
JOB DESCRIPTION

JOB DETAILS

Job Title:	Senior Medicines Optimisation Pharmacist Band 8A
Department:	Pharmacy Department
Division:	Clinical Support Services
Base:	Pharmacy Department, ORC
Full Time	37.5 hours plus late night, weekend working and on call.

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Lead Medicines Optimisation Pharmacist Head of Medicines Optimisation and Governance Deputy Chief Pharmacist Medicines Optimisation and Governance Group Chief Pharmacist
Reports to:	Lead Medicines Optimisation Pharmacist
Responsible for:	<p>Manages: Medicines Optimisation Pharmacists</p> <p>Liaises closely with: Clinical Pharmacy Teams, Clinicians, Nursing, Allied Health professionals, Pharmacy High-Cost Drugs Team, Medicines Safety Team, Pharmacy Senior Leadership Team, National organisations/regulatory bodies, and professional colleges.</p>

JOB PURPOSE

Provide expertise and support the provision, development, and evaluation of a safe, effective, responsive, patient focused medicines optimisation service.

Support the Lead Medicines Optimisation Pharmacist to develop and deliver the Medicines Information service to ensure that accurate, evaluated, and timely information is provided to hospital staff, patients, GPs, and members of the public, to the standards required by UK Medicines Information, facilitating optimal patient care.

Lead the delivery of the Trust Medicines Information Service including the Medicines Information training programme to pharmacists, technicians, and trainee pharmacy graduates within the Trust.

Ensure that the medicines formulary and medicine guidelines are developed, reviewed, and maintained according to the principles of evidence-based medicine and cost effectiveness.

DUTIES AND RESPONSIBILITIES

Medicines Information

To lead and manage the Trust wide medicines information service including the evolution, enhancement, promotion and co-ordination of an expanded Trust-wide medicines information service, liaising with staff at other Trust sites/UKMI to ensure the provision of a consistently high standard of service.

Provide highly specialist and complex pharmaceutical information to medical, nursing staff, allied health professional, patients, GPs, community pharmacists, ICB medicines optimisation teams, practice-based teams, and other staff within the trust where appropriate and document these enquiries on MI databank in line with UKMI requirements.

Interpret medicines information requirements using expert knowledge of medicines information principles and practice and problem-solving skills.

Use expert knowledge of database searching techniques to inform the provision of relevant, robust medicines information and advise others on the use and development of these skills.

To critically appraise available information and provide balanced reviews of medicines based on these.

To summarise information and provide an opinion in answer to an enquiry where requested.

To clearly identify where opinions are based on evidence and present information in a professional manner, working with colleagues in the medicines optimisation team to achieve this.

To ensure that medicines optimisation documentation is maintained and stored in accordance with national standards. To ensure that up to date resources are available to the Medicines Information service in accordance with national standards.

To review clinical evidence in the medical literature which informs the production of prescribing guidelines.

To participate/manage the preparation of unbiased, evidence-based product assessments in response to the submission of requests from consultant staff for addition, modification, or removal of drugs from the Trust formulary.

To negotiate with senior medical and nursing staff on the clinical aspects of guideline/formulary development adopting the medicines optimisation principles of evidence-based medicine and cost effectiveness.

To participate in the production and dissemination of Trust prescribing guidelines/drug formulary liaising with senior clinical pharmacists, medical staff and nursing staff, ensuring, where necessary, the following is carried out: training, advertising, audit, updates and that an audit trail maintained.

To establish evidence-based processes to ensure safe and effective use of medicines, in conjunction with medical and nursing staff.

Maintain a pro-active approach to medicines information, share and promote relevant information to pharmacy staff and other healthcare professionals.

Work closely with pharmacists to identify medicines information requirements to support the clinical, medicines optimisation and directorate work of the department.

Develop advanced IT skills including advanced database searching and Internet skills in line with UKMi requirements.

Develop networks with local, regional, and national medicines information interest groups and develop a reputation nationally as an expert in chosen field through involvement with these groups and through publication of work.

Support audit of the medicine information service in line with UKMI quality standards for external audit purposes.

Assist the Lead Medicines Optimisation Pharmacist in the investigation of errors and complaints in Medicines Information Department.

Medicines Optimisation

Provide specialist expertise and be professionally responsible for the provision, development, and evaluation of a safe, effective, responsive, patient focused medicines optimisation service.

Support the development and review of medicines related guidelines working closely with clinical pharmacy colleagues.

