

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

JOB DETAILS

Job Title: Highly Specialist Clinical Pharmacist 8a

Division: Pharmacy

Directorate: Pharmacy

Base: Oxford Road Site

ORGANISATIONAL RELATIONSHIPS

Managerially accountable to: Clinical Pharmacy Services Manager

Reports to: Lead Clinical and Directorate Pharmacist

Professionally accountable to: Director of Pharmacy

JOB PURPOSE

To be responsible for the provision of a high quality comprehensive clinical pharmacy service to your area of responsibility promoting the best clinical and cost-effective use of medicines.

To be the highly specialist clinical pharmacist within your area of responsibility, advising and educating pharmacy staff and other healthcare professionals on all aspects of medicines management.

To be responsible for the safe day to day operations within your areas of responsibility.

To deputise for the Lead Clinical and Directorate pharmacist in your area of responsibility.

To be involved in the strategic planning and service development of pharmacy services within your areas of responsibility

MAIN DUTIES AND RESPONSIBILITIES

Clinical governance

- To provide horizon scanning, assess cost implications of any changes to the use of medicines used in Area of responsibility and prepare any necessary action plans for implementation after discussion with the appropriate Lead Clinical and Directorate Pharmacist and the medicines management team.
- To prepare and evaluate new drug submissions on behalf of the Medicines Management Committee often based on very limited data of use in populations in specialist settings.
- To report on new initiatives and/or developments and communicate these appropriately to senior management, including the impact of these and any resource requirements.
- To help ensure best practice in relation to Medicines Management, in the field of clinical responsibility by initiating, undertaking and delivering quality audit.
- To follow local, Trust and National guidelines for safe medicines practice.
- To ensure all appropriate legal and clinical requirements are followed when participating in the provision of all medication including those used within clinical trials.
- To maintain the security of medication at all times 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.
- To participate in departmental intervention reporting scheme.
- To demonstrate awareness and commitment to the Trust's Clinical Governance agenda.
- To participate in departmental, Trust and National risk management schemes such as error reporting systems.
- To 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.
- To undertake pharmacy practice research and publish findings

Management

- To provide clinical and professional supervision of junior pharmacists, technicians, assistant technical officers and students.

- To participate in pharmacy corporate duties such as departmental rota management and sessional commitments to non-clinical areas.
- To support the pharmacy management board in the delivery of the departmental and medicines management strategies.
- To monitor and evaluate drug usage and expenditure within area of responsibility. This will incorporate identifying changes in prescribing practice, use of high cost and unlicensed drugs, the production of regular budget reports and leading the implementation of associated action plans under the guidance of the appropriate senior manager.
- To develop time management skills to ensure appropriate prioritisation of workload in all areas of work.
- To identify and prioritise clinical pharmacy services to area of responsibility in line with national and local agendas, policies and guidelines and where necessary, identify resources for improving the service after discussion with appropriate senior managers.
- To be involved in establishing processes for setting standards of care.
- To report to the Pharmacy Management Team and Senior Clinical team on workload and ward activities.

Leadership

- To lead the development of the specialist services to the directorate in line with local and national objectives, after discussion with consultants and in accordance with jointly agreed objectives between the post holder, the Lead Clinical and Directorate Pharmacist and The Clinical Pharmacy Services Manager.
- To maintain a high standard of work and be conscious of the professional image of the pharmacy department.
- To behave in a manner at all times that is in accordance with the professional standards set by the Royal Pharmaceutical Society of Great Britain.
- To act as a role model for junior pharmacists and pre-registration pharmacists.
- To be the pharmacist representative in additional clinical activities as needed e.g. multidisciplinary clinical meetings.
- To implement agreed clinical governance initiatives.
- To promote best practice for all areas of pharmaceutical care.
- To exhibit leadership qualities at all times.

- To be motivated and motivate other working with you.

Education and development

- To participate in education and training programmes for pharmacy staff and other healthcare professionals.
- To participate in the in-service training of pharmacy staff and other healthcare professionals.
- To evaluate all training provided with a view to continually improving the standard.
- To participate in continued professional development ensuring relevant knowledge and skills are current, meeting the professional requirements of the Royal Pharmaceutical Society of Great Britain.
- To attend departmental pharmacy meetings and hospital clinical meetings.
- To develop IT skills in line with department requirements.
- To participate in the departmental appraisal system, maintaining a personal development plan in conjunction with the appraiser.

Clinical

- To 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:
 - Review and evaluation of all prescribed medication for appropriateness of dose, choice of agent, formulation, route and method of administration especially considering factors specific to the use of medicines e.g. weight, age, suitability of formulation and factors relevant in each specialist situation e.g. impaired organ function.
 - Advise nursing and medical staff regarding all aspects of medication use, often in complex situations and based on an extremely limited amount of information.
 - Counselling of patients and their carers on safe and effective use of medicines including those not licensed for use.
 - Recommendations for changes to therapeutic programmes including initiating medicines and dose adjustments in light of the clinical status of the patient and biochemical results with particular emphasis on drugs with a narrow therapeutic range e.g. drugs that require therapeutic drug monitoring.

