



# ADVANCED SPECIALIST PHARMACIST- EDUCATION AND TRAINING

PHARMACY CENTRE

INFORMATION FOR CANDIDATES



## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER



# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Advanced Specialist Pharmacist –Education &amp; Training</b>
<b>Band</b>	<b>8a</b>
<b>Directorate</b>	<b>Clinical Support Services</b>
<b>Accountable to</b>	<b>Pharmacist Team Lead - Education and Training</b>
<b>DBS Required?</b>	<b>Yes- Enhanced</b>

## JOB OVERVIEW

The post holder will:

- Lead on the day-to-day delivery of the pharmacy undergraduate placements.
- Contribute to the regular planning and review of foundation pharmacist training year with other designated supervisors and educational programme director.
- Act as a designated supervisor for trainee pharmacists undertaking the NHSE WTE Foundation year of training.
- Lead on the day-to-day delivery of the foundation pharmacist training year.
- Be a highly specialised clinical pharmacist delivering a high-level clinical pharmacy service for our patients.

- Work as an independent prescriber to optimise medicine regimes.
- Contribute to provision of a clinical pharmacy service in the event of annual leave or sickness absence.
- Line manage and undertake regular appraisals of allocated staff.
- Participate in the delivery of the Newly Qualified Pharmacist Pathway.
- Participate in weekend and bank holiday working arrangements.
- Participate in the Emergency Duty Commitment rota.

## Main Responsibilities and Duties

### Education and Training

- Co-ordinate and deliver the pharmacy practice placements at the Royal Shrewsbury Hospital site in liaison with pharmacy undergraduate placement lead at Keele University.
- Maintain appropriate records of attendance and achievement.
- Co-ordinate and deliver the NHSE WTE Foundation Year for pharmacists in training to meet GPhC. Learning Outcomes.
- Act as a designated supervisor for trainees in the NHSE WTE Foundation Year and co-ordinate designated supervisor meetings and activities.
- Key link with local NHSE WTE training programme facilitator.
- Participate in delivery of the NHSE WTE Newly Qualified Pharmacist Pathway.
- Work in partnership with Teacher/Practitioner at Princess Royal Hospital. Telford to align practice.
- Contribute to development of other staff members undertaking education and training pathways.
- Contribute to multidisciplinary learning events.
- Provide education and training to other healthcare professionals as appropriate.
- Provide education to patients as appropriate.
- Become actively involved in research projects and other pharmacy practice studies with particular emphasis on medicines management.
- Assist the development of clinical and pharmaceutical audit through practice and computerised applications.
- Deputise for Pharmacist Team Lead – Education and Training as appropriate.

## Highly Specialist Clinical Service

- Work closely with the clinical pharmacists and medical staff to promote key prescribing messages, facilitate cost-effective prescribing, reduce the unnecessary or inappropriate use of medicines and improve therapeutic drug monitoring.
- Provide highly specialist professional and clinical information and advice to the multidisciplinary healthcare staff, patients and carers regarding medicine policies and procedures.
- Provide specialist advice for the introduction of new drugs into the area including the review of the clinical evidence and financial information.
- Counsel patients or carers about medicines ensuring understanding. Overcoming problems of communication and other difficulties for patients (and their carers) with succinct advice and physical and written aids to concordance. This may involve providing advice and counselling to patients and carers who may be upset, anxious or angry on the appropriate use of their medicines
- Function as an Independent Prescriber (IP) to optimise medicine regimes for the patients, ensuring appropriate medicines are prescribed or de-prescribed after assessment. This will be line with GPhC registration requirements and be formally agreed with all appropriate and relevant clinicians. As an IP pharmacist the post holder will:
  - Practice within the scope of the GPhC registration.
  - Adhere to the Trust Medicines policy in relation to scope and responsibilities of role.
  - Comply with the Trust Medicines Formulary.
  - Be responsible for providing on-going evidence of competency in relation to their prescribing role.
- Investigate pharmaceutical problems arising from the use of medicines and participate and encourage medical staff in adverse drug reaction reporting.
- Act as a role model for pharmacists providing a clinical pharmacy service.
- Investigate incidents and complaints related to medicines usage and to be involved in root cause analysis reviews within the specialist area to improve safety and quality of the service.

## Clinical Ward Service

- Visit agreed wards daily and other wards on request ensuring standards adhered to, prioritising according to time allocated.
- Obtain an accurate drug history for specific patients on admission.
- Identify and resolve omissions and inaccuracies in prescribing for medicines prescribed on admission.
- Assess whether medication brought into hospital by the patient is fit for use and remove (with the patient's permission) any unwanted or unusable medicines.
- Be involved in the clinical assessment of patients, consulting with the relevant medical teams, and plan clinically and pharmaceutically sound prescriptions and formulations.



