

**WALSALL HEALTHCARE NHS TRUST
JOB DESCRIPTION**

Post Title Lead Pharmacist – ePMA and Digital Medicines Management + EDC

Grade Band 8a

Reports to Deputy Chief Pharmacist

Responsible to Chief Pharmacist

Job Summary

The post holder will:

Support the implementation and further development of an Electronic Prescribing and Medicines Administration (ePMA) system across the Trust. They will also play a key role in the implementation and ongoing management of all clinical digital systems involving medicines.

Act as a role model and expert practitioner for staff, particularly in areas of service improvement, change management and project management, with a focus on developing and deploying digital medicines management solutions and managing complex clinical and service transformation.

Work closely with the Pharmacy IT, Digital Services, wider pharmacy teams and clinical staff across the organisation to ensure that clinical digital solutions are developed and maintained to reflect the current and future needs of the organisation.

Provide a high level of pharmaceutical support, advice and information to medical, nursing, and other healthcare staff providing clinical care, and contribute to the strategic development of pharmacy services throughout the Trust.

Support the provisions of the ePMA on-call service as and when required and support the main pharmacy service in the provision of normal and extended hour's pharmacy service for weekends and bank holidays.

Support research and development within the designated specialist area and contribute to the publication, presentation and dissemination of research and development.

Maintain registration, as a pharmacist, with the General Pharmaceutical Council, and to act in accordance with the code of ethics.

Key Responsibilities

Specialist Area

1. To support the implementation of ePMA across the Trust and ensure that solution adoption and associated clinical transformation are successful, working closely with the Pharmacy IT, Clinical Stakeholders, Trust IT, and all other relevant parties.
2. To contribute to the installation, configuration and testing of new functionality of an ePMA system during project implementation.
3. Be a key member of the ePMA team, contributing as necessary to ensure all tasks are completed to deadline and report progress on the areas for which the post holder is responsible.
4. To provide development and support for the clinical aspects of the ePMA system
5. Support with organising and managing ePMA clinical steering group meetings.
6. Attend and give feedback on the current status of projects to the relevant Project Board and/or Medicines Management Group (MMG).
7. In conjunction with the Digital Services project management team produce all project documentation, including a project initiation document, communication plan, risk and issues logs etc. which describes the work to be undertaken and achieved, while ensuring any guidance adheres to existing Trust Policy and Procedures.
8. Undertake an analysis of the risks and issues pertaining to the project and have an awareness of the differing external influences and their impact on the project.
9. To support, develop, implement, and continuously review ePMA contingency plans to ensure patient safety and service delivery are maintained during planned downtime or in the event of system failure.
10. To assist in the day-to-day management of the ePMA system including the documentation of operational procedural material on the use and management of the system.
11. To help coordinate aspects of the ePMA system and ensure any ePMA related incidents are prioritised, logged, resolved and/or escalated to Pharmacy IT, EPMA Operational Group, the Trust IT team or the Medicines Management Group as needed.
12. To liaise with suppliers and stakeholders to ensure clinical systems are delivered within agreed timescales and within the scope of the project specification.
13. To provide assurance that new clinical systems are safe, fit for purpose and maintain good information governance practice and GDPR.
14. To ensure safe and smooth system transition from project implementation to business as usual.
15. To ensure 'Business as Usual' systems are adequately maintained and resourced.
16. To regularly audit, analyse, interpret, and validate data to identify anomalies, resolve problems and ensure data integrity.
17. To review and respond to national advice and guidance from bodies such as NHS England /Improvement and NHS Digital.
18. To review and respond to security and safety notifications from system suppliers, the Trust IT department, NHS Digital and other system providers,

19. To maintain own training in Good Clinical Practice (GCP) to be able to fulfil requirements for providing pharmacy input to system configuration and developments.

