



Together

LANCASHIRE TEACHING HOSPITAL NHS TRUST WORKFORCE DIRECTORATE

JOB DESCRIPTION

JOB TITLE: Highly Specialist Pharmacist –Prescribing Pharmacist with Speciality Business Unit

DIRECTORATE: Pharmacy

REPORTS TO: Assistant Director of Pharmacy – Clinical Services

ACCOUNTABLE TO: Chief Pharmacist

KEY RELATIONSHIPS: Chief Pharmacist, Pharmacy Patient Services Team, Consultants, medical and nursing staff in the Clinical Directorates, LTH Patient Flow Team, aseptic team and Preston Pharmaceuticals, General Practitioners

DIRECT REPORTS: Any designated pharmacy staff in the Pharmacy line management structure

HOURS: 37.5 hours per week

LOCATION: Royal Preston Hospital and Chorley District General Hospital

BAND: 8a

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check required in this role	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
					y

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
Level 4	Level 3	Level 2	Level 4	Level 4	Level 2

Role Summary

The post holder will liaise with medical, nursing and pharmacy staff to identify patients who are planned for discharge and will generate the medication aspect of the discharge prescription to support timely discharge. The post holder will liaise with medical, nursing and pharmacy staff to ensure the accurate prescribing of medicines at the point of admission to support the timely supply of medicines.

Develop systems of practice to support medical, nursing and pharmacy staff ensure the accurate and timely prescribing of medicines.

Promote adherence to the Trust prescribing formulary.

The post holder will deliver a high quality patient focussed clinical pharmacy service within a clinical speciality and establish effective working relationships with clinical staff and other stakeholders.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of our organisation.

Leadership Framework Profile for Role

Inspiring Others	Responsibility for the Team	Leading from the Front	Conscious Leadership	Delivering the Service

(Level of capability required: 0 – Not Required, 1 – Developing, 2 – Capable, 3 – Strong, 4 – Outstanding)

Leadership Behaviour Clusters Overview

INSPIRING OTHERS - Motivates staff by involving them in the planning process, utilising their strengths, providing support and delegating to empower others. Role modelling desired behaviours by showing passion, communicating the Trust vision with pride and behaving consistently with the Trust Values.

RESPONSIBILITY FOR THE TEAM - Provides direction, feedback and understands the challenges faced by the team. Willing to pitch in and work as part of the team when necessary. Tackles conflict proactively and constructively. Demonstrates honest and trust.

LEADING FROM THE FRONT - Able to take charge when necessary, overcoming challenges caused by conflicting priorities, lack of resources, difficult or demanding situations in the internal and external environment. Displays determination and resilience to raise performance levels. Learns from mistakes and develops creative and innovative solutions.

CONSCIOUS LEADERSHIP - Self-awareness of who they are, what they stand for, what others need from them and their impact on others. Considers different perspectives, follows up on promises and works in line with the Values. Reflects on performance using information to identify what needs to be done differently.

DELIVERING THE SERVICE - Focuses on quality and service provided. Continually tries to identify the most effective way of making the service responsive to meet changing demands. Articulates the vision with clarity, keeping focus on improving services and inspiring others to be positively involved. Manages short and long-term priorities, balancing the big picture with detail to ensure the highest standards are achieved.

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.



Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
1. Undertake all independent prescribing duties in line with the Trust Non-Medical Prescribing Policy	Audit of the NMP Policy demonstrates compliance	Y	Y		Y	Y
2. Work closely with medical, nursing and pharmacy staff to identify patients who are planned for discharge and generate the medication aspect of the discharge prescription to support timely discharge. This must include ensuring all medicines prescribed are safe and appropriate, with an accurate record of medicines started, stopped and changed during admission.	Pharmacist generated discharge prescriptions. Pharmacist attendance at ward rounds. Pharmacist use if the Trust electronic patient flow system.	Y	Y	Y	Y	Y
3. Work with the Prescribing Pharmacist Team to develop Key Performance Indicators relating to the Pharmacist independent prescribing of discharges, and devise and implement a system to monitor and improve performance.	Performance relating to safety of the team reported (eg prescribing error rate). Performance relating to the timely generation of discharge prescriptions reported. Action plan generated to support				Y	Y

