

**JOB DESCRIPTION**

Specialist Mental Health Pharmacist – Band 6/7

**REVIEWED**

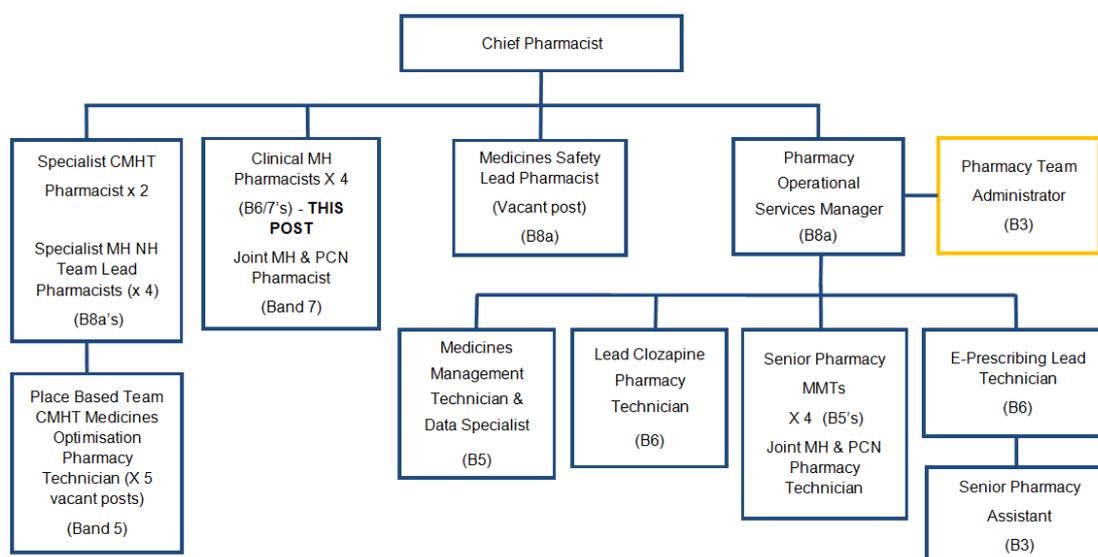
October 2021

# LINCOLNSHIRE PARTNERSHIP NHS FOUNDATION TRUST

## Job Description

<b>1. Job Details</b>  <b>Job Title: Clinical Pharmacist</b>  <b>Pay Band: AfC Band 6/7 (experience dependent)</b>  <b>Reports to (Title): Chief Pharmacist</b>  <b>Accountable to (Title): Chief Pharmacist</b>  <b>Location/Site/Base: Trust wide across Lincolnshire</b>
<b>2. Job Purpose</b>  <i>To provide specialist pharmaceutical services to patients, staff and carers in order to promote evidence based prescribing and use, informed choices and safe practices in accordance with Trust guidelines, procedures and policies.</i>  <i>To contribute to the development of the pharmacy service and its workforce.</i>  <i>To be responsible for supporting the development of better medicines management understanding throughout the Trust and promoting good practice in line with national and local guidance.</i>
<b>3. Nature of the Service</b>  <b>Introduction:</b> Lincolnshire is the fourth largest county in England and runs from the Humber Estuary in the north to the Wash in the south with the counties of Nottinghamshire and Leicestershire in the west and coastline along the east, with a population of approximately 715,000. The County is mainly rural with the capital being the historic city of Lincoln and can boast several grammar schools and OFSTED highly rated primary schools, as well as universities and colleges. There is easy access to London via rail (approx. 1 hour and 10 mins from Grantham to Kings Cross) and by road with via the A1 which runs through the county.  <b>Trust Details:</b> Lincolnshire Partnership NHS Foundation Trust is the principal provider of NHS mental health, learning disability and social care services in Lincolnshire. We were one of the first mental health foundation trusts to be established in the country. The Trust has an annual income of approximately £100m with 2,000 staff spread across the 70+ locations. The Trust receives approximately 69,000 referrals per year and undertakes approx. 405,000 community contacts a year. There are currently 237 inpatient beds across the Trust.  As an employee of Lincolnshire Partnership NHS Foundation Trust you can expect to receive an excellent benefits package, giving you access to a range of wellbeing opportunities and discounts on products and services. You could save money on childcare, cycle schemes, gym membership and much more. If required, the Trust also offers an internal staff wellbeing service and fast-track physiotherapy services.

