

JOB DESCRIPTION

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| Job Title | Senior Pharmacist – Elective Surgical Hub & Head, Neck and Orthopaedics |
| Band/ Grade | 8a |
| Directorate | Pharmacy |
| Professionally Accountable to | Clinical Director, Pharmacy & Medicines Optimisation |
| Responsible to | Lead Pharmacist, Surgical Division |

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

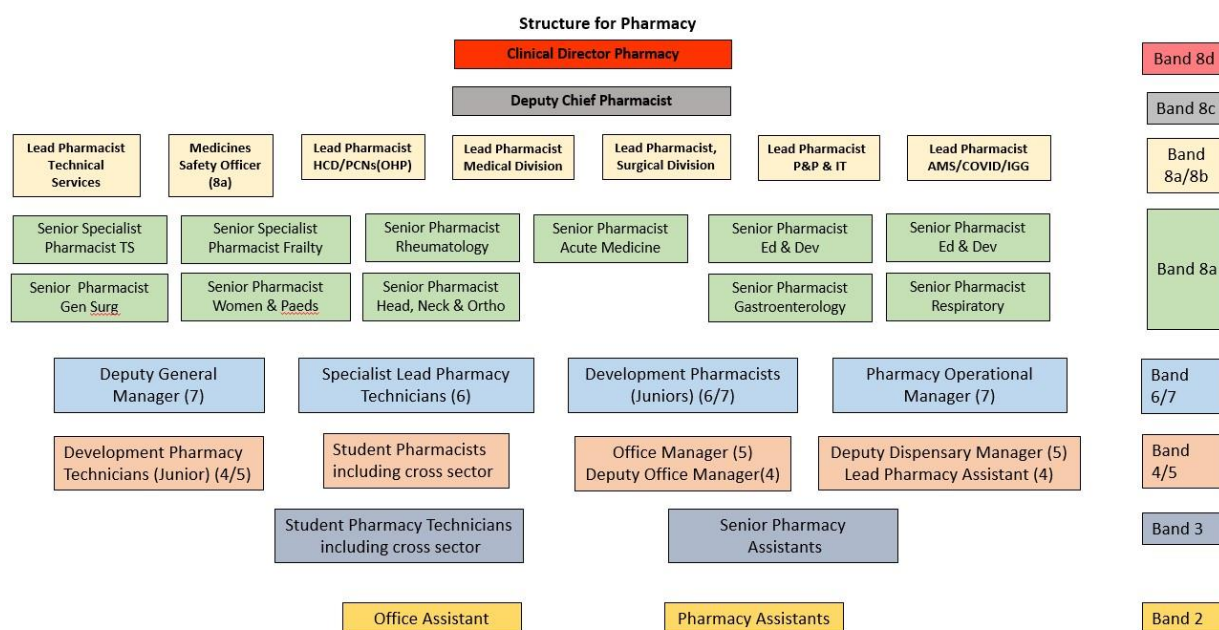
Wye Valley NHS Trust has invested £18 million for a new modern Elective Surgical Hub to support the National elective recovery plan, to be opened in March 2024. This includes 2 new day case surgery theatres and an ophthalmology theatre, to reduce long waiting lists for elective care. The Senior Pharmacist role will be imperative to setting up a new pharmacy service to the Hub for discharge at ward level and seamless throughput.

The post holder will split their time focused towards the Elective Surgical Hub and to the Head Neck and Orthopaedic Directorate, which involves clinical cover to Orthopaedics, elective and trauma.

The post holder will:

- Implement and lead the pharmaceutical support for the modern Elective Surgical Hub (ESH) that is due to be opening May 2024, in order to support the National elective recovery plan, alongside the Lead Pharmacy Technician
- Lead and support the pharmacy Service provided to the Head, Neck & Orthopaedic Directorate, which includes Ophthalmology; Ear Nose & Throat (ENT); Maxillofacial, orthodontics & oral surgery; and orthopaedic surgery.
- Be involved in the operational delivery of the clinical pharmacy service at Wye Valley NHS Trust and be a role model to junior pharmacy staff and support their development.
- Support 7 day clinical services to the Trust on a departmental rotational weekend rota basis (currently 1:5), including Bank Holidays. Although not formally part of the Pharmacy on call team this post holder may be asked to contribute.
- Lead on evidence-based prescribing advice to ensure effective, appropriate, sustainable, cost-effective and safe use of medicines and promote patient-centred care for all patients.