- Be responsible for requesting the supply of medication when appropriate.
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- To promote safe, clinically- and cost-effective prescribing through involvement in the development, implementation and systematic review of evidence-based guidelines and protocols with fellow healthcare professionals to establish best practice for the directorate.
 - To provide pharmaceutical support to nursing and medical staff of the Trust and to patients and their families.
 - To provide specialist medicines information to healthcare professionals in your area of expertise outside the Trust as appropriate.
 - To advise and negotiate clinically appropriate parenteral nutrition (PN) treatment plans with medical and dietetic staff for patients in areas of responsibility on a daily basis and for other areas when needed. This will take into account the clinical and biochemical status of the patient and other drug therapy. As a result of these discussions, perform complex calculations to generate, after discussion with Principal Pharmacist Aseptic Services if appropriate, a suitable formulation that meets the patients needs, is chemically stable and complies with current practice. Monitor patient progress and record relevant clinical information in pharmacy held notes.
 - To identify and manage risks in relation to medicine use according to local policy and protocols.
 - To demonstrate appropriate clinical reasoning and judgement.
 - To provide evidence based medicine advice where appropriate to ensure safe, effective, economical and timely use of medicines.
 - To ensure the clear and effective communication of patients pharmaceutical needs to other pharmacists and healthcare professionals both within the Trust and in other healthcare environments.
 - To communicate effectively with patients and carers to ensure the safe and effective use of medicines and the resolution of identified pharmaceutical care issues.
 - To demonstrate professional accountability to patients.
 - To participate in the extemporaneous dispensing and aseptic dispensing service as required.
 - To participate in the dispensing of in-patient and out-patient, discharge and leave prescriptions and the supply of medicines to wards and departments in accordance with departmental standards and policies.
 - To provide planned sessional clinical and professional supervision within non-clinical areas eg dispensary and aseptic services.

- To be aware of and take into consideration patients and carers cultural and social needs when advising on medicine related issues.
- On completion of appropriate training carry out non-medical prescribing supported through the Divisional Governance framework and in adherence to agreed Trust policy. Undertake audit of annual prescribing practices

Emergency and Additional Duties

- To support other staff when they are on-call as necessary consisting of:
 - Give advice and information on queries relating to all aspects of medication use (e.g. clinical, supply, calculations) when requested through the correct channels by medical and nursing staff.

Policy

- To co-ordinate the continuing supply of medication to patients through liaison with medical and nursing colleagues within the Trust and from primary care organisations as necessary.
- To participate in the development of shared care protocols as appropriate.
- To participate in the development of patient group directions (PGDs) as appropriate.
- To participate in the timely supply of medicines to individual patients, wards or departments in accordance with local standards and policies. This will involve the dispensing and final release of medicinal products including clinical trial items and items prepared extemporaneously and aseptically (parenteral nutrition, cytotoxics and CIVAs).
- To comply with all hospital and departmental policies.
- To comply with National and Trust Health and Safety Policies at all times.
- To follow legal, ethical, professional and employer's code of conduct.
- To participate in bank holiday and weekend rotas for the pharmacy department.
- To ensure appropriate documentation is maintained in line with Trust and departmental policies and procedures.
- To observe safe systems of work as laid down by the Director of Pharmacy.

- To comply with the local requirements of the Health & Safety at work Act and the Control of Substances Hazardous to Health Regulations 1988.
- To be aware of and adhere to SFI's and the Trust's Corporate Governance Commitments.
- To be aware of and follow relevant local and national policies and procedures relating to own area of responsibility.
- It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. The post holder equally has a responsibility to ensure that they do nothing to jeopardise the health and safety of either themselves or anybody else. S/he will comply with the Trusts Health and Safety Policies, which outline responsibilities regarding Health and Safety at work.

Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents must be reported to your Senior Manager and you are asked to participate in accident prevention by reporting potential hazards.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work in accordance with the Caldicott Report 1998.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

No Smoking Policy

The Trust has adopted a smoking controlled policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree not to smoke on hospital premises.

Equal Opportunities

Central Manchester and Manchester Children's University Hospitals NHS Trust encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity, nationality, gender or disability are encouraged to apply for all posts.

Signed: _____ **Date:** _____

Review Date: _____

Manager: _____ **Date:** _____

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Person specification

Title: Senior Clinical Pharmacist- 8a
Base: Central Site

Attributes	Essential	Desirable
Registration	Current membership of the General Pharmaceutical Council	Member of National/ International Specialist Organisation in area of responsibility.
Qualifications	Vocational Masters degree (or equivalent) in Pharmacy Post-graduate qualification in Clinical Pharmacy One year pre-registration training Successful completion of pre-registration examination	Independent non-medical prescribing qualification Attendance at relevant conferences and training courses
Knowledge and Experience	Extensive experience in hospital pharmacy in a clinical role Experience of specialist hospital pharmacy services or experience in the area of responsibility Demonstrates expert clinical knowledge and skills Sound clinical knowledge and understanding Evidence of continuing professional development Experience in delivering training and education	Research experience Awareness of current Government, Trust and local policies Previous experience in delivering training and education

Skills	<p>Excellent analytical/ problem solving skills particularly with respect to use of medicines in complex situations</p> <p>Able to lead and act on own initiative (assertive)</p> <p>Able to organise, prioritise and meet deadlines</p> <p>Able to work as part of a team</p> <p>Good oral and written communication skills</p> <p>Organised and methodical approach to work</p> <p>Enthusiastic and self-motivated and ability to motivate others</p> <p>Able to manage difficult and ambiguous problems</p> <p>An advanced level of clinical reasoning and judgement</p> <p>Able to recognise limitations</p> <p>Basic computer skills</p> <p>Excellent influencing and negotiating skills</p> <p>Numeracy and literacy</p>	<p>Experience of evaluating financial information related to use of medicines</p> <p>Demonstration of innovation</p> <p>Able to delegate authority appropriately</p>
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Employee Signed

Date

Manager Signed

Date