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	improvements.					
4. Work closely with medical, nursing and pharmacy staff to identify new patient admissions and ensure the safe and timely generation of an in-patient prescription kardex that accurately reflects the medicines the patients were taking prior to admission, accounting for current clinical needs and reasons for admission (including ADRs).	Pharmacist attendance at ward rounds. Pharmacist use if the Trust electronic patient flow system.	Y	Y	Y	Y	Y
5. Work with the Prescribing Pharmacist Team to develop Key Performance Indicators relating to the Pharmacist independent prescribing at admission, and devise and implement a system to monitor and improve performance.	Performance relating to safety of the team reported (eg prescribing error rate). Performance relating to the timely generation of in-patient prescriptions reported. Action plan generated to support improvements.				Y	Y
6. Work with the Prescribing Pharmacist Team to identify opportunities to expand the role of the independent prescribing pharmacist to enhance the patient experience, and develop business cases to support this.	Successful business case and expansion of the role.	Y			Y	Y
7. Work with the Prescribing Pharmacist Team to develop procedures for the pharmacist transcribing role at the point of admission and discharge to facilitate the safe involvement of staff in these roles prior to attaining the non-medical independent prescribing qualification.	Procedure developed, approved and implemented.	Y	Y	Y	Y	Y
Clinical duties						
8. Provide an advanced level clinical pharmacy service to a designated group of wards in accordance with professional, departmental and Trust policies.	Evidence of: i) Recording drug histories for patients on admission ii) Use highly specialist pharmaceutical knowledge to review patients' medication to ensure safe and effective use. iii) Using a technician compiled drug history where available (or own if technician not available) complete the medicines reconciliation process, supporting the Trust achieve the required performance levels. iv) Formulate individual patient	Y	Y			Y

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	<p>pharmaceutical care plans, and update based on response, investigation results and evidence of adverse effects.</p> <p>v) Therapeutic drug monitoring for specific drugs</p> <p>vi) Educate patients about their medicines</p> <p>vii) Develop evidence based treatment protocols / formulary for use within the Directorate or Trust wide, and submit new drug requests to D+T where appropriate.</p> <p>viii) Facilitate and implement local and national guidelines where appropriate, ensuring formulary compliance.</p>					
9. Provide advanced level pharmaceutical information to staff and patients in the Trusts.	Safe management of patients medicines by the multidisciplinary team. Achieve target for patient satisfaction survey (counselling re side-effects)	Y	Y			Y
10. Write discharge prescriptions in line with Trust Policy to ensure seamless pharmaceutical care across the primary / secondary care boundaries.	Accurate discharge prescriptions. Appropriate supplies of medicines provided on discharge.	Y	Y			Y
11. Participate in consultant ward rounds and multidisciplinary team meetings where appropriate	Safe management of patients medicines by the multidisciplinary team.	Y	Y			Y
12. Monitor monthly drug expenditure in a clinical directorate, identify and implement actions to support adherence to budget. This will include promoting adherence to the Trust prescribing formulary, guidelines and policies to ensure cost effective prescribing, and horizon scanning to identify new pressures or opportunities.	Compliance with Trust prescribing formulary. Drug expenditure within budget. Annual horizon scanning summary					Y
13. Support a named Directorate in addressing all aspects of the medicines management agenda, attending relevant directorate meetings to achieve this.	Safe management of patients medicines by the multidisciplinary team.	Y	Y			Y
14. Investigate medicines related incident reports or complaints in the named speciality and input in to Root Cause Analysis investigations, identifying and implementing measures to minimise future risk.	All medicines incident reports investigated and completed. Pharmacist attendance at RCA Investigations Risk reduction measures implemented.	Y		Y	Y	Y
15. Provide clinical training for pharmacy undergraduates,	Evidence of training delivered			Y	Y	Y

pre-registration pharmacists, postgraduate pharmacists, technicians, medical and nursing staff.						
16. Support the discharge process in line with departmental and trust policies. Identify and promote the role of the prescribing pharmacist.	Patients discharged appropriately, in a timely manner with appropriate transfer of medicines information.	Y	Y			Y
17. Undertake the role of the responsible pharmacist in the dispensaries, providing professional and legal supervision of staff, including: prioritising workload; ensuring work flow; delegation of tasks; dealing with enquiries; undertaking the clinical and accuracy check of prescriptions.	Dispensary KPIs Accuracy of prescriptions and dispensing			Y	Y	Y
18. Record clinical interventions in line with departmental requirements.	Quarterly intervention monitoring				Y	Y
19. Support the wards in the safe handling of medicines, including ensuring all medicines are stored appropriately in line with the Trusts' Policies.	Achieve CQC standards			Y	Y	Y
20. Document patient care contributions clearly in the patient's medical notes in line with Trust policy.	Safe management of patients' medicines. Examples of documentation meeting requirements of Trust Policy			Y	Y	Y
Drug Use / Expenditure Analysis						
21. Within a nominated directorate, analyse drug use and expenditure reports to identify trends, unusual and unexpected usage, and report to the directorate. This should include in tariff and PbR excluded drugs.	Drug use report generated at agreed frequency.					Y
22. Identify opportunities from the drug use reports for more cost effective use of medicines, and work with directorate staff to implement.	Cost savings identified and delivered.				Y	Y
23. Undertake a horizon scanning exercise each year to identify opportunities and pressures for the future, and work with the directorates and commissioners to manage this.	Horizon scanning report produced annually.				Y	Y
Interface						
24. To lead the management of issues raised by primary care in relation to continuity of supply of medicines in nominated directorate.	All supply issues for medicines for patients as they move across care boundaries are resolved.	Y	Y			Y
25. Where appropriate, to support the transfer of prescribing	All medicines are prescribed, monitored and				Y	Y

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and supply responsibilities to primary care with the provision of relevant supporting information.	supplied by the appropriate practitioners in the appropriate care setting.					
Audit and Research						
26. Undertake clinical audit and practice research within the Pharmacy Departments and clinical directorates and produce 1 publication / presentation each year.	Audit proposal registered, results and recommendations reported. A publication / presentation achieved each year.					Y
27. To support and supervise audits undertaken by diploma pharmacists, pre-registration and undergraduate students.	Audit proposal registered, results and recommendations reported. A publication / presentation achieved each year.					Y
28. Present audit results and agree recommendations / actions within the Pharmacy Departments and Clinical Directorates to support service development.	Audit proposal registered, results and recommendations reported.					Y
Education and Training						
29. Contribute to the preparation and delivery of education and training to pharmacy, medical and nursing staff to support the development of medicines management knowledge and skills in the multidisciplinary team.	All relevant staff are equipped with the appropriate knowledge to undertake their duties.	Y	Y	Y	Y	Y
30. Identify and undertake own training needs in order to maintain own knowledge of medicines management and an up-to-date CPD record.	Up to date CPD record.					Y
Staff Management Duties						
31. Undertake all aspects of line management duties for relevant pharmacy staff	Staff supported appropriately to undertake duties, including: <ul style="list-style-type: none"> • Recruitment activities • Induction programme completed • Mandatory training completed and up-to-date • Annual appraisal completed, with robust objectives • Supervision and allocation of duties • Appropriate training completed, CPD up-to-date • Attendance / absence, competency and disciplinary issues managed in line with Trust Policy. 	Y	Y	Y	Y	Y

<p>Workforce Planning</p> <ul style="list-style-type: none"> • Overall responsibility for vacancy / talent management, ensuring all vacancies are recruited to in a timely manner and in line with the our recruitment and selection policy • Responsible for workforce planning • Where there are difficult to fill roles solutions are found to ensure the department has sustainable staffing structures at substantive spend, which may be achieved through different marketing solutions or different structural arrangements 	<ul style="list-style-type: none"> • All vacancies are recruited to in line with our recruitment and selection policy • Staff identified through our Talent Management Programme report are supported and encouraged by their managers. • Manager liaises with finance on a regular basis to ensure establishment reflects staff in post • All recruitment adheres to Establishment Control and Vacancy Control requirements • Workforce planning is undertaken in a timely and appropriate manner – workforce business partner feedback is positive and reports that managers are engaged with the process • Low agency spend and temporary staffing usage; active and rigorous recruitment plans; reduction in hard to fill posts 					
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Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	x
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	x

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust

- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST:

Band:

DIRECTORATE / DIVISION:

