



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Highly Specialist HIV Pharmacist
<b>GRADE:</b>	Band 8a
<b>BASE:</b>	Sexual Health Service, Homerton Healthcare
<b>MANAGED BY:</b>	Service Manager

### JOB SUMMARY:

The post holder will lead, develop, co-ordinate and evaluate clinical pharmacy services of a consistently high quality for HIV / Sexual Health Services in line with the objectives of the speciality and the Trust and in accordance with local and national guidelines, professional standards and commissioning requirements. You will lead on Medicines Management in HIV – including provision, analysis and monitoring of drug usage / expenditure reports of co-development of innovative cost-saving initiatives.

The post holder will provide expert advice to the HIV / Sexual Health speciality and ensure that treatment and medicines is safe, effective and economic.

The post holder will be responsible for developing and co-ordinating HIV / Sexual Health training of pharmacy staff and other health care professionals.

### MAIN RESPONSIBILITIES:

#### Managerial:

- Acts as the lead pharmacist for HIV, ensuring the provision of services in accordance with local and national guidelines
- Line manages and supervises the specialist HIV pharmacist in conjunction with the Chief Pharmacist, setting and reviewing objectives and carrying out appraisals according to Trust policy.
- Ensures there are processes for identifying and managing risks (particularly those related to HIV medication) within the HIV/Sexual Health speciality. Responsible for identifying, investigating and managing HIV/sexual health-related risk issues within pharmacy.
- Oversees the procurement, supply and documentation of named-patient medication and is responsible for the implementation of expanded access programmes for antiretrovirals.
- Attends London HIV Lead Pharmacists meetings and is responsible for implementing any new initiatives that are agreed and feeding back to the department on such initiatives.
- Participates in the co-ordination of requests and results for therapeutic drug monitoring of antiretrovirals. Contributes to the process of interpreting results, decision-making and ensuring recommendations are implemented.
- In conjunction with other members of the team, co-ordinates the HIV medication home delivery service for patients.



- Participates in developing HIV pharmacy services within clinical networks across the North East sector and through HIVPA network.
- Supports the Chief Pharmacist in influencing and implementing changes to clinical practice both locally and trust wide.
- Acts as a role model for other pharmacy staff.
- The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.
- Responsibility for developing and updating PGD's for the department.
- Effectively induct new staff into the Trust/department in accordance with the Trust's induction programme.
- Facilitate the personal and professional development of staff. This involves identifying training and development needs, providing suitable development opportunities and evaluating development actions in accordance with the Trust's appraisal and training procedures.
- Monitor the level and standard of work undertaken by your staff and to guide, coach and advise them as appropriate.

#### Clinical:

- Monitors in- and out-patient HIV/Sexual Health prescribing according to Trust and national guidelines, to ensure appropriate and safe use of medicines in these patients.
- Provides specialist clinical pharmacy expertise to senior clinical staff of the HIV/Sexual Health multidisciplinary team, to clinical staff from other medical specialities as required, and to other pharmacy staff.
- Provides pharmaceutical care to HIV patients at the Jonathon Mann Clinic and other wards within the hospital as necessary ensuring:
  - accurate drug history
  - home delivery management;
  - detailed medication counselling and adherence support to patients considering, starting, taking or changing ARV therapy, according to individual need, following referral from medical staff or as assessed by the post-holder.
  - Prescribes for patients seen in pharmacist-led clinic if/when appropriate, according to previously agreed individualised treatment plan.
- Attends and participates in the multidisciplinary team meeting and virtual clinic/retrovirology meeting at BLT (in which treatment options for HIV patients are discussed by an expert panel), contributing and providing expert advice to the decision-making process for individual patients and feeding back to pharmacy staff as needed.
- Attends and participates in the monthly HIV/Sexual Health strategy and educational meetings.
- Participates in the management of adverse drug reaction (ADR) reporting within the speciality.
- Provide leadership in Quality and Risk Management by developing and monitoring clinical governance initiatives that support the Trust and Directorate Clinical Governance programme.
- Undertakes other duties as requested by the Chief Pharmacist and HIV Lead Clinician



#### Research & Audit:

- In conjunction with the HIV Lead Clinician, co-ordinates the pharmacy establishment of HIV/Sexual Health clinical trials and attend clinical trial initiation meetings.
- Co-ordinates the maintenance of HIV/Sexual Health clinical trials within the pharmacy departments, ensuring compliance with Trust policies and national / international legislation and guidance (e.g. ICHGCP, EU directive, United States FDA regulations):
- Ensures up to date standard operating procedures (SOPs) are in place and documentation is completed and processes are adhered to.
- Trains other pharmacy staff in the dispensing of clinical trial medication and conduct of clinical trials.
- Participates in multidisciplinary audit and pharmacy led audit/practice research within the HIV/Sexual Health specialty. Produces written audit reports and presents/publishes results of audit/practice research to the multidisciplinary team and at conferences/in journals (as appropriate). Contributes to the implementation of changes in practice resulting from audit projects.