ORGANISATION CHART



MAIN FUNCTIONS OF THE JOB

Clinical Responsibilities:

- Will be the senior pharmacist responsible for leading medicines optimisation to the Head, Neck & Orthopaedic Directorate for Wye Valley NHS Trust, providing specialist pharmaceutical expertise to manage the implementation of national guidance and develop local guidance related to the Directorate.
- Responsible for the development, monitoring and review of pharmacy services to the Elective Surgery Hub and guidelines for medicine optimisation, including introduction of TTO packs

- Responsible for leading, developing and delivering specialist clinical pharmacy and medicines optimisation to the Head, Neck & Orthopaedic Directorate.
- Use highly specialist knowledge of medicines to advise within a multi-disciplinary team of doctors, nurses, patients, carers and pharmacy staff on all pharmaceutical aspects of care, particularly medicines pre- and post-operatively. Receive and deliver highly complex, confidential, sensitive and potentially contentious clinical information.
- Responsible for the development, monitoring and review of Medicines Related Guidelines to the Head, Neck & Orthopaedic service.
- Work with the Head, Neck & Orthopaedic specialty team to deliver best practice care in line with national and local standards.
- Support the ward based and dispensary clinical pharmacy service through clinical checking of prescriptions in line with professional, legal and best practice standards and acting as Responsible Pharmacist where appropriate.
- Lead on medicines reconciliation for the Head, Neck & Orthopaedic Directorate wards to ensure patients receive the correct medication as early as possible into their admission.
- Use, or work towards, their Independent Prescribing (IP) qualification to improve medicine optimisation and patient safety within their own clinical scope of practice and competence. (If the post holder does not already have this desired qualification, the Trust will support the development for this in order to progress within the role).
- Develop and maintain their own scope of practice for IP depending on service needs.
- Liaise with primary care and social care colleagues to ensure transfer of information relating to patients medicines is timely and accurate.
- Where appropriate participate in multi-disciplinary ward rounds to support prompt prescribing and optimise the patient journey.
- Support the teams involved within the digital IT developments at the Trust for electronic patient records and use of EPMA within the Head, Neck & Orthopaedic wards and outpatient areas, including in the Elective Surgical Hub.
- There may be scope to re-introduce a pharmacy service to the pre-operative assessment clinic to support patients through the Elective Surgical Hub and working collaboratively with the pre-operative assessment team.
- Participate in the dispensary weekend and bank holiday rota.

Managerial Responsibilities:

- Agree priorities for the Head, Neck & Orthopaedic Directorate, and Elective Surgical Hub to maximise pharmacy support
- Liaise with medical, nursing and pharmacy colleagues to ensure Head, Neck & Orthopaedic Directorate, and Elective Surgical Hub activities are integrated into the wider pharmacy service and to ensure seamless patient flow and to optimise elective surgical activity.

- Lead on the management of the medicines related budget for the Directorate, including best utilisation of TTO packs and advise on the impact to the wider health economy.
- To ensure that Staff Performance and Development Reviews (SPDR) are completed for allocated staff in accordance with Trust policy, including line management of pharmacy staff.
- To assist in ensuring that all Trust policies and departmental SOPs are complied with, as well as creating and developing those required to manage the Elective Surgical Hub in relation to medicines.
- Responsibility for supervision of junior pharmacy staff (including trainee foundation pharmacists).
- Meet Trust targets for self and managed staff in relation to mandatory and role specific training compliance.
- Carry out appropriate tasks as identified by the Clinical Director, Pharmacy and Medicines Optimisation and Consultant leads.
- Promote and be a senior pharmacist role model to all junior pharmacy staff and support our Wye Valley NHS Trust Leadership Charter.
- To maintain confidentiality of staff and patients at all times.

Administrative Responsibilities

- Support the development and maintenance of medicine optimisation related policies and procedures in relation to the Head, Neck & Orthopaedic Directorate and Elective Surgical Hub
- Ensure adequate operational pharmacy cover for the Head, Neck & Orthopaedic wards and liaise with the Lead Pharmacist for the Surgical Division to mitigate risks when staffing levels are lower than planned
- Work with the Lead Technician for the Surgical Division to provide Pharmacy Technician and Assistant Technical Officer support to the Head, Neck & Orthopaedic wards to support medicines optimisation and enhance patient experience
- Ensure annual review of ward and CD stock lists for the Head, Neck & Orthopaedic Directorate and facilitation of TTO packs for the Elective Surgical Hub
- Provide support and where appropriate lead investigations into medicine related incidents on InPhase. Minimise hazards in the working area and report as appropriate to the Clinical Director of Pharmacy to maintain safe systems of work
- Develop and deliver reports to the Head, Neck & Orthopaedic Directorate to inform the value of the clinical, operational and financial benefits of the pharmacy service to the Directorate and Elective Surgical Hub activity. Liaise and attend alongside the Lead Pharmacist for the Division the business, quality and safety meetings, where these reports are discussed as appropriate.