## 4. Pharmacy organisational structure



## 5. Clinical Duties and Responsibilities

### Bands 6 and 7

- Take local responsibility for pharmacist services to allocated clinical areas in line with rotas. Review any relevant stock lists regularly taking into consideration usage, service resilience, overall costs and prescribing trends.
- Provide pharmacist cover to other clinical areas as required.
- Review prescriptions and information relating to individual patients and provide relevant advice about medicines, possible side-effects, dosages, administration, supply, storage and destruction.
- Ensure mental health act paperwork i.e. T2's, T3'S and CTO's is accurate and follow up where there are anomalies in line with departmental procedures.
- Contribute to multi-disciplinary working within the allocated clinical area including participation in meetings, influencing the formulation and review of treatment plans and ensuring safe and effective pharmaceutical treatment appropriate for the individuals or groups. Promote best practice in medicines management, medicines optimisation and evidence-based prescribing.
- Contribute to pharmaceutical aspects of care planning when patients are discharged or move between services – including completion of transfer of care around medicines to primary care. Liaise with the relevant CMHT pharmacy staff so transfer of care and pharmaceutical care plans are seamless and well communicated.
- Make pharmaceutical interventions and maintain records of interventions made in accordance with departmental requirements.
- Liaise with patients, families, carers and GPs with regards to medicines reconciliation on admission to inpatient care, compiling medication histories and advising on pharmaceutical care to make them better informed about treatment choices.
- Work closely with medicines-management technicians and other members of the pharmacy team to identify, prioritise and resolve pharmaceutical problems and to communicate relevant issues to the multi-disciplinary or management teams.
- Supervise the work of pharmacy staff in clinical areas to ensure that medicines reconciliation, medicines ordering and discharge medication processes have been completed accurately, without undue delay and in compliance with relevant legislation, policies and procedures.

- Maintain patient records relating to medicines management, where directly involved in the patient's care.
- Maintain records of clinical activity, using departmental systems.
- Propose changes or enhancements to the pharmaceutical service and systems in response to altered activity patterns, service user needs or other changes.
- Support clinical wards/unit/teams to ensure compliance with Trust and national standards of good practice around medicines.
- Report incidents through the Trust reporting system- Datix.
- Ensure medicine incidents reported through Datix are followed up if patient safety is compromised.

#### **Additional for Band 7**

- Provide specialist psychiatric medicines-related advice to healthcare professionals, including the completion of detailed medication histories; with interpretation, comparison of options and recommendations for treatment and/or monitoring.
- Review new medicines and new indications for existing medicines as directed by senior pharmacy staff, thus contributing to the work of the Trust's Drug and Therapeutics Committee and other Trust groups/Committees.
- Contribute to the department's development and review of medicines-related policies and guidelines when requested, or proactively where concerns are noted.

#### **Non-medical prescribing**

##### **For Band 7 only**

- Where qualified and as required by the pharmacy department / Trust, work as a nonmedical prescriber within parameters agreed with a senior medical or non-medical prescriber, in line with the Pharmacy Strategy and New Ways of Working within the Trust.

### **6. Knowledge, Skills and Experience Required for the Post**

#### **For Bands 6 and 7**

- BSc, BPharm or MSC in Pharmacy
- Registered as a pharmacist with the General Pharmaceutical Council
- Recent post-registration experience of working as a pharmacist
- Demonstrate excellent listening, motivational, negotiation and diplomacy skills
- Able to travel as required to fulfil the responsibilities of the role

#### **Additional for Band 7**

- Demonstrate pharmaceutical knowledge of specialist mental health medicines
- Post-graduate psychiatric pharmacy diploma, or equivalent experience
- Demonstrate the application of critical evaluation skills to review academic literature in the context of specialist practice
- Demonstrate a high level of professional autonomy and effective judgement, prioritisation and decision-making
- Non-medical prescribing qualification (or willing to work towards)

#### **Communication, relationship, analytical and judgment skills**

##### **Bands 6 and 7**

- Able to communicate effectively with individuals from all agencies and levels.
- Ability to deal with sensitive information and occasional unpleasantness.

### **Planning and organisational skills**

- Able to plan and adjust an unpredictable work schedule and balance complex priorities such as timetables, rotas, audit schedules and clinical demands.

## **7. Responsibilities of the Post Holder**

### **Responsibilities for direct/indirect patient care**

#### **Bands 6 and 7**

- Ensures medications prescribed are clinically appropriate, safe and therapeutic for patients.
- To ensure all treatment corresponds with the legal documentation under Mental Health Act.

#### **Band 7**

To regularly support junior staff to ensure safe and effective prescribing is occurring by holding regular supervisions.