#### Education & Training:

- Maintains an up to date, expert level of HIV/Sexual Health knowledge by attending relevant meetings, conferences and other continuing professional development activities.
- Takes responsibility for own continuing professional development (CPD) and maintains an up-to-date portfolio of evidence to meet the Royal Pharmaceutical Society of Great Britain's requirements for CPD.
- In conjunction with the Chief Pharmacist, oversees training of junior pharmacists, technicians and student technicians within the department.
- Provide mentorship for a junior pharmacist and/or a pre-registration pharmacist. This includes regular meetings with staff, appraisal, support and feedback.
- Co-ordinates HIV training meetings for pharmacy staff.
- Provides education and training in the drug therapy of HIV/Sexual Health and the role of the pharmacist within the multidisciplinary team as necessary.
- Educates patients and their carers where necessary, on appropriate medication-related and health promotion issues.
- Attends mandatory and statutory training as required by the Trust.





## FURTHER INFORMATION

### Other Job Duties

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the postholder.

### Equality, Diversity and Inclusion

We are committed to achieving [equality and inclusion for all our people at Homerton Healthcare NHS Foundation Trust](#) and we respect and value the diversity and differences of our patients and our people, ensuring everyone is enabled to thrive, feels a sense of belonging, and is able to be their authentic self.

We are proud to be in one of the most diverse locations in the country, with nearly 90 different languages spoken as a main language, and we champion equality, diversity and inclusion in all aspects of our employment practices and service delivery. Every member of our staff is expected to understand, commit to, and champion equality, diversity and inclusion throughout their work.

We offer a range of flexible working options that enable you to balance your work and personal life, including part-time, compressed hours, remote working and job-shares.

If you are interested in joining our team, please let us know your preferred working pattern in your application, and we will consider all requests for flexible working and try to accommodate them wherever possible

### Standards of English

All employees are required to have the appropriate level of English competence to enable them to effectively carry out their role, deliver safe care and enhance the patient experience. This is a requirement of the Immigration Act 2016 (Part 7), and the Person Specification will clearly define the required level of competence for the role.

### Health and Safety

Employees, in line with the Trust's commitment to the Health and Social Care Act 2008 (Previously known as the 'Hygiene Code'), improving infection control and health and safety are individually required to ensure that they make every effort to contribute to making the Trust a clean and safe environment within which to work and receive care.

All staff have a responsibility to prevent and control infection within Homerton Healthcare. This includes ensuring personal and team compliance with the Hygiene Code (Health and Social Care Act 2008) and all relevant policies including Hand Hygiene, Homerton Dress Code, MRSA screening and Infection Control.

### Trust Policies

All employees of the Trust are required to observe legislation, Trust policies, standards and guidelines relating to risk management, equal opportunities, data protection and standards of business conduct.





## **Safeguarding**

It is the responsibility of each member of staff to be aware of, and work in accordance with, the Trust's safeguarding children and adults policies and procedures. This includes ensuring that they undertake statutory and mandatory safeguarding children and adult training appropriate for their role. In addition to acquiring safeguarding knowledge and skills, each member of staff must be competent and maintain their knowledge and skills in clinical practice to safeguard the health and wellbeing of children and adults.

## **Sustainability**

It is the responsibility of leaders of the Trust to demonstrate and foster the Trust's commitment to environmental sustainability and corporate social responsibility by acting as a role model and enabling others. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water wastage and reporting faults promptly.

## **Smoke-Free**

Homerton Healthcare NHS Foundation Trust is smoke free. Smoking by staff is not permitted on Homerton premises.





## Living Our Values – How We Work at Homerton Healthcare

At Homerton Healthcare we consider all our people as leaders and we expect everyone to demonstrate our leadership behaviours in their work:

- Be compassionate and kind
- Have a growth mindset
- Demonstrate professionalism
- Practice gratitude
- Champion equality and inclusion
- Advocate Just Culture

**Our five values, Personal, Safe, Respectful, Inclusive, and Responsibility, underpin our leadership behaviours and set out how we show this in practice**

### Personal

We will give compassionate care that addresses individual needs and is responsive to our patients, service users, their families and carers, and our people.

