- May carry drugs and other materials from wards to dispensary.
- Ability to handle unpredictable workload.

Mental Effort

- Concentrates for long periods of time during ward visits particularly when monitoring prescriptions.
- Ability to handle frequent interruptions for urgent requests for advice.
- Sustained concentration required when assessing data for audits and written work such as clinical audit reports.

Emotional Effort

- Counsels patients about medicines, some of whom may be upset, some of whom may be aggressive due to length of time they have waited for their medicines.
- Able to work consistently with distressed patients and relatives providing challenges to the communication of medicine management messages.

Working Conditions

- Requirement to use VDU equipment every day.
- As with all registered pharmacists may, when carrying out duties in the pharmacy, handle hazardous materials e.g. cytotoxic drugs, which are carcinogenic and potentially teratogenic.
- Requirement to respond to on-call requests within 30mins – this includes travel time and staff living further away from the Trust than this are required to arrange local accommodation at their own cost (this can be done through residential services)

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To undertake a clinical pharmacy diploma when appropriate.
- To continuously collate all relevant evidence as part of the Step-Up Portfolio
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.
- To take every reasonable opportunity to complete all required rotational objectives
- To comply with the Code of Ethics and Standards of the General Pharmaceutical Council of Great Britain
- To comply with the Continuing Professional Development requirements as required by the General Pharmaceutical Council of Great Britain

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the “rights and freedom” of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): ‘*Our 2020 Vision: Our Sustainable Future*’ with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and

recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Rotational Clinical Pharmacist

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	Vocational Master's Degree in Pharmacy (MPharm) or equivalent	✓		
	Registered with the GPC	✓		
	Membership of other organisations (e.g. Guild of Healthcare Pharmacists, UK Clinical Pharmacy Association, RPS etc)		✓	
Knowledge, Skills, Training and Experience	Successfully completed GPC Pre-registration training programme and passed registration examination	✓		
	General knowledge of hospital pharmacy practice and services. This will ideally include: <ul style="list-style-type: none"> • Technical / aseptic services • Medicines information • Patient Services • Clinical Pharmacy 	✓		
	Understands the role of a hospital pharmacist.	✓		
	Able to work quickly, accurately and consistently whilst maintaining accuracy.	✓		
	Able to accurately undertake the final accuracy check of dispensed medicines	✓		
	Able to analyse drug charts and patient information in order to provide advice on medicines and dosages.	✓		
	Able to demonstrate application of clinical knowledge and analyse clinical information (e.g. impact of medicines on pathology results and vice versa).	✓		

	Aware of evidence-based medicine.	✓		
	General awareness of NHS policy affecting pharmacy practice	✓		
	Awareness of legal and professional requirements of pharmacy practice and ability to work within them	✓		
	Good communication skills – able to communicate clearly and effectively with junior healthcare staff, patients and relatives.	✓		
	Able to present written information clearly, concisely and accurately.	✓		
	Methodical approach to work and able to work on own.	✓		
	Interest in expanding knowledge and self-development.	✓		
	Good time management skills i.e. able to own prioritise workload and meet deadlines.	✓		
	Computer literate including ability to use Microsoft Word, email and internet.	✓		
	Pride in establishing and maintaining good standards of work and have attention to detail.	✓		
	Able to demonstrate a commitment to undertake further training and development e.g. undertake a Clinical Pharmacy Diploma / MSc Course.	✓		
	Confident approach but aware of own limitations and will consult when required.	✓		
	Ability to work in a busy environment and remain clam under pressure.	✓		

	<p>Ability to work on own initiative and as part of a team.</p> <p>Well written personal statement</p> <p>Pre-registration hospital pharmacy experience</p> <p>General post-registration experience of hospital pharmacy (>6 months Step 2) Health and Safety aware</p> <p>Awareness of medicine relates information retrieval systems</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Personal Qualities	<p>Professional appearance and credibility</p> <p>Pleasant manner and sociable behaviour</p> <p>Honest and trustworthy and able to maintain strict confidentiality at all times</p> <p>Enthusiasm to work as a hospital pharmacist and contribute to the pharmacy service</p> <p>Enthusiasm to work at UHNM.</p> <p>Self-motivated</p> <p>Declared medically fit, by occupational health, to undertake employment duties taking into account, where necessary and required, all or any reasonable adjustments</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
Other Job requirements	<p>Must have ability to travel to undertake on-call duties and work between sites</p> <p>Willingness to undertake flexible work patterns according to service demands. This includes unsocial hours, weekend and Bank Holiday working.</p> <p>Ability to adhere to policies and standard operating procedures.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		

	Must have ability to respond to urgent on-call requests within 30mins (including travel time) staff living further away from Trust than this are expected to arrange local overnight accommodation at their own cost	✓		
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