### **Responsibilities for policy and service development implementation**

#### **Bands 6 and 7**

- Notify the senior pharmacy staff of relevant service developments which may impact on prescribing, budgets or services.
- Ensure standard operating procedures for the clinical pharmacy service are followed and maintained.
- Ensure that medicines management practices within own area(s) of work are in accordance with Trust/local policy and procedures, and be able to escalate concerns accordingly.
- Be able to propose policy or service changes having undertaken an impact assessment.

#### **Band 7 only**

- Work with senior pharmacy staff to identify and promote service developments to ensure that services meet the needs of the Trust
- Collate clinical interventions delivered at ward and team level and communicate these to the Lead Pharmacist.
- Review, amend or approve departmental procedures, guidance or policies if requested.

### **Responsibilities for financial and physical resources**

- Ensures and influences cost-effective prescribing across the Trust.
- To support implementation of medicine management action plans to improve standards and work with relevant healthcare disciplines to ensure this.
- Contributes to wider local and national policies if necessary.

### **Responsibilities for human resources (including training)**

#### **Bands 6 and 7**

- Undertake appraisals with line manager in accordance with Trust HR Policy.
- Undertake clinical and management supervision, with line manager or clinical supervisor in accordance with Trust HR policy.
- Establish and maintain good relationships with all staff in the Pharmacy Team to maintain and enhance the high standard of service provided by the team.
- Maintain good working relationships with all health care professionals who receive pharmaceutical services and help promote the profile of the service

#### **Band 7 only**

- Plan and deliver training and education sessions for pharmacy staff, doctors and nurses in the safe and secure handling of medicines, prescribing, administration and treatment with medicines i.e. teaching, induction, peer review, case studies, and clinical presentations.
- Plan and supervise work experience for Foundation Trainee Pharmacists and undergraduate students as requested.

#### **Responsibilities for information resources**

- Utilise and be able to use a range of IT systems
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#### **Responsibilities for quality assurance, research and development**

#### **Bands 6 and 7**

- Participate in audit of pharmacy activity or medicines management / clinical audit as requested by senior pharmacy staff.

#### **Band 7 only**

- Develop, participate in, evaluate and report audits, and present audit findings of pharmacy activity or medicines management / clinical audit as requested by senior pharmacy staff, and implement action plans for quality improvement.
- Support any Trust clinical trials involving medicines.

### **8. Freedom to Act**

- Clearly defined occupational policies.
- Develops implements and follows SOPs, relevant regulations, works independently pan-trust.
- Accredited to check dispensed prescriptions of others or works within Medicines Management Action Plan protocols
- Expected to work on own initiative on all sites across the trust that have any measure of medicines management and in pharmacy offices, able to make own decisions within area of work, be familiar with and follow good time management criteria for achieving work load and schedules.
- To abide and comply with all Trust policies but in particular with medicines management policies.

### **9. Effort & Environment**

#### ***Physical effort***

- Standing for long periods of time; bending and stretching to reach medicine cupboards; driving distances around Lincolnshire.

#### ***Mental effort***

- Concentration required whilst in often dynamic & noisy environments; accuracy of outcome required despite interruptions and distractions; mobile phone carrier and so contactable at all times; priority setting & decision making often on own; Ability to make instinctive decisions in difficult surroundings. Ability to concentrate for long periods.

#### ***Emotional effort***

- Can be exposed to seeing and hearing distressing things on wards; encountering unpredictable service users; conflicting demands on time; Occasional exposure to angry/aggressive clients.

#### ***Working conditions***

- ward clinic rooms, community team bases and offices; regular use of VDU equipment often for extended periods of time when used; Manage own time effectively and efficiently to support the delivery of medicines management and Trust priorities; Working independently and as part of a team and developing effective working relationships.

## 10. Equality and Diversity

All staff through their behaviours and actions will ensure that our services and employment practices are respectful of individual needs and differences including those characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation).

## 11. General

You must uphold the Trust's Purpose, Vision and Values:

**Our Vision** - To support people to live well in their communities.

### Values

### Behaviours

**Compassion** - Acting with kindness

Treating people with respect, showing empathy and a desire to be helpful. Paying attention to others and listening to them. Responding appropriately, being mindful of the language we use to do this.

**Pride** - Being passionate about what we do

Challenging poor practise. Being a patient and carer advocate. Recognising and praising good care.

**Integrity** - Leading by example

Doing what I say I am going to do. Being honest. Taking responsibility for my actions.