**We will:**

- ensure that relationships with patients and service users are founded on compassion, empathy, and kindness
- appreciate each person as an individual and address their specific needs to ensure we deliver equitable care
- actively listen to and involve patients and service users in decisions about their care
- provide continuity of care through good communication and teamwork

### Safe

We will do everything we can to make our services as safe as possible and constantly seek to learn and improve.

**We will:**

- be open and honest when we get things wrong, and do all we can to correct and learn from our mistakes
- listen to our staff, patients, service users and their families and carers and use their feedback to improve services
- ensure that we have the right staff, in the right numbers, with the right skills, in the right place, at the right time
- constantly monitor standards of care and respond quickly if there are concerns

### Respectful

We will treat others as we would expect ourselves or our families to be treated and cared for.

**We will:**

- treat everyone with dignity and respect
- listen to others and value their contribution
- provide services that meet the diverse needs of our communities
- value and support the health and wellbeing of all our staff



### Inclusive

We will respect and value the diversity of our patients and people so everyone can thrive, feel a sense of belonging and can be their authentic self.

**We will:**

- celebrate and value everyone's uniqueness and difference
- create psychologically safe spaces that enable people to bring their whole, authentic selves to work
- foster a sense of belonging
- have an anti-racist approach and tackle all forms of discrimination

### Responsibility

We will take responsibility for our actions and any problems that we come across – we lead by example.

**We will do this by:**

- being open and transparent about our performance and setting challenging improvement targets
- thinking differently and looking for new and innovative ways of working
- ensuring our care is evidence based and follows best practice
- doing the right thing, even when it is difficult

## PERSON SPECIFICATION





**POST** Highly Specialist HIV Pharmacist  
**DEPT/UNIT** Sexual Health Service

**BAND** 8a  
**DATE**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>BPharm / BSc (pharmacy) / MPharm / equivalent pharmacy degree</li> <li>Postgraduate certificate in clinical pharmacy</li> <li>Diploma in clinical pharmacy or equivalent</li> <li>Non-medical prescribing qualification or willing to undertake training to gain qualification ASAP</li> <li>Member of the Royal Pharmaceutical Society of Great Britain (MRPharmS)</li> <li>Be an active member of the HIV Pharmacy Association (HIVPA)</li> </ul>	<ul style="list-style-type: none"> <li>MSc in clinical pharmacy or equivalent</li> <li>Registered supplementary/ independent prescriber</li> <li>Be an active member of BHIVA</li> </ul>	<b>AF / I</b>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate staff values</li> <li>Excellent oral and written communication and presentation skills</li> <li>Proactive forward thinking approach</li> <li>Able to explain and discuss complex and sensitive issues with patients and their carers including matters relating to sexual health</li> <li>Able to critically appraise clinical trial protocols and results</li> <li>Able to analyse situations and or processes to identify areas of clinical risk</li> </ul>	<ul style="list-style-type: none"> <li>Able to explain and discuss matters relating to prognosis and life expectancy</li> <li>Evidence of research activity or utilisation</li> <li>Able to undertake analysis of a clinical incident/ complaint in order to contribute to HIV directorate reports</li> </ul>	<b>AF / I</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrates sufficient post-registration experience to competently meet the role</li> <li>Proven management &amp; leadership roles</li> <li>Experience of managing staff including the management of the poor performer</li> <li>Experience of implementing and monitoring policies regarding medication</li> <li>Experience of undertaking prescription review of complex medication regimens individualised for HIV patients</li> <li>Experience in supporting patients' adherence to complex medication</li> <li>Experience in effectively providing an HIV pharmacy service within an acute hospital setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of developing policies regarding medication</li> <li>Previous experience of contributing towards clinical governance activities within pharmacy and/or a clinical speciality</li> </ul>	<b>AF / I</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge/understanding of confidentiality issues</li> <li>Sound clinical skills in speciality</li> <li>Understanding of clinical governance</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of prescribing guidelines within an organisation</li> </ul>	<b>AF / I</b>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Understanding and demonstration of the Trust Values</li> <li>Commitment and adherence to equality, diversity and inclusion</li> <li>Experience of working across professions</li> <li>Ability to effectively prioritise work and resources within a busy environment with multiple demands.</li> <li>The ability to maintain standards, initiate and develop evidence based practice.</li> <li>Ability to competently and confidently handle, analyse and present numerical data.</li> <li>Use of pharmacy computer programmes relevant to job</li> <li>Commitment to Equal Opportunities</li> <li>Understanding of Safeguarding, Data Protection and Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Use of JAC pharmacy computer system</li> </ul>	<b>AF / I</b>

**Signed:** ..... **Position:** .....

Mandatory components in all job descriptions are shown in italics

Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)