General Pharmacy Duties and Responsibilities

20. To lead, develop, deliver, and manage the Clinical Pharmacy Service to assigned wards or clinical areas within Walsall Healthcare NHS Trust, if required.
21. Act as a clinical expert in a designated clinical specialty promoting the highest standards of pharmaceutical care.
22. Check prescriptions for clarity, safety and efficacy on wards, in dispensaries and the aseptic laboratory and when necessary, take accurate drug histories to facilitate this.
23. To provide the prescriber with appropriate information to effect a change in the prescription when clinically required, to ensure patients safety and effective therapy.
24. To ensure that controlled drugs audits are completed and that agreed corrective actions are completed to an agreed timeframe.
25. Provide information and support to nursing and medical staff on allocated wards on any aspect of medicines policy ensuring safe practice. Provide information to patients on allocated wards or in dispensaries concerning their medication and answer any resulting questions or queries.
26. To act as an independent and/or supplementary prescriber and to prescribe within legal requirements and own competency.
27. Provide, when necessary, through checking dispensing or supervision of technicians, an efficient medication supply service from any of the pharmacy departments, including the aseptic laboratory
28. Ensure patients discharge medication is accurate and dispensed in advance of the patients' discharge, by writing the patients' medication on the GP discharge prescription and conveying to the GP all necessary information concerning the patient medication to ensure a safe transfer to primary care.
29. Support the Chief Pharmacist in achieving long-term objectives of the department and its strategic direction including devising and reviewing medicines related policies, standard operating procedures and guidelines as required.
30. To lead and coordinate the competency-based assessments and training of junior staff within the team working in the designated specialty.
31. Work flexibly across all of the Pharmacy departments, covering the work of colleagues during peak periods or absence.
32. To ensure due regard for the requirements of Good Distribution Practice and full compliance with directives issued by the Responsible Person for wholesaling activities (WDA(H)) in order to maintain the medicines supply chain integrity.
33. To undertake any other duties, required by the Chief Pharmacist, appropriate to the grade, and relevant to the post.
34. To maintain an up-to-date knowledge of developments in medical, pharmaceutical practice and digital health technology as part of continuing professional development.

Financial Management

35. To identify and develop CIP initiatives resulting in cost-effective use of resources, resulting in improved patient care, and more efficient service.
36. To contribute to the Trust's management of drug expenditure through the medicines management governance structure, including Divisional Board, Divisional Quality Team, Formulary Management Group and Medicines Management Committee.
37. To promote awareness of and monitor compliance with the Trust Medicines Management Group decisions including the current contents of the formulary and policies and to assist medical and prescribing nursing staff to adjust prescribing practices in line with the evidence base & formulary requirements.

People Management

38. Recruits, trains, and develops staff and manages them on a day-to-day basis, including work scheduling, rotas, performance review, objectives setting, grievance and disciplinary matters.
39. Ensure that HR objectives and job plans including meeting targets for mandatory training, sickness absence, turnover, reduction in overtime and/or agency staff usage at, or lower than, the Trust's targets, are met.
40. To ensure that Individual Performance and Development Reviews (IPDR) are completed for line managed staff, in accordance with Trust Policy and the Trust's targets, and that Personal Development Plans are developed for each member of staff, as part of the IPDR, and that appropriate training is facilitated.
41. To ensure that the capability, conduct and performance of all staff are maintained at a consistently high level and that appropriate action is taken to address shortfalls.
42. To ensure that sickness absence is managed, and appropriate action taken to address both short- and long-term absence.
43. To ensure that processes exist for effectively communicating with all staff, irrespective of working pattern, that staff involvement in decision-making is positively encouraged, and that staff are fully engaged in changes affecting them.
44. To ensure that the findings of the Staff Survey are openly discussed, and action plans developed and implemented.
45. To ensure that all Trust Policies are complied with, brought to the attention of all staff, and are readily and easily accessible.
46. Manage and participate in out of hours pharmacy ePMA on-call service during implementation periods, including management of rotas, review of calls, dealing with issues or queries that arise from within pharmacy and across the Trust and ensuring adequate up to date resources are available for those on-call.
47. Act as a role model and support the personal and professional development of team members in particular and advise other staff of all grades in the postholders expert area of knowledge.
48. The post holder will be expected to participate in the engagement, training and education of pharmacy team members, doctors, nurses etc on how to use clinical systems.

Other Duties

49. Participate in weekend, Bank Holiday and on-call working as may be required.
50. Undertake any other duties as required by the Chief Pharmacist in accordance with the grade and nature of the post.
51. The Trust & Pharmacy will be working towards comprehensive 7 day services as mandated by NHS England the post holder will be expected to participate as the scope of the service is agreed.
52. Each individual employee has responsibility for ensuring they are committed to maintaining a high quality of service to patients by continued development of practice in the light of research evidence and by audit against clinically relevant standards.
53. In addition, individual staff have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both them and their peers within an open 'no-blame' culture.

This job description covers the major tasks to be carried out and the level of responsibilities at which the post holder will work. There may be changes from time to time and discussion will take place with the post holder.

Hours: 37.5 hours per week over 7 days period

Weekend working: A weekend and Bank Holiday service is provided by the pharmacy department and the post holder is expected to participate in this service as per current departmental practice.

Emergency Duty Commitment: The Emergency Duty Service is provided by the pharmacy department and the post holder is expected to participate in this service according to the needs of the department.