Undertake and present evidence-based reviews for new medicine applications submitted to Adult and Paediatric Medicines Management Committees.

Support the management of unlicensed drugs, medicines recalls and product shortages.

Review individual patient requests, working closely with the High-Cost Drugs (HCD) and clinical pharmacy teams.

Work with the HIVE team to embed medicines policy and safety within the electronic prescribing and medicine administration systems.

Contribute to the development and delivery of the medicines optimisation strategy with a strong focus on harmonisation, research, innovation, and collaboration across the local health economy/ICB to meet Trust-wide priorities and drive improvement in patient outcomes, quality improvement and value for money.

Develop and maintain excellent relationships with all staff and external stakeholders, using effective and pro-active communication mechanisms.

Liaise with other NHS organisations and healthcare providers to disseminate good practice and learn from other experiences.

Develop and utilise metrics/dashboards to measure and demonstrate improvements in service delivery and outcomes.

Identify and promote best practice with respect to safe use of medicines.

Deputise for the Lead Medicines Optimisation Pharmacist where necessary.

Clinical

Provide a comprehensive clinical pharmacy service as a highly specialist practitioner in line with local standards for delivery of patient-centred pharmaceutical care to ensure the safe, clinically effective, and cost-efficient use of drugs in often complex patients. This will include the following tasks:

- Reviewing patients in a specified clinical area.
- Undertake medicines reconciliation on admission.
- Reviewing medication to ensure safe and effective use.
- Formulation of individual pharmaceutical care plans for patients.
- Reviewing and updating of care plans depending on response, results of investigations and adverse effects.
- Identify and resolve complex pharmaceutical care issues, taking into consideration the patient's cultural and social needs, and liaise with nursing and medical staff to ensure safe and effective medication usage.
- Therapeutic drug monitoring for specific drugs.
- Educating patients about their drug therapy.
- Assess, promote, and facilitate patient concordance with individual medication regimes.

- Developing evidence-based treatment protocols for use either within the division or across the trust where appropriate.
- Facilitating the implementation of local and national guidelines where appropriate.
- Be involved in the discharge planning of patients, through liaison with NHS staff including colleagues in primary care e.g., General Practitioners, community pharmacists and community nurse practitioners to resolve any medication related issues to ensure seamless pharmaceutical care across the primary/secondary care interface.
- Support patients/carers to self-administer medicines where appropriate.
- Support antimicrobial stewardship for all patients.
- Provide cover for the provision of pharmaceutical services to other clinical areas as per departmental policy.
- Liaise with technicians and the stock replenishment team to provide appropriate and efficient supply services to designated wards.
- Develop a reputation as a source of specialist advice for healthcare professionals within the Trust and primary care settings and to be involved when requested by the senior leadership team in the joint initiatives such as shared care arrangements and formularies.
- Propose positive changes and suggestions for the improvement of policies, procedures and service delivery in own clinical area and local department.
- Assist in the provision of information for a chosen directorate including workload and ward activities.

Ensure the highest standards and quality of pharmaceutical care by providing leadership with relevance to national and local targets regarding anticoagulation.

Record contributions to patient care in EPIC and report medication errors via the trusts incident reporting system.

To work with nursing and medical teams to promote the use of patients own drugs and self-medication scheme.

Maintain the supply and security of drug stocks.

Identification of Adverse Drug Reactions and reporting them to the MHRA via the "Yellow Card" system.

Investigation of complaints and clinical incidents under the direction of the Clinical Pharmacy Services Manager, Lead Medicines Optimisation Pharmacist, and the multidisciplinary team.

Provide planned sessional clinical and professional supervision within the Trust dispensaries.

Clinical governance

Follow local, Trust and National guidelines for safe medicines practice.

Ensure all appropriate legal and clinical requirements are followed when participating in the provision of all medication including those used within clinical trials.

Always maintain the security of medication in line with departmental and Trust policy including non-disclosure of appropriate pharmacy security codes and advice on security of stock in designated clinical areas.

Participate in departmental intervention reporting scheme.

Demonstrate awareness and commitment to the Trust's Clinical Governance agenda.

Participate in departmental, Trust and National risk management schemes such as incident reporting systems.

Identify potential risks relating to the use of medicines within the directorate and following discussions with appropriate colleagues, play a key role in implementing policies to manage and minimise those risks.

Undertake pharmacy practice research and publish findings.