- Provide a clinical pharmacy service to designated wards. This includes:
  - Provision of pharmaceutical advice to medical and nursing staff
  - Review of prescription charts according to Trust policy. This involves making recommendations tailored to the context of specific patients or situations, checking drug doses are correct, checking intravenous medicines and compatibilities, addressing co-existing medical diseases and conditions such as hepatic and renal impairment.
  - Supply of medicines to inpatients
  - Endorsing of prescriptions charts according to Trust policy
  - Risk management and compliance with medicines
  - Regular attendance and participation in a consultant ward round
- Ensure primary/secondary care interface communication, especially on discharge from hospital.
- Record interventions made on wards.
- Ensure specified ward has a stock list, the range and level of which should match usage and be agreed with the ward manager.
- Review stock range and level according to usage analysis and the needs of the user at least every 12 months.
- Carry out annual storage audits and three-monthly controlled drug audits promptly and report any problems to Chief Pharmacist, as appropriate.

### **Dispensary Service**

- Attend the dispensary at allocated time.
- Deal only with dispensary matters during this period.
- Work to standards defined in dispensary procedures.
- Ensure that prescriptions are clinically screened to promote the rational use of drug therapy and evaluation of the appropriateness of the regimen selected and to minimise clinical risk resulting from medicine use.
- Record interventions made in the dispensary.
- Work with the team to ensure response times are met for prescriptions.
- Dispense outpatient prescriptions, inpatient requests and TTOs if required.
- Dispense and check clinical trial prescriptions as per procedure.
- Check outpatient prescriptions, inpatient requests and TTOs.
- Counsel and provide information to patients about their medication.
- Supervise the work of support staff working in the dispensary.
- Carry out final check of Controlled Drug ward supplies which have been dispensed.
- Assist in the training of student technicians and pre-registration pharmacists in the dispensary.
- Discharge existing statutory regulations concerning the receipt, storage, issue, handling, dispensing, and processing of pharmaceutical preparations.

- Assist with putting away of stock drugs.

### **Emergency Duty Service**

- Take responsibility for locking up the department according to the Emergency Duty Pharmacist rota.
- Respond by phone within 10 minutes of receiving a message a call.
- Be responsible for providing advice, medicine information and supply of items which cannot wait until pharmacy is next open.
- Attend the hospital, if necessary, within 1 hour of receiving a message, or within an appropriate time scale.
- Record details of all calls.
- Meet with the Pharmacist Team Leader – Clinical Services & Governance after each Emergency Duty Pharmacist session to discuss calls, if necessary.
- Order additional stocks of drugs from suppliers if urgently required for a clinical need.

### **Staff Management**

- Manage, mentor and supervise band 6 and 7 pharmacists and technicians.
- Ensure the optimal allocation of staff to duties.
- Line manage performance issues and sickness absence and undertake the annual appraisal of allocated trainees and/or pharmacists.
- Aid in the recruitment of staff.

### **General**

- Provide complex medicines related information on all aspects of drug usage to nursing and medical staff in person, in writing and by telephone.
- Ensure compliance with Medicines Legislation of all prescribing.
- Be involved in ward-based medicine management on weekends and Bank Holidays (on a rotational basis).
- Contribute to the effectiveness of the pharmacy by making suggestions for innovation and development in professional aspects of the work.
- Undertake such other appropriate duties/investigations/audits/research as may be deemed necessary and encouraged by the Head of Pharmacy.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Honours Degree in Pharmacy / MPharm.</li> <li>• Registration with the GPhC as a pharmacist.</li> <li>• Mandatory CPD to maintain fitness to practice.</li> <li>• Postgraduate Diploma in Pharmacy Practice or equivalent (completed both year 1 and year 2).</li> </ul>	<ul style="list-style-type: none"> <li>• Registered as a Non-Medical Prescriber.</li> <li>• Member of the Royal Pharmaceutical Society.</li> <li>• CertEd or higher.</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Relevant post registration experience in hospital pharmacy.</li> <li>• Supervision of staff.</li> <li>• Experience of working as part of a multidisciplinary team.</li> <li>• Experience in documenting in medical notes.</li> <li>• Training of Foundation pharmacists and junior staff.</li> <li>• Experience of audit.</li> <li>• Excellent general clinical knowledge.</li> <li>• Able to use clinical knowledge at senior level.</li> <li>• Specialised knowledge of drugs used and therapeutic trends within specialised area.</li> <li>• Knowledge of healthcare systems guidance and NHS change.</li> <li>• Able to critically appraise research data.</li> <li>• Knowledge of postgraduate education for pharmacists</li> <li>• Confident user of Excel, Microsoft Word and Powerpoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Project management and report writing.</li> <li>• Experience in writing policies /guidelines.</li> <li>• Management of staff.</li> <li>• Tutoring of postgraduate trainee pharmacist or Foundation pharmacists.</li> <li>• Ability to take initiative and lead on projects including change.</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• High level of professionalism.</li> <li>• Good communication skills both written and oral.</li> <li>• Ability to motivate others.</li> <li>• Ability to use initiative.</li> <li>• Assertive and confident.</li> <li>• Good organisational skills.</li> <li>• Ability to manage own time.</li> <li>• Good team player.</li> <li>• Effective training skills.</li> <li>• Ability to lead on audit projects.</li> <li>• Ability to generate new ideas and ways of working to support the Trust's strategy and objectives.</li> <li>• Leadership skills to inspire staff within the department and beyond.</li> <li>• Networking.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to remain calm and work effectively under pressure and to deadlines.</li> <li>• Proven ability to teach a range of staff groups.</li> </ul>

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local

policies and departmental health and safety rules are adhered to; and

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

## INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.



# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital