

JOB DESCRIPTION

JOB TITLE:	Clinical Lead Pharmacist – Luton & Bedford
BAND:	8A
DEPARTMENT:	Pharmacy Department, Luton & Bedford Mental Health and Wellbeing Services provided by ELFT
DIRECTORATE:	Corporate BL Pharmacy
REPORTING TO:	Lead Pharmacist Luton & Bedfordshire
ACCOUNTABLE TO:	Chief Pharmacist, East London Foundation NHS Trust

JOB SUMMARY

The post holder will be expected to work with the lead pharmacist to develop clinical pharmacy services within Luton and Bedford directorate. They will be responsible for implementing and monitoring the Trust's clinical pharmacy standards as well as ensuring the clinical service is of high quality and patient-focused. They will identify gaps and problem areas in the service and will use quality improvement methodology to make positive changes.

KEY RESPONSIBILITIES

To ensure the provision of a high quality, responsive, safe and patient centered pharmacy service to all patients within the directorate(s) by implementing and monitoring the Trust's clinical pharmacy standards.

To support and coordinate a comprehensive clinical pharmacy and medicines optimisation service to the Luton & Bedford

To provide dispensary/link pharmacy cover, supporting the medicines management (MM) technicians within the directorate(s).

To manage audit and quality improvement projects for pharmacy alongside the Pharmacy Services Manager.

To support pharmacists and MM technicians in their delivery of a clinical/operational service.

To attend regional clinical pharmacy network groups and network and feedback with initiatives.

To attend relevant corporate meetings at Trust Head Quarters in East London.

To attend and contribute to the Trust Senior Pharmacy Managers meetings.

To attend and contribute to the Trusts Medicines Committee

To deputise for the Lead Pharmacist in his or her absence

To undertake operational work, either medicines information or link pharmacist

To partake in the pharmacy on-call service (Emergency Duty Cover, bank holiday rotas) and a Saturday service in the Trust's main dispensary in East London. This may also include operational cover at the Trust's pharmacy in East London.

To provide pharmaceutical support to the clozapine clinic(s) in Luton and Bedford, screening prescriptions and liaising with the MDT as necessary.

Opportunity to work as independent prescriber

MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<ul style="list-style-type: none"> To manage and organise the clinical pharmacy service provided to the Luton & Bedfordshire directorate. To manage or delegate the operational rota. To be responsible for the implementation and monitoring of the clinical pharmacy service to all areas of the Luton & Bedford
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	<p>directorate in line with the Trust's clinical pharmacy standards.</p> <ul style="list-style-type: none"> • Running a system of supported peer review for pharmacists and pharmacy technicians. • To lead on medicines safety in Luton & Bedford and to work with other professions to discuss medicines safety themes at the Luton & Bedford clinical risk group. • To work with the Lead Pharmacist to deliver Luton & Bedford medicines KPIs as outlined in the mental health contract. • Manage and supervise specialist clinical pharmacists, undertake staff appraisals, individual performance review/supervision and manage sickness absence. • Identify the learning needs of pharmacists, plan and implement appropriate training strategies. • To be responsible for ensuring that clear policies, procedures and standards are set and adhered to in collaboration with other healthcare professionals, for the safe, effective and economic use of medicines. • To work closely with the Lead pharmacist to support new ways of working in clinical areas with a review to improving the responsiveness and quality of pharmacy services in the department. • Organise and monitor the efficient supply of drugs to wards and departments within the directorate. • To lead a programme of audit and quality improvement specific to clinical pharmacy and work with the Luton & Bedford audit multi-disciplinary team to ensure regular assessment of service quality. • To contribute to the delivery of financial targets for the directorate and the Trust. • To implement quality and efficiency measures with regards to medicines use within Luton & Bedford with all relevant clinical and managerial staff. • Be proactive in risk management ensuring that all clinical incidents are reported and appropriate action taken. • To liaise with the other Clinical Pharmacist Leads to have a standardised approach trust-wide. • To monitor and audit the use of controlled drugs by wards within the Luton & Bedford directorate
Clinical	<ul style="list-style-type: none"> • To ensure safe and appropriate use of medicines in order to maximise benefit and minimise risk to patients. • To provide a clinical pharmacy service in accordance with the Trust Clinical Pharmacy Standards. • To be responsible for ensuring provision of clinical pharmacy input both at ward level and to the multidisciplinary team caring for outpatients. • To ensure pharmacy staff providing a service to ELFT has adequate competencies to deliver such service. • To work as part of a fully integrated multidisciplinary team. • To manage and make appropriate referrals to other members of the multidisciplinary team and within the pharmacy department. • To provide advice to clinicians on unlicensed medicines use and areas of practice where the evidence base is lacking. • To reduce risk associated with medicines use by contributing to

	<p>the safe medication practice agenda. This will include identification and reporting of medicines related incidents.</p> <ul style="list-style-type: none"> • To be able to critically appraise the literature and give accurate interpretation in order to improve use of medicines. • To demonstrate expert clinical knowledge in the specialism of mental health pharmacy services and motivate and inspire others. • To act as a clinical role model and demonstrate the ability to provide safe, clinically effective and cost efficient use of medicines. • To demonstrate innovation and extend the boundaries of the profession. • The post holder and staff under the management of the post holder will continually update their skills and knowledge as part of continuing professional development.
Policy and or Service development	<ul style="list-style-type: none"> • Ensure that accurate documentation and records of patient care are To provide input on Trust Medicine's policies and decisions and attend the Trust Medicines Committee as required. • To have input into the writing of Trust wide clinical guidelines and standards as delegated by the Chief/Lead Pharmacist. • To manage local implementation of ELFT Medicines Policies within the Luton and Bedford directorate. • To assist the Lead Pharmacist with the modernisation agenda for pharmacy services in partnership with acute trusts. • To assist the Lead Pharmacist in identifying local service developments and service improvements • To identify, implement and undertake project work within the allocated directorate(s) in order to improve and maintain standards of medicines use. • To proactively develop the clinical pharmacy service in line with local and national objectives. • Be responsible for ensuring medicines are handled safe and securely •
Management of Resources:	<ul style="list-style-type: none"> • To provide day-to-day management of subordinate pharmacy and pharmacy support staff as and when appropriate. • To be responsible for planning and organising own workload for their clinical areas in accordance with the requirements of the job. • To be responsible for the provision of a safe, effective, quality clinical pharmacy service to Luton and Bedford directorate. • To be responsible for managing medicines storage and security (prescription only medicines and medicines specified in the Misuse of Drugs Act) within the Luton directorate. • To be responsible for medicines supply (e.g. stock lists) ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk. • To be responsible for the day-to-day operational management of pharmacy service to the Luton & Bedford directorate this includes managing, planning and organising workload allocation. • To manage pharmacy staff involved in providing a service to the Luton & Bedford directorate. This includes performance appraisal, and recruitment.

	<ul style="list-style-type: none"> •
Research, Development and Quality improvement:	<ul style="list-style-type: none"> • To work towards the Trust's priorities and to improve quality using quality improvement methodology. • To participate in the ELFT Trust wide Medicines Audit programme. This includes assisting with identification of audit topics, and supporting collection and analysis of data and completing the audit cycle. • To identify and undertake medicines audit in accordance with clinical governance requirements and re-audit where appropriate. • Promote and facilitate pharmacy practice related research within mental health pharmacy services. • To integrate research into practice and to implement changes required as a result of the audit cycle. • To participate in POMH-UK audits and feedback results to all relevant clinical teams •
Other	<ul style="list-style-type: none"> • To work out of hours and weekend shifts as needed to ensure availability of advanced clinical skills and visible clinical leadership. • To participate in the Pharmacy on-call rota

KNOWLEDGE AND SKILLS

Knowledge, Training and Experience	<ul style="list-style-type: none"> • To assist the Lead Pharmacist in the preparation and delivery of training for clinical staff (e.g. nurses, junior doctors) working within the Trust. • To provide training to ELFT and Bart's Health Pharmacy teams • To provide education and training to other healthcare staff on mental health related issues. • To be responsible for own continuing professional development CPD, (and portfolio) in order to continue to update clinical knowledge and skills. • To participate and contribute to the ELFT Pharmacy Continuing Professional Development/Continuing Education Programme.
Supervision	<ul style="list-style-type: none"> • To role model a high standard of documentation within the patients' health records. • To undertake delegated projects and management responsibilities as required. • To develop and maintain effective and appropriate communication systems with staff and colleagues within the Trust. • To take every responsible step to see that the working environment is safe, healthy and hazard free for staff and users. • To utilise effective leadership styles to promote clinical excellence and optimum patient outcomes • To be aware of care provision in the wider healthcare community and utilise this knowledge to proactively contribute to service development/improvement
Communication and Relationships	<ul style="list-style-type: none"> • To be aware of and act in accordance with agreed policy and procedures, legislation and standards • To ensure personal compliance with the Trust's non-medical prescribing policy • To ensure continuing professional development in relation to the four pillars of Advanced Practice: Clinical practice, leadership and management, education and research.

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair

	work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
Data Protection Act Data Protection – Your Data	<p>To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
Safeguarding	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
Service User and Carer Involvement	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Clinical Governance	<p>As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-</p> <ul style="list-style-type: none"> • taking part in activities for improving quality • identifying and managing risks • maintaining your continuous professional development
Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line

	manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
Infection Control	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

PERSON SPECIFICATION

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Factors	Essential	Desirable	How Tested
Educational/ Qualification	<ul style="list-style-type: none"> Vocational Masters Degree in Pharmacy (4 years or equivalent) + One year pre-registration training + Four years post registration training relevant to hospital pharmacy (two years experience in a Mental Health setting) Member of the General Pharmaceutical Council and/or Royal Pharmaceutical Society Psychiatry qualification (or willing to work towards this) 	<ul style="list-style-type: none"> Certificate in Clinical Pharmacy (or equivalent) Diploma/MSc in Clinical Pharmacy (or equivalent or willing to work towards this) Supplementary or Independent Prescriber (or willing to work towards this) Associate member or member of the CHMP 	A
Experience	<ul style="list-style-type: none"> Proven experience of good performance in previous posts, where relevant Demonstrate ability to appropriately recommend, substantiate and communicate medicine related information to Mental Health patients, carers and clinical staff Previous evaluated experience of mentorship Setting objectives and appraisal techniques Clinical Audit. Training of other staff. Staff management experience 	<ul style="list-style-type: none"> Monitoring and advising on drug expenditure Working in a community setting Providing teaching sessions to pharmacy and other staff Set up and /or run a service 	A/I
Knowledge/ Skills	<ul style="list-style-type: none"> Able to manage own time. Able to work both alone and as part of a team. Good oral and written communication. Aware of customer needs. Able to cope with stressful situations. Demonstrates assertiveness in difficult situations. WP skills. Able to respond to customer needs. Negotiation. Managing a budget. Able to be flexible. Able to prioritise work. Up to date knowledge of current white papers/ national/ government reports affecting psychiatry 		A/I/P

	<ul style="list-style-type: none"> • Drugs used in psychiatry. • Aware of effect of political changes on healthcare. • Sound knowledge of drug management of Mental Health disorders including national guidance • Clinical and critical appraisal skills • Able to influence all grades of medical staff • Evidence in writing procedures, clinical guidelines and policy/protocols. • The ability to identify and prioritise clinical work load • Communicates with medical, nursing and pharmacy staff in clear precise and appropriate manner. • To have an awareness of national and local priorities • The ability to identify and manage risks • Ability to evaluate own work • Enhances the quality of patient care • Demonstrates awareness of the clinical governance agenda • Teaching and presentation skills • Able to work as part of team or alone • Shows empathy towards patients' needs. 		
Other	<ul style="list-style-type: none"> • Works calmly under pressure. • Understands and shows commitment to continuing personal development. • Be able to achieve objectives. • Able to use initiative and show appropriate level of self reliance. • Friendly personality; helpful to other staff and patients. • Adaptable • Own car and full driver's license. • Demonstrates ability to meets set targets • Demonstrate ability to organise self in order to ensure efficient use of time. • Self motivated • The ability and willingness to deputise for senior staff while recognising limitations of experience and ability • Takes responsibilities for own actions • Sickness (or attendance) record that is acceptable to the Trust: to be checked at interview. Declared medically fit by the Occupational Health Department to perform the duties of the post 		A/I

A = application form, I = Interview, P = Presentation