Work with the pharmacy and hospital governance teams to document and manage medicine and department risks on the risk register.

Contribute to medication safety initiatives by engaging with national organisations and associations.

Ensure pharmacy staff, and other trust staff, are aware of the need to report and are aware of what and how to report medication safety incidents.

Management and Leadership

Line manage band 7 pharmacists within the medicine optimisation team.

Oversee the management of pharmacists and support on a day-to-day basis to ensure the delivery of high-quality patient focused medicines optimisation service including leave requests and rotas.

Manage attendance and competency issues for line management staff.

Support the development of all pharmacy staff as leaders in medicines information and optimisation throughout the Trust.

Provide clinical and professional supervision of trainee pharmacists, junior pharmacists, technicians, assistant technical officers, and students.

Participate in Continuing Professional Development, as per department policy and national requirements from the General Pharmaceutical Council.

Develop time management skills to ensure appropriate prioritisation of workload in all areas of work.

Maintain a high standard of work and be conscious of the professional image of the pharmacy department.

Always behave in a manner that is in accordance with the professional standards set by the Royal Pharmaceutical Society of Great Britain.

Act as a role model for junior pharmacists and trainee pharmacists.

Promote best practice for all areas of pharmaceutical care.

Exhibit leadership qualities.

Be motivated and motivate others working with you.

General

Participate as necessary in the emergency duty cover and Saturday, Sunday and Bank Holiday rotas and in line with any flexible working, which may be introduced in the future.

To provide support and telephone advice to the on-call/shift working pharmacist as required.

Audit, Research, Development, Education and Risk

Co-ordinate, provide and evaluate education and training for pharmacists, trainee pharmacists, non-pharmacist members of the pharmacy department.

Co-ordinate, provide and evaluate education and training for medical and nursing staff in relation to medicines safety.

Provide and evaluate education and training for all other members of the multidisciplinary team and other healthcare professionals, e.g., formal teaching on courses at higher education establishments.

Attend and participate in pharmacy educational meetings.

Provide mandatory training for the trust as required.

Participate in:

- mandatory training in line with Trust and Departmental requirements.
- continued professional development, reflection and change practice to meet the professional requirements of the General Pharmaceutical Council and to ensure specialist knowledge and skills are current.
- the supervision, training and assessment of rotational pharmacists, pre-registration pharmacists, technicians, ATOs and undergraduate pharmacists within Medicines Information and specialist clinical area in line with the national UKMI and departmental clinical competency frameworks.
- the induction and training of allocated pharmacy and non-pharmacy staff.
- Trust appraisal schemes, identify training needs and maintain personal development plan.
- the Pharmacy Lunchtime Meetings and Education Programme.
- the production and development of Medicines Information Training Programmes under the direction of the Lead Medicines Optimisation Pharmacist.

- The Non-Medical Prescribing Program - Attendance at NMP course will be reviewed on a bi-annual basis by Education and Training department. Places will be prioritised according to role and service requirements.

To develop and maintain contacts with appropriate local, regional and national clinical specialist pharmacy interest groups, such as the Regional Medicines Information Network.

Infection Prevention

Work with the antimicrobial pharmacist and infection prevention team to reduce hospital acquired infection and ensure effective use of antimicrobial agents in accordance with national and local guidelines within the division.

As a member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You are required to attend induction training and mandatory training in Infection Prevention every two years and be compliant.

Health and Safety

Comply with the health and safety at work legislation.

Ensure accidents are reported and recorded.

Report to their line managers any identified actions to ensure Health and Safety which cannot be affected from within their resources.

Take care of their own safety and others who may be affected by their actions or omissions.

Adhere to Trust and Departmental Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Co-operate with their managers to maintain safe systems and safe workplaces.

Report any accidents / incidents or ill health, failings in premises, equipment or personal protective equipment.

Not interfere with any equipment provided to ensure Health and Safety.

Not attempt to carry out tasks or repairs beyond their competence.

To undertake any other relevant duties as required by the Director of Pharmacy.

Additional information

This job description is intended to be a guide to the general scope of duties and is not an inflexible specification. It is subject to review and may be amended in the light of service developments.

The employee shares with the employer the responsibility for suggestions to alter the scope of duties to improve the working situation.

Statutory regulations are applied and include those relating to the health and safety at work act and COSHH.