**Valuing everybody** - Using an inclusive approach

Supporting every person however different to me to achieve their best. Challenging discrimination and supporting others to understand why it is everybody's business to do this. Recognising and challenging my own assumptions.

**Innovation** - Aspiring for excellence in all we do

Using service improvement methodology. Learning with people who use our services, research, best practise and evidence. Sharing the learning internally and contributing to research where relevant.

**Collaboration** - Listening to each other and working together

Working in partnership to promote recovery, supporting and encouraging independence. Working as one team. Valuing lived experience as an equal partnership.

In addition you must:

- Highlight concerns in accordance with the Trust's Whistleblowing Policy where it is felt poor practice or general wrong doing has not been dealt with appropriately. Staff may make such disclosures without fear of criticism or retribution.

- Maintain an awareness of information governance and information security related issues and ensure compliance with LPFT Records and Information Policies.
- Participate in performance review, supervision and undertake mandatory training and personal development as required of the post.
- Take personal responsibility for your own Health and Safety at work in accordance with Trust Policies and Procedures, in particular Security, Health and Safety and Risk Management.
- Be committed to safeguarding and promoting the welfare of children, young people, vulnerable adults and people experiencing domestic abuse, both as service users and visitors to Trust premises. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities. They must be aware of their obligation to work within and do nothing to prejudice the safeguarding policies of the Trust.
- ***This job description is not exhaustive and as a term of employment you may be required to undertake such other duties as may reasonably be required.***
- A smoke free policy is in operation and smoking is not permitted on any of the Trust's sites'. Please refer to the Staff Smoke Free policy for details.

PERSON SPECIFICATION: CLINICAL PHARMACIST BAND 6

	ESSENTIAL	JOB REQUIREMENTS DESIRABLE	HOW ASSESSED (e.g. Application Form, Interview Test, Reference etc)
<b>Qualifications</b>	<p><b>Bands 6 and 7</b></p> <ul style="list-style-type: none"> <li>• BSc, BPharm or MSc in pharmacy</li> <li>• Registered as a pharmacist with the GPhC</li> <li>• Evidence of Continuous Professional Development</li> </ul> <p><b>Band 7</b></p> <ul style="list-style-type: none"> <li>• Post-graduate diploma in mental health pharmacy or equivalent experience</li> </ul>	<p>Post graduate qualification in clinical pharmacy.</p> <p>Non-medical prescribing qualification</p>	Application Form.
<b>Experience &amp; Knowledge</b>	<p><b>Bands 6 and 7</b></p> <ul style="list-style-type: none"> <li>• Recent post-registration experience of working as a pharmacist</li> <li>• Experience of working under pressure and to tight deadlines</li> </ul> <p><b>Band 7</b></p> <ul style="list-style-type: none"> <li>• Experience of working as a pharmacist in a hospital and/or mental health setting</li> </ul>		Application form, Interview.
<b>Skills &amp; Competences</b>	<p><b>Bands 6 and 7</b></p> <ul style="list-style-type: none"> <li>• Able to accurately interpret, record and recall information</li> <li>• Demonstrate excellent listening, motivational, negotiation and diplomacy skills</li> <li>• Able to work to a high level of accuracy in professional assessment of prescriptions and interpretation of information</li> <li>• Demonstrates ability to work within a team, to support individuals and the pharmacy service</li> </ul>	<p>Show competence in using the following computer programs:</p> <ul style="list-style-type: none"> <li>o MS Word</li> <li>o MS Excel</li> <li>o MS Powerpoint</li> <li>o MS Outlook</li> </ul> <p>Show competence in using web-based resources</p>	Application form, interview, references, test.

	<ul style="list-style-type: none"> <li>• Able to adapt to change in working practice and able to respond to changing situations</li> </ul> <p><b>Band 7</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the application of critical evaluation skills to review academic literature in the context of specialist practice</li> <li>• Demonstrates a high level of professional autonomy and effective judgement, prioritisation and decision making</li> <li>• Able to discuss options and negotiate alternatives with other healthcare professionals to provide best available pharmacotherapy to individual patients</li> <li>• Show good communication skills, with the ability to provide relevant pharmaceutical information to all levels of healthcare staff, patients and carers</li> </ul>	Competence in using electronic patient records/systems	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Must have the ability to travel independently across sites without the use of public transport. Willingness to work across all Trust sites.</li> <li>• Satisfactory DBS clearance.</li> <li>• Flexible approach to work and punctual.</li> </ul>	Adaptable to change due to cross cover of sites.	Application form, interview, references.

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