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • MPharm or equivalent • Registration with the GPhC • Post graduate clinical qualification • Independent Prescribing Registration 	<ul style="list-style-type: none"> • MRPharmS 	<ul style="list-style-type: none"> • Application form • Interview • Assessment
Knowledge & Experience	<ul style="list-style-type: none"> • Substantial post registration hospital experience with experience in a senior clinical pharmacist role • Delivery of clinical pharmacy services to a broad range of specialities • Evidence of significant, relevant and on-going CPD • Service / personnel management / supervision • Experience of training others • Experience of audit and research 	<ul style="list-style-type: none"> • Acute Trust / Tertiary Referral Centre • Experience of project management • Formulary management 	<ul style="list-style-type: none"> • Application form and interview
Skills & Abilities	<ul style="list-style-type: none"> • Good command of the English language • Excellent verbal and written communication skills • Excellent organisational skills and ability to meet deadlines • Proven ability to manage change, including influencing and motivating other grades of staff and professions • Proven ability to work under pressure and prioritise tasks appropriately • Proven ability to work alone and as part of a team • Good computer literacy • Inquisitive mind-set 	<ul style="list-style-type: none"> • Teaching/training/mentoring skills • Ability to develop services to a designated area. 	<ul style="list-style-type: none"> • Application form • Interview Assessment
Values & Behaviours	<ul style="list-style-type: none"> • Cheerful and enthusiastic • Caring and compassionate • Motivated • Recognise individuality • Seek to involve 	<ul style="list-style-type: none"> • Appropriately assertive 	<ul style="list-style-type: none"> • Interview

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	<ul style="list-style-type: none"> • Promote teamwork • Take personal responsibility • Innovative thinking • Integrity 		
Leadership Framework Behaviours	<p>INSPIRING OTHERS</p> <ul style="list-style-type: none"> • Motivates a wide range of individuals, actively encourages and supports their colleagues to work to the best of their ability • Encourages staff to take ownership for their own development. • Demonstrates high levels of personal performance and conduct at all times, makes clear to staff that they are expected to do the same. • Involves relevant colleagues in decision-making, listens but takes the final decision themselves. <p>RESPONSIBILITY FOR THE TEAM</p> <ul style="list-style-type: none"> • Can alternate between working as part of the team and taking control. • Clearly communicates key performance priorities and objectives to their teams eliminating ambiguity. • Exhibits foresight to identify and defuse conflict before it occurs. Creates an environment where conflict is managed, resolved and a way forward is found. • Encourages multi-way feedback environment, e.g. openly between team members; uses feedback as a motivational tool. <p>LEADING FROM THE FRONT</p> <ul style="list-style-type: none"> • Is confident taking charge, and is able to effectively deal with and influence more challenging individuals. • Shows optimism and resilience under the most stressful circumstances. Inspires others, keeps the positive message going even when others have ceased to believe. • Is prepared to be held accountable for agreed goals. Sets targets for performance, providing staff with clarity of purpose and direction. • Sees through conflicting or complex information to find a solution that tackles the problem at source. Requires staff to propose solutions when raising problems. Delivers solutions that have a positive and far reaching impact, influencing future direction of the Trust. <p>CONSCIOUS LEADERSHIP</p> <ul style="list-style-type: none"> • Uses talents to the full by participating in a variety of events to build strengths. Is dedicated to continuous learning and self-improvement, undertakes activities to enrich knowledge build new skills and hone existing skills. • Acknowledges and respects others' diverse perspectives. Takes the time to get to know individual team members, willing to listen non-judgementally to others' opinions and contributions regardless of whether they agree to them. • Recognises the impact their behaviour has on others and seeks to regulate behaviour to have a positive outcome. • Is known to support and apply a high set of ethical and moral principles. Stays true to personal/Trust values regardless of internal and external pressures. <p>DELIVERING THE SERVICE</p> <ul style="list-style-type: none"> • Designs, implements and drives forward improvement initiatives, can measure the impact process improvements have at all levels (e.g. patient, team, department). Takes a proactive approach, bringing about improvements before being asked. 		<ul style="list-style-type: none"> • Application form • Interview

	<ul style="list-style-type: none">• Maintains an overview of team progress, taking steps to ensure that targets are attained and staff make the best use of their time. the progress being made and predicts potential failures, developing contingency plans in advance.• Has a long term vision that sets out stretching goals, using them to motivate their team to improve service standards.• Creates an environment where poor performance or conduct is tackled promptly and directly, empowering staff members to challenge poor performance in one another.	
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