Those with responsibility for the management of staff must appraise those staff in accordance with the Trust's guidelines for Appraisers. The appraisal process is concerned with ensuring that teams know what is expected of them, that they are developed to undertake those responsibilities and that they have the opportunity to receive constructive feedback. It is the manager's responsibility to ensure the process happens at least annually and that all staff have a current personal development plan.

SUPPLEMENTARY INFORMATION

EFFORT & ENVIRONMENT FACTORS

Physical Effort

The post involves walking long distances over the course of a day between various wards and departments, including climbing flights of stairs on numerous occasions.

Within the dispensary post holder will be required at times to lift/move heavy boxes of fluids/enteral feeds etc.

The postholder also stands for long periods of time on wards and at the checking bench in the dispensary and spends short episodes sat at computer accessing patient results, searching for medicine information or writing reports.

Mental Effort

Post holder will be required to concentrate for long periods of time including reviewing prescription charts, working out calculations for dose regimens, critically appraising clinical trials to help advise the division on drug use. The role requires the pharmacist to remain objective in order to provide evidence-based information to clinical teams treating paediatric patients in emotionally challenging circumstances. Post holder will often be interrupted during the course of the day to respond to urgent requests. Will also be required to think quickly and make clinically important decisions whilst on consultant ward rounds.

Emotional Effort

Post holder will frequently have to deal with distressed patients, relatives or carers, having to counsel patients, relatives or carers who may have just been told they have a terminal illness or have just suffered from a major life-threatening event (e.g., MI, Stroke).

Deals with mentally unstable, confused patients or those who may have learning difficulties, where there are significant communication difficulties.

Will occasionally have to deal with distressed patients/relatives following a medication error.

Post holder will be required to provide operational and human resource management for staff within the team. This may include management of conflict, verbal aggression and emotional aggression within the team.

Working Conditions

Regularly has to deal with upset/angry patients or members of staff.

Is exposed to offensive smells and odours on a daily basis during visits to ward areas (e.g., Vomit, faeces, urine).

May be exposed to cytotoxic drugs and other noxious drugs.

Date Prepared: 21.3.24

Prepared By: Leigh Lord

Agreed By: Sarah Boulger

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Reviewed By:

PERSON SPECIFICATION

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria
REGISTRATION	Registration with general Pharmaceutical Council	Member of Faculty/PRS. Member of National/International Specialist Organisation
QUALIFICATIONS	Vocational 4-year master's degree in pharmacy or equivalent 1-year pre-registration training and successful completion or examination. Post-graduate diploma in clinical pharmacy or equivalent documented clinical experience	Completion of postgraduate qualification in relevant specialist field. Independent non-medical prescribing qualification. Attendance at relevant conferences and training courses.
SKILLS	Excellent analytical/ problem solving skills particularly with respect to use of medicines in complex situations. Able to lead and act on own initiative (assertive). Able to organise, prioritise and meet deadlines. Able to work as part of a team. Organised and methodical approach to work. Enthusiastic and self-motivated and ability to motivate others. Able to manage difficult and ambiguous problems. An advanced level of clinical reasoning and judgement. Excellent oral and written communication skills. Able to work with and influence other grades of staff and professions. Ability to use own initiative. Excellent organisational skills. Possess an enquiring mind. Ability to affect and manage change with an ability to motivate and inspire others. Demonstrable experience in training pharmacy staff and other healthcare professionals. Able to recognise limitations. Good computer skills. Excellent leadership, influencing and negotiating skills. Numeracy and literacy Audit and research experience.	

KNOWLEDGE	<p>Experience of delivering a medicines optimisation service, setting, and delivering high standards.</p> <p>Experience of managing staff/teams.</p> <p>Experience in training and supervising others.</p> <p>Excellent all-round clinical knowledge in all other areas and practical clinical skills.</p> <p>Advanced knowledge of the Medication Safety, Clinical Governance agendas of the NHS.</p> <p>Demonstrated commitment to CPD.</p> <p>Expert clinical knowledge of the pharmaceutical care of patients within speciality including knowledge of national guidance.</p>	
OTHER	<p>Motivated by the desire to improve patient care.</p> <p>Must always behave in a professional manner.</p> <p>Reliable, Enthusiastic, Confident.</p> <p>Must be flexible and adaptable.</p> <p>Knows own professional and personal limitations and seeks advice when necessary.</p> <p>Willingness to participate in weekend, evening, Bank holiday and on-call rotas as required.</p> <p>Willingness to contribute to the general life and work of the Pharmacy and Trust.</p>	Have own transport