Research & Audit:

- Lead on pharmacy audit, quality improvement and practice research in relation to pharmacy operational activity and medicines optimisation in the Head, Neck & Orthopaedic Directorate and the Elective Surgical Hub.
- Regularly monitor and analyse pharmacy KPI data to record pharmacist activity for benchmarking when providing clinical ward cover.
- Ensure medicines related audits on safe storage and handling of medicines, including controlled drugs, take place and are monitored and acted on by the Directorate, escalating to Directorate and Divisional leads where appropriate.

Training & Development:

- Comply with the General Pharmaceutical Council's requirement for annual revalidation to maintain registration as a pharmacist.
- Promote continuing professional development to staff within the Pharmacy department.
- Support the formal development programmes within the Pharmacy department e.g. trainee foundation pharmacists, clinical diploma, and independent prescribing.
- Undertake the role of a Designated Supervisor or Designated Prescribing Practitioner for a trainee pharmacist, if required.
- Be the lead for and deliver training on medicines optimisation for nursing, medical and other healthcare professionals within the Directorate, including the process of using TTO packs in the Elective Surgical Hub.
- Deliver induction training for medical staff and medicines optimisation talks where requested from the Medicines Safety Officer.

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring

that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

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| Manager Name: | Manager Signature: |
| Date: | |
| Post holder Name: | Post Holder Signature: |
| Date: | |

PERSON SPECIFICATION

Directorate Pharmacy
Job Title Senior Pharmacist – Elective Surgical Hub (with H, N & O)
Band/ Grade 8a

| PERSON SPECIFICATION | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| EDUCATION AND QUALIFICATIONS | | |
| MPharm & registration with the General Pharmaceutical Council as a Pharmacist | ✓ | |
| Post graduate diploma in clinical pharmacy or equivalent experience to a similar level | ✓ | |
| Membership of the Royal Pharmaceutical Society of Great Britain | | ✓ |
| Post Graduate Leadership Qualification | | ✓ |
| Independent Prescribing Qualification or prepared to be working towards this | ✓ | |
| Evidence of CPD and study beyond registration in line with requirements for revalidation and demonstrating commitment to lifelong learning | ✓ | |
| SKILLS, KNOWLEDGE AND ABILITIES | | |
| Able to demonstrate a clear understanding of clinical pharmacy practice relating to Surgical Specialities | ✓ | |
| Able to process complex clinical information in an accurate and timely manner | ✓ | |
| Able to communicate effectively using a variety of methods (written, verbal, presentation) with a wide range of people across the organisation. | ✓ | |
| Demonstrate a clear understanding of best practice and legal requirements relating to medicines storage, prescribing and administration | ✓ | |
| Ability to react to and manage the changing situation within a department on a daily basis and manage staff accordingly | ✓ | |
| Ability to influence, engage and motivate others with an empathic/reassuring manner | ✓ | |

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| Knowledge, skills and understanding relating to the preparation of medicines (especially injectable and infusion medicines) | ✓ | |
| EXPERIENCE | | |
| Significant post registration experience in a hospital / primary care pharmacy setting with a proportion of time in a clinical role | ✓ | |
| Experience in motivating teams | ✓ | |
| Proven experience of creating and delivering training packages to multidisciplinary groups | ✓ | |
| Experience of investigating complaints and medication incidents within the department and the Trust. | ✓ | |
| Experience of leading on personnel selection, managing teams and individuals. | | ✓ |
| Experience in influencing multi professional teams to achieve medicines optimisation | ✓ | |
| Experience of Quality Improvement or Audit within an organisation to improve service delivery | ✓ | |
| PERSONAL ATTRIBUTES | | |
| Approachable | ✓ | |
| Confident | ✓ | |
| Completer/Finisher | ✓ | |
| Able to work effectively within a multidisciplinary team | ✓ | |
| Professional Role model | ✓ | |
| Able to identify and deliver on innovative best practice | ✓ | |
| OTHER FACTORS | | |
| Ability to fulfil the travel requirements of post | ✓ | |
| Able to work during the normal working week and bank holidays, weekends on agreed rota. Rare occasion to support the on call rota but not routinely, as part of the role | ✓ | |

