

JOB DESCRIPTION

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| Job Title: | Rotational Pharmacist |
| Base: | Buckinghamshire Healthcare NHS Trust – Stoke Mandeville Hospital Working on a rotational basis at various sites including Wycombe and Amersham |
| Agenda for Change banding: | Band 6 |
| Hours of Work: | 37.5 hours/week including late duty, weekends and emergency duty commitment |
| Details of Special Conditions: | |
| Managerial Accountability & Professional Accountability | Managed by Lead Advanced Clinical Pharmacist, Accountable to Chief Pharmacist & Clinical Director of Medicines Optimisation |

MAIN PURPOSE OF THE POST

The post holder will work in all sections of the pharmacy service. This includes the dispensary, wards/clinical pharmacy services, medicines resource centre (including medicines information and aseptic services). The post holder is expected to contribute to the development of pharmacy services to the Trust and to promote the highest standards of professional practice, to work to all Trust policies and procedures, and to promote the highest standards of professional practice.

This post requires:

- Concentration at all times to minimise the risk of medication errors.
- The ability to work in a busy environment, on wards or in a dispensary with frequent interruptions.
- Supervision of cytotoxic and radio-pharmacy medicines in a restricted area (gloved cabinet) in protective clothing. These drugs are potentially hazardous and are handled with great care.
- Delivery of accurate information to medical and nursing staff, and to patients, in an appropriate and sensitive manner, about therapeutic effects, side effects, and potential adverse effects of medicines.
- Handling issues related to treatment of patients with medicines, who are seriously ill or injured, in advanced or end-stages of disease.
- Eliciting information from staff and communicating information about urgent or emergency situations.
- Managing situations and actions required in urgent or emergency circumstances, e.g. supply of medicines for emergency treatments; immediate response recalls of medicines out-of-pharmacy-hours.
- Taking part in extended hours working arrangements as part of the rotational programme.
- Working alone and at night when responding to EDC calls out of Pharmacy hours.

A large proportion of the day will be spent standing when on dispensary duties or on ward visits.

RESPONSIBILITIES

Dispensary duties

To participate in the provision of a dispensary service (to agreed Trust and National standards) for in patients and outpatients at any pharmacy department within the Trust.

Activities include:

- Assess prescriptions against legal requirements and the appropriateness of treatment with individual medicines, taking into account the condition being treated, concomitant conditions and other medicines and results of laboratory tests as available.
- Accurately assembling and labelling dispensed medicines in accordance with legal requirements and SOPs.
- Taking responsibility for confirmation of identity of dispensed medicines in accordance with prescribers' instructions and national recommendations on supplementary labelling.
- Effectively communicating with medical and nursing staff to solve problems in the best interests of patients.
- Effectively communicating information to practitioners to ensure administration of medicines is appropriate to the clinical needs of the patient.
- Communicating with patients in a sensitive and respectful manner to ensure concordance and adherence to treatment.
- Dispensing clinical trials according to Trust procedures in keeping with Good Clinical Practice (GHP IHP).
- Providing information to patients to ensure understanding of the purpose and effects of their medicines.
- Providing information to practitioners to ensure accurate and appropriate administration of medicines.
- Manage formulary procedures in individual patient treatments.

Clinical services

- Participate to an agreed level in the provision of ward / clinical pharmacy services to clinical areas on a rotational basis, reviewing prescriptions, communicating effectively with appropriate healthcare professionals to solve patient related medicines management problems, and minimising clinical risk.
- Educating patients and carers in all aspects of their drug therapy and medicines management and advising them of any discharge issues.
- Recording significant information in patients' prescription and administration records and clinical records to ensure safety in medicines administration.
- Prioritise workload on clinical areas to ensure higher priority dealt with first.
- Assist senior pharmacists in the development of clinical pharmacy services.
- Seek advice from senior pharmacists as necessary.

Medicines Resource Centre

Participate in the provision of the medicines information (MI) service to agreed local and national standards for Trust staff and patients. Activities include:

- Receive and accurately record enquiries, eliciting further background information as appropriate.
- Identify, evaluate, and research into solutions to problems.
- Communicate information and solutions in an appropriate form to enquirers.
- Record enquiries received and information given on electronic databases.
- Issue medicines information on a proactive basis under the guidance of a senior pharmacist.

Aseptic services

Participate in provision of the aseptic service to agreed local and National standards, for in patients and outpatients. Activities include those listed under dispensary services in relation to:

- Cytotoxic Chemotherapy
- Intravenous Nutrition Mixtures
- Ready- to -administer injectables
- Prepare and update all records relating to the aseptic and cytotoxic services, including clinical records and environmental monitoring.

Supervision and Training

- Supervise junior pharmacy staff.
- Train trainee pharmacists and student pharmacy technicians.
- Participate fully in Buckinghamshire Healthcare NHS Trust's clinical pharmacy training programme including seminars, consultant ward rounds and clinical case presentations. Clinical pharmacy trainees will be expected to sit for the University of London Diploma in Clinical Pharmacy Practice.
- Participate in training programmes on clinical, technical and management topics.

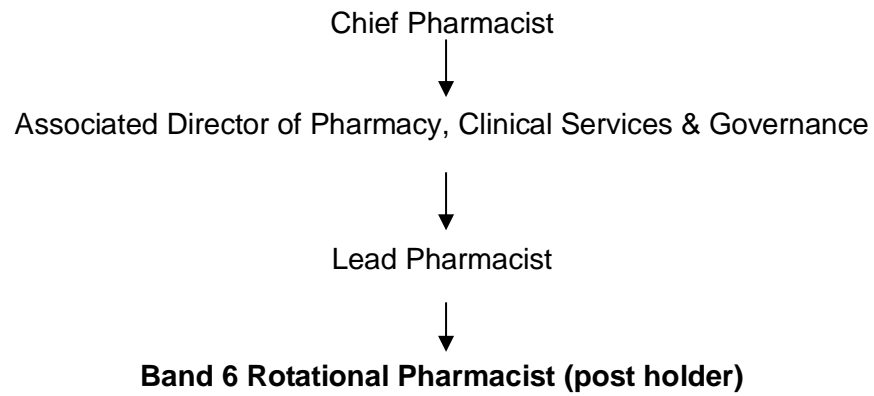
Communication and Relationship Skills

- Act as a role model in professional and personal attributes for all members of staff.
- Participate in induction of new members of staff and act as a mentor as required.
- Maintain and develop team morale, supporting all colleagues.
- Be visible and approachable for patients, carers, and staff for clinical and pharmaceutical issues.
- Participate in the Trust appraisal programme.
- Maintain a Continuing Professional Development portfolio and maintain personal knowledge and skills in line with developments in Pharmacy practice.

On-Call and Weekend Duties

Participate in Emergency Duty Commitment, on-call, weekend, extended hours services and statutory holiday duties on rota with other pharmacists.

ORGANISATION CHART



ADDITIONAL INFORMATION

Trust Values



Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.