Job Design and Review

This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post holder with the AfC job evaluation process applied and confirmed via the issue of an updated job description.

Confidentiality and Data Protection

All employees who have access to personal data in relation to patients or employees will be aware of their responsibilities under the General Data Protection Regulation (GDPR) (EU) 2016/679. Any breach of the Regulation could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Regulation.

Health and Safety

Individual employees of Walsall Healthcare Trust and other NHS employees contracted to work on the organisation's premises have an equal responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation, including all new Health & Safety Regulations. In addition, employees must comply with all the Trust's policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably and attend mandatory health and safety training sessions.

Clinical Governance

All employees are required to actively contribute towards the organisation's clinical governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality.

Safeguarding

Children Walsall Healthcare NHS Trust, working with partner agencies, is committed to safeguarding children and promoting their welfare. All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 yrs.

Employees must comply with Walsall Local Safeguarding Board Child Protection Procedures and Trust Child Protection Procedures and recognise the importance of listening to children. All employees must attend child protection training relevant to their role and know how to seek advice or support from their manager or the Safeguarding Children team if required.

Vulnerable Adults

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills, and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with organisational and Walsall Local Authority Vulnerable Adults policies and procedures.

Equality and Diversity

The Trust is committed to promoting equality opportunities to achieve equity of access, experience, and outcomes, and to recognising and valuing people's differences. All employees have an obligation to help achieve this through personal example, open commitment and clear action.

Each individual will take responsibility for promoting inclusive and accessible service provision, employee development and a culture that values and respects difference. All employees should be familiar with, actively promote and work within Equality and Diversity policies at all times ensuring that they do not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief,

sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity, or any other grounds.

This applies to all activities as a service provider and as an employer. All employees must adhere to the Equality Act 2010

Patient Experience and Public Involvement (PEPI)

The Trust is committed to gaining feedback from all patients using a variety of methods including electronic, paper based and verbal. Within this Trust that feedback is monitored by the patient experience group and used to ensure that future services meet the needs of the patients and demonstrate continuous improvement. Volunteer, staff and families participate in the collection of this data

Customer Care

The aim of the organisation is to provide patients and other service users with the best possible care and service; therefore, all our staff are required at all times to put the patient and our service user first and to do their utmost to meet their requests and needs courteously and efficiently.

Infection Control

Employees will work to minimise any risk to clients, the public and other employees from Healthcare Associated Infection including MRSA and *C. difficile* by ensuring that they are compliant with the Health and Social Care Act 2008 – Code of Practice (and as amended from time to time) for the prevention and control of Healthcare Associated Infections (The Hygiene Code); and by ensuring that they are familiar with the organisations Infection Control policies located on the Intranet.

Further responsibilities involve employees in ensuring that service users and members of the public are actively engaged (using a variety of methods) in appropriate service delivery, service development and decision making within their service area and the wider organisation. Determination of these responsibilities should be in conjunction with your line manager and delivered accordingly.

Smoking

The organisation operates a No Smoking policy.

Duty of Candour

There is also a contractual duty of candour imposed on all NHS and non-NHS providers of services to NHS patients in the UK to 'provide to the service user and any other relevant person all necessary support and all relevant information' in the event that a 'reportable patient safety incident' occurs.

The Duty of Candour is a legal duty on hospital, community, and mental health trusts to inform and apologise to patients if there have been mistakes in their care that have led to significant harm

Duty of Candour aims to help patients receive accurate, truthful information from health providers

The NHS LA's duty of candour guidance seeks to demystify how health providers can deliver on candour, achieving a wholly transparent culture in health provision – being open when errors are made, and harm caused

All NHS provider bodies registered with the Care Quality Commission (CQC) have to comply with a new Statutory Duty of Candour

Policies and Procedures

All employees need to be aware of the organisations policies, procedures and protocols relating to their service and work within the guidelines at all times.

Employees have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both them and their peers within an open 'no-blame' culture.

PDR (All Staff)

The NHS Constitution requires organisations to provide staff with clear roles and responsibilities, personal development, and line management, to support them to succeed.

An organisation-wide appraisal process that focuses on performance and personal development helps deliver this.

It is required for staff to have a yearly effective and meaningful appraisal with their manager.

Major Incident Planning and Business Continuity

Managerial post-holders will be responsible for the development and delivery of major incident planning, business continuity and resilience. This will include ensuring there are effective and up to date plans that comply with legislation and guidance that meet the requirements of the Civil Contingency Act (CCA) for